



# AVANTHI INSTITUTE OF ENGINEERING & TECHNOLOGY

(Approved by AICTE, Recognised by Govt. of Telangana & Affiliated to JNTU, Hyderabad)

Gunthapally (V), Abdullapurmet (M), R.R. Dist., Near Ramoji Filmcity, Hyderabad - 501 512.

97047 55516  
99637 77079



## 5.2.1 - Number of placement of outgoing students during the year

### 5.2.1.1 - Number of outgoing students placed during the year

#### 5.2.1 Number of placement of outgoing students during the year

Year	Name of student placed and contact details	Program graduate d from	Name of the employer with contact details	Pay package at appointment
2021-22	A PAVAN KALYAN ,9505476932	CSE	VINCLOUD	3.5 LPA
2021-22	ALUMALLA SHIRISHA ,9849207540	CSE	Wipro	3.5
2021-22	ANUGULA SRINIVAS ,6305607277	CSE	Hexaware	4
2021-22	ERRI SAMAGNYA, 6303887709 ,8008918612	CSE	MSYS	4LPA
2021-22	GATIPELLY ROHITH ,9492885052	CSE	IOPEX	4 LPA
2021-22	HANMANTHU SAMPATHREDDY ,9490174425	CSE	CSS CORP.	2.5 LPA
2021-22	KANKANALA VAMSI ,6301293740	CSE	Fixity technologies	4 LPA
2021-22	KOLLA PRASHANTH ,7893460481	CSE	Fixity	3 LPA
2021-22	KOMMINENI RITHINKRISHNA ,8008551701	CSE	Hexaware	4
2021-22	MALKAREDDY JITHENDER ,9502178594	CSE	VINCLOUD	3.5 LPA
2021-22	MALREDDY VAISHNAVI,9866206180 ,9177340157	CSE	Capgemini	4 LPA
2021-22	MAMIDI SOUJANYA ,9441134391	CSE	SONATA SOFTWARE	4LPA
2021-22	MARAMRAJU VISHNU SANDILYA ,9440543583	CSE	Hexaware	4 LPA
2021-22	MIRYALA VINAY , 9391257575 ,9247761153	CSE	Accolite Digital	3.5 LPA
2021-22	NARRA AJITHA ,9705140259	CSE	Wipro	3.5 LPA

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

2021-22	NIDA ZEHRA , 9160777069 ,	CSE	CSS CORP	2.5 LPA
2021-22	NIZAMUDDIN SAMEERUDDIN ,6304917765	CSE	IOPEX	4 LPA
2021-22	OGETI SWETHA ,9440761240	CSE	TCS	3.36 LPA
2021-22	PAGALA HEMANTH KUMAR ,7337598595	CSE	Cappgemini	4 LPA
2021-22	PIRLA DEVI ,9441922406	CSE	TCS	3.36 LPA
2021-22	RITIKA NITIN KULKARNI , 8897303469 ,	CSE	IBeON Infotech PVT LTD!!!	2 LPA
2021-22	SIRIGADHA ANUDEEP ,9951270485	CSE	FIXITY	3 LPA
2021-22	VUDHARU NAGALAXMI ,9490525880	CSE	MSYS	4LPA
2021-22	BARLA SOUMY ,	CSE	CSS CORP	2.5 LPA
2021-22	DASARI SAI KAVYA ,7995505164	CSE	Hexaware	4
2021-22	GANJI RAHUL ,9440587624	CSE	HCL - 4.25 LPA	4.25LPA
2021-22	KANDIMALLA KIRAN KUMAR REDDY ,8309895001	CSE	Accolite Digital	3.51 LPA
2021-22	SANGARS SWETHA SRI ,9490139441	CSE	PRODEVANS	1.5 LPA
2021-22	ARIKATLA SRAVANI ,9866206507	CSE	INFOSYS	3 LPA
2021-22	KARNA BAHADUR BISTA ,6301879824	CSE	Accolite Digital	3.51 LPA
2021-22	MARAM NAGARJUNA REDDY ,9381299621	CSE	QUEST	3 LPA
2021-22	MOHAMMED FARHAN ,8019494054	CSE	INFOSYS	3 LPA
2021-22	PARSHAPAG KEVINMATTHEW , 8919571452 ,	CSE	Cappgemini	4 LPA
2021-22	PATIBADLA SAI VEERENDRA ,8374339999	CSE	INFOSYS	3 LPA
2021-22	PULIPATI SHYAMSUNDER ,6301385547	CSE	HCL - 4.25 LPA	4.25 LPA
2021-22	ALLE VINAY ,8374211346	CSE	MSYS	4LPA
2021-22	BADUGU DILEP ,9701736302	CSE	MSYS	4LPA
2021-22	BANALA VINAYKUMAR ,9581463185	CSE	IBeON Infotech PVT LTD!!!	2 LPA
2021-22	CHINTALA VAIBHAV REDDY ,9493751909	CSE	INFOSYS	3 LPA
2021-22	KADAVERU ANUSHA ,9848461497	CSE	Hexaware	4
2021-22	KAKI SONY ,8328282540	CSE	IOPEX	4 LPA
2021-22	KANALA SATHWIKI ,8340091453	CSE	PRODEVANS	1.5 LPA
2021-22	KONDA NAVEEN KUMAR REDDY ,9347621795	CSE	IOPEX	4 LPA



2021-22	KUDIKALA MANIKANTA ,9963356275	CSE	HCL - 4.25 LPA	4.25 LPA
2021-22	KUNAPURI PRASANNA ,9100403521	CSE	INFOSYS	3 LPA
2021-22	KYATHAM ANEESHA ,9959069060	CSE	SONATA SOFTWARE	4LPA
2021-22	M CHANDANA ,6302389165	CSE	PRODEVANS	1.5 LPA
2021-22	MANCHIKANTI ASRITHA ,9948760814	CSE	MSYS	4LPA
2021-22	MANDA KUMARA SWAMY ,9100285694	CSE	SONATA SOFTWARE	4LPA
2021-22	MANNEM MOUNKUMAR ,	CSE	INFOSYS	3 LPA
2021-22	MARRY PRAVEEN REDDY, 9492002765 ,9492002765	CSE	Cappgemini	4 LPA
2021-22	MEKAPOTHULA SOUMYA ,	CSE	CSS CORP	2.5 LPA
2021-22	MOGULOJU DIVYA ,9640444736	CSE	CSS CORP	2.5 LPA
2021-22	MUDIAM HARSHA VARDHAN REDDY ,9346988791	CSE	MSYS	4LPA
2021-22	MUSUKU AISHWARYA ,9492800848	CSE	Accolite Digital	3.51 LPA
2021-22	PALVAI HARISH, 8886524930 ,6301636921	CSE	VIRTUSA	4.5 LPA
2021-22	PENUMUCHHU RAMYA KEERTHI ,	CSE	MSYS	4LPA
2021-22	PULIPATI SOUNDARYA ,9502741268	CSE	CSS CORP	2.5 LPA
2021-22	PULPELLI PAVANI , 9014848078 ,9581030581	CSE	MSYS	4LPA
2021-22	RAMIDI MANOJ REDDY ,9618605317 ,9618605317	CSE	IBeON Infotech PVT LTD!!!	2 LPA
2021-22	RATHNAVATH SHIVA ,	CSE	PRODEVANS	1.5 LPA
2021-22	URAGADDA BHUDEVI ,9000500114	CSE	VINCLOUD	3.5 LPA
2021-22	VELAGALA T N S ADHI NARAYANA REDDY ,9550670666	CSE	QUEST	3 LPA
2021-22	VUPPU SIVA SAI VENKATA KRISHNA GANESH ,9440101259	CSE	Hexaware - 4 LPA	
2021-22	YEMPATI BALA KRISHNA ,9912783328	CSE	SONATA SOFTWARE	4LPA
2021-22	BOYA MOHIT ,7396392615	CSE	FIXITY	3 LPA
2021-22	MANNE MADHUMITHA REDDY ,9912064113	CSE	Cappgemini	4 LPA
2021-22	POLEPALLY NAGARAJU ,	CSE	VINCLOUD	3.5 LPA
2021-22	SARIKONDA DORYA SHIVANANDI RAJU ,8309560703	CSE	CSS CORP	2.5 LPA
2021-22	K BHARATH KUMAR REDDY ,9703140462	CSE	PRODEVANS	1.5 LPA

2021-22	R PRAVEEN ,9640502233	CSE	MSYS	4LPA
2021-22	RACHURI AISHWARYA ,9291212636	CSE	MSYS	4LPA
2021-22	SATTU SAIKIRAN ,9985585834	CSE	SONATA SOFTWARE	4LPA
2021-22	SURKANTI NAVJEEVAN REDDY ,9666740517	CSE	Wipro	3.5
2021-22	KARANAM SAI VANDANA SREEJA, 7680908021	CSE	Ediko	1.8 LPA
2021-22	DASARI VIVEK ,9951370775	CSE	Accolite Digital	3.51 LPA
2021-22	SEERVI SUNIL ,9032756847	CSE	INFOSYS	3 LPA
2021-22	CHERUKUMALLI VASU BABU ,9248780655	CSE	Ediko	1.8 LPA
2021-22	SAMA SHRAVANI ,9912107337	CSE	HCL	4.25 LPA
2021-22	NIKHIL ,9482739410	CSE	Infosys	3 LPA
2021-22	JALADI SAI TEJA, 9701152517 ,7569784445	CSE	VINCLOUD	3.5 LPA
2021-22	A MADHURI ,9640330215	CSE	IOPEX	4 LPA
2021-22	ALIGAPALLY SHILPA ,9182520410	CSE	Hexaware	4
2021-22	ALLAKONDA PRANAY KUMAR ,8978018043	CSE	Accolite Digital	3.51 LPA
2021-22	BOINAPALLY VENKATESH ,6281346954	CSE	QUEST	3 LPA
2021-22	DULGUNDE VIKAS,, 8121138685 ,8121138685	CSE	FIXITY	3 LPA
2021-22	KONGARI DHARANI ,9640436771	CSE	MSYS	4LPA
2021-22	KUDIRE MANASA ,7569938953	CSE	FIXITY	3 LPA
2021-22	MARAGONI MOUNIKA ,9949274410	CSE	SONATA SOFTWARE	4LPA
2021-22	NALLA KUMAR ,9553881574	CSE	Ediko	1.8 LPA
2021-22	RUDRA BHANUSRI ,	CSE	FIXITY	3 LPA
2021-22	SRIPATHI NAVEEN ,9705941460	CSE	Wipro	3.5
2021-22	A VENKATESH- ,	ECE	VINCLOUD	3.5 LPA
2021-22	BATTHU CHANDU ,9908605434	ECE	Wipro	3.5
2021-22	BHARATHA RAVITEJA ,8184880570	ECE	AAS TECHNOLOGIES PRIVATE LIMITED	1.2 LPA
2021-22	BOBBALA DEEPA ,7207071956	ECE	QUEST	3 LPA
2021-22	BOGA KEERTHI ,9951958666	ECE	VINCLOUD	3.5 LPA



2021-22	CHITLA PRATHYUSHA ,9912664802	ECE	IBeON Infotech PVT LTD!!!	2 LPA
2021-22	DARESH ADARSH ,9000515782	ECE	Accolite Digital	3.51 LPA
2021-22	DEKKA SAI KIRAN ,	ECE	MSYS	4LPA
2021-22	ETIKALA SAI CHARAN REDDY ,9492167831	ECE	Dura Automotive Services India Pvt. Ltd	2.14 LPA
2021-22	GADDAM RAHUL YADAV ,9502639980	ECE	TEKWORKS	3.5 LPA
2021-22	GANDLA RAMYA ,9390975145	ECE	Maha Electronics	1.23 LPA
2021-22	K NIKITHA ,9705308031	ECE	FIXITY	3 LPA
2021-22	KASIREDDY NITHISH ,7036238547	ECE	AAS TECHNOLOGIES PRIVATE LIMITED	1.2 LPA
2021-22	KASOJU SHRAVYA ,9290477924	ECE	Dura Automotive Services India Pvt. Ltd	2.14 LPA
2021-22	KATKAM MEGHANA ,9032888822	ECE	Dura Automotive Services India Pvt. Ltd	2.14 LPA
2021-22	KATTA HARMITHA ,9394223888	ECE	PRODEVANS	1.5 LPA
2021-22	M RAMESH ,7075135409	ECE	Maha Electronics	1.23 LPA
2021-22	MALIGIREDDY KEERTHI ,7569552334	ECE	HCL	4.25 LPA
2021-22	MALLIKANTI SAI KRISHNA ,9908420523	ECE	Dura Automotive Services India Pvt. Ltd	2.14 LPA
2021-22	MAMIDALA SREEJA ,9848704111	ECE	QUEST	3 LPA
2021-22	MANDA KALYAN REDDY ,9912373496	ECE	TCS	3.36 LPA
2021-22	MANIKARI BHARATH ,7675923029	ECE	IOPEX	4 LPA
2021-22	MARAM ASHOK REDDY ,6302233641	ECE	Maha Electronics	1.23 LPA
2021-22	MARVATHU SAI ROHITH ,9010721796	ECE	MSYS	4LPA
2021-22	MASANAM VENUKUMAR ,8499943253	ECE	Maha Electronics	1.23 LPA
2021-22	MIRYALA PAVANI ,9490849585	ECE	SONATA SOFTWARE	4LPA
2021-22	PERUMALLA MANISAI ,9949416730	ECE	MSYS	4LPA
2021-22	POLAKA SRIJA ,8008584340	ECE	Dura Automotive Services India Pvt. Ltd	2.14 LPA
2021-22	SEELAM UPENDRA REDDY ,9989530132	ECE	PALLE TECHNOLOGIES	2.5 LPA
2021-22	SINDI NIKHIL ,7674893637	ECE	Wipro	3.5
2021-22	TADIVAKA PAVAN TEJA ,9247761228	ECE	Maha Electronics	1.23 LPA
2021-22	TEEGALA SAI KUMAR ,9515245793	ECE	Dura Automotive Services India Pvt. Ltd	2.14 LPA


  
 Institute of Engineering & Tech.
   
 Guntur, Andhra Pradesh, India.

2021-22	THELLAKULA MAHESH- ,8885019038	ECE	Hexaware	4
2021-22	THOTA BHAVANA ,9948860098	ECE	Dura Automotive Services India Pvt. Ltd	2.14 LPA
2021-22	THUMMALA PRADEEP REDDY ,9948509490	ECE	INFOSYS	3 LPA
2021-22	YANALA PRASANNA ,9959035485	ECE	Maha Electronics	1.23 LPA
2021-22	YELLU DINESH REDDY ,6305458360	ECE	Dura Automotive Services India Pvt. Ltd	2.14 LPA
2021-22	ANTHANOLLA KUPENDER REDDY ,	ECE	QUEST	3 LPA
2021-22	BANDAMIDI PRADEEP ,8328312235	ECE	PRODEVANS	1.5 LPA
2021-22	BHUPANI VENKATA SAI KRISHNA ,9381717563	ECE	Maha Electronics	1.23 LPA
2021-22	CHALLAGUNDLA SRAVYA ,9866634429	ECE	MSYS	4LPA
2021-22	CHENNU PAVANI ,9951484582	ECE	Dura Automotive Services India Pvt. Ltd	2.14 LPA
2021-22	CHINTAPALLI RAMYASRI ,	ECE	Wipro	3.5
2021-22	CHOLLOTI AKANKSHA ,9963148588	ECE	VIRTUSA	4.5 LPA
2021-22	GOPAGONI BHARATH ,	ECE	Dura Automotive Services India Pvt. Ltd	2.14 LPA
2021-22	GANDHE PRAVIN ,9849281657	ECE	Dura Automotive Services India Pvt. Ltd	2.14 LPA
2021-22	JINKALA ANIL KUMAR REDDY ,8465020373	ECE	FIXITY	3 LPA
2021-22	KANDE AKHIL SAI ,	ECE	INFOSYS	3 LPA
2021-22	KARANAM DIVYA BHANU ,9441511912	ECE	VINCLOUD	3.5 LPA
2021-22	VORUGANTI SHRAVANI ,9951271009	ECE	INFOSYS	3 LPA
2021-22	KOLANU AJAYKUMAR ,9848544165	ECE	Hexaware	4
2021-22	NIMMALA ROHITH REDDY ,7780443018	ECE	Maha Electronics	1.23 LPA
2021-22	BALABHADRA SUKANYA- ,9553807284	ECE	MSYS	4LPA
2021-22	G-NAGARAJU ,7569796566	ECE	TEKWORKS	3.5 LPA
2021-22	KAMMADANAM NANDINI ,9963424706	ECE	FIXITY	3 LPA
2021-22	KORIPALLY NIKHILA ,9951038402	ECE	IBeON Infotech PVT LTD!!!	2 LPA
2021-22	MAALE SHIRISHA ,9951055969	ECE	SONATA SOFTWARE	4LPA
2021-22	NALUMASU VAISHNAVI ,6300576295	ECE	MSYS	4LPA
2021-22	NANDU SRIKANTH REDDY ,9908650434	ECE	AAS TECHNOLOGIES PRIVATE	1.2 LPA



			LIMITED	
2021-22	NOMULA VIJAYA RAMA RAJU ,9640543913	ECE	Wipro	3.5
2021-22	PITTALA SAIRAVALI ,9550452859	ECE	Dura Automotive Services India Pvt. Ltd	2.14 LPA
2021-22	PULIGILLA PRAVALIKA ,9640136423	ECE	INFOSYS	3 LPA
2021-22	PUSALA YESUMANI ,9515003933	ECE	Ediko	1.8 LPA
2021-22	VALLEPU SWATHI ,9618421834	ECE	IOPEX	4 LPA
2021-22	VEMULA RAJESH ,8978743897	ECE	Maha Electronics	1.23 LPA
2021-22	VISLAVATH BHASKAR NAIK ,9885213537	ECE	FIXITY	3 LPA
2021-22	YENNAM.KONDAREDDY ,6309263482	ECE	Dura Automotive Services India Pvt. Ltd	2.14 LPA
2021-22	DARAM MAMATHA ,	ECE	MSYS	4LPA
2021-22	DETTI CHANDU ,7893324036	ECE	Ediko	1.8 LPA
2021-22	DEVARIGARI SATYA PRASAD ,7095803240	ECE	Accolite Digital	3.51 LPA
2021-22	DEVUNURI SONY ,8897720345	ECE	PALLE TECHNOLOGIES	2.5 LPA
2021-22	K SHIVA ,9391462331	ECE	PRODEVANS	1.5 LPA
2021-22	KAKKUNURU PRATHYUSHA ,9573725725	ECE	IBeON Infotech PVT LTD!!!	2 LPA
2021-22	KAKUMANI HARIKA ,8897115796	ECE	MSYS	4LPA
2021-22	KANUGANTI KARTHIK KUMAR ,9010026073	ECE	Dura Automotive Services India Pvt. Ltd	2.14 LPA
2021-22	KOTHAPALLI VAMSHI ,9381025308	ECE	Maha Electronics	1.23 LPA
2021-22	N PAVAN KRISHNA ,9885230626	ECE	SONATA SOFTWARE	4LPA
2021-22	N SWATHI ,8106009636	ECE	Ediko	1.8 LPA
2021-22	NALLA TEJA ,7794093307	ECE	VINCLOUD	3.5 LPA
2021-22	NOMULA GOVARDHAN ,7780669898	ECE	Dura Automotive Services India Pvt. Ltd	2.14 LPA
2021-22	PASALA PETER SANDEEP ,6304263081	ECE	AAS TECHNOLOGIES PRIVATE LIMITED	1.2 LPA
2021-22	PATIBANDA LAKSHMI SAIMANOJ ,9391474404	ECE	GLOBUS SOFT	1.8 LPA
2021-22	PUUTTA SWATHI ,9502140173	ECE	Dura Automotive Services India Pvt. Ltd	2.14 LPA
2021-22	SHAGA BHARATH REDDY ,9642565988	ECE	PALLE TECHNOLOGIES	2.5 LPA
2021-22	SUNKARI SRAVANI ,9347420871	ECE	Hexaware	4
2021-22	VANGARI RAM TEJA ,8074321801	ECE	IBeON Infotech PVT.LTD!!!	2 LPA

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 Anaparthi (N. Andhra Pradesh) RR Dist.

2021-22	BHEEMANI AJITHKUMAR ,	EEE	AAS TECHNOLOGIES PRIVATE LIMITED	1.2 LPA
2021-22	BHUKYA PAVAN KUMAR ,9701048544	EEE	VINCLOUD	3.5 LPA
2021-22	BODDU SAIKUMAR ,9381752681	EEE	Maha Electronics	1.23 LPA
2021-22	BOGA PRASANNA ,8096078880	EEE	TEKWORKS	3.5 LPA
2021-22	GUGULOTH GANESH ,9652141905	EEE	MSYS	4LPA
2021-22	KEMBASARI PRASAD ,9392980092	EEE	AAS TECHNOLOGIES PRIVATE LIMITED	1.2 LPA
2021-22	KOTREPALLI APARNA ,7032366805	EEE	AAS TECHNOLOGIES PRIVATE LIMITED	1.2 LPA
2021-22	M SRINIVAS ,9763388769	EEE	TCS	3.36 LPA
2021-22	MASNA GANESH ,8498060181	EEE	IBeON Infotech PVT LTD!!!	2 LPA
2021-22	MATHANGI ARUN KUMAR ,8977802663	EEE	VINCLOUD	3.5 LPA
2021-22	NIRAGHATAM VENKATA SAI KRISHNA KARTHIK- ,6305140407	EEE	Maha Electronics	1.23 LPA
2021-22	SAPAVATH MAHESH ,9182295496	EEE	PALLE TECHNOLOGIES	2.5 LPA
2021-22	VADDEPALLI JAGADEESH ,9603287725	EEE	QUEST	3 LPA
2021-22	VEMPATI SHIVANI ,9553900993	EEE	AAS TECHNOLOGIES PRIVATE LIMITED	1.2 LPA
2021-22	BOMMMOJU RANJITH, 6303205025 ,9848371021	EEE	IOPEX	4 LPA
2021-22	DEGALA ASHA ,9701414056	EEE	SONATA SOFTWARE	4LPA
2021-22	MUNDLA ANUSHA ,8897063315	EEE	Dura Automotive Services India Pvt. Ltd	2.14 LPA
2021-22	VADLURI SUMANTH ,9989986306	EEE	VINCLOUD	3.5 LPA
2021-22	A SHIVAM ,9866082644	EEE	Dura Automotive Services India Pvt. Ltd	2.14 LPA
2021-22	BOMMAGANI DEEPIKA ,9640349550	EEE	Ediko	1.8 LPA
2021-22	JANGALA VINAY KUMAR ,6303205025	EEE	PRODEVANS	1.5 LPA
2021-22	MYPA SAI TEJA ,7997527809	EEE	SUTHERLAND	2.8
2021-22	SIRAGONI PAVAN KUMAR ,7288069309	EEE	SONATA SOFTWARE	4LPA
2021-22	THUPAKULA RUPARANI ,9848250675	EEE	Maha Electronics	1.23 LPA



2021-22	BADAVATH PRAVEEN ,8331917673	EEE	GLOBUS SOFT	1.8 LPA
2021-22	BELDHAR SANDEEP SAILOO ,9951994118	EEE	Dura Automotive Services India Pvt. Ltd	2.14 LPA
2021-22	CHALLA SAIPRAKASH REDDY ,9963226828	EEE	AAS TECHNOLOGIES PRIVATE LIMITED	1.2 LPA
2021-22	DHANAVATH VENKANNA ,9177794293	EEE	TEKWORKS	3.5 LPA
2021-22	DODLAPATI SRIKANTH ,6302407481	EEE	QUEST	3 LPA
2021-22	DUBA SRILAKSHMI ,	EEE	FIXITY	3 LPA
2021-22	GODUGU MANOHAR ,8790879250	EEE	Dura Automotive Services India Pvt. Ltd	2.14 LPA
2021-22	GOLAKOTI SINDHU SRI ,7032813559	EEE	PALLE TECHNOLOGIES	2.5 LPA
2021-22	GUBBALA SRI CHANDANA ,8555058779	EEE	Hexaware	4
2021-22	JAMMULADINNE RAGHUVARMA REDDY ,6303461698	EEE	Maha Electronics	1.23 LPA
2021-22	KONAPARTHI KALYAN KUMAR ,6300651108	EEE	Accolite Digital	3.51 LPA
2021-22	L YASHWANTH ,9052755185	EEE	IBeON Infotech PVT LTD!!!	2 LPA
2021-22	LINGAMPALLI SAICHARAN ,8985066484	EEE	AAS TECHNOLOGIES PRIVATE LIMITED	1.2 LPA
2021-22	MADASU PRANAY ,8074270845	EEE	PRODEVANS	1.5 LPA
2021-22	MADOORI SUMANTH ,6300017542	EEE	PALLE TECHNOLOGIES	2.5 LPA
2021-22	NAKKA MADHU KRISHNA ,9440593373	EEE	AAS TECHNOLOGIES PRIVATE LIMITED	1.2 LPA
2021-22	PUTLA SRINIVAS ,9618690428	EEE	Dura Automotive Services India Pvt. Ltd	2.14 LPA
2021-22	RAGAM SAISHYAM ,9392318722	EEE	Ediko	1.8 LPA
2021-22	RAYABARAPU SANDEEP KUMAR ,9912756738	EEE	Maha Electronics	1.23 LPA
2021-22	SHAIK THASLEEM ,9866997131	EEE	PALLE TECHNOLOGIES	2.5 LPA
2021-22	SIRAGONI MADHAVI ,9059103689	EEE	MSYS	4LPA
2021-22	TANGELLA AISHWARYA ,9989716111	EEE	QUEST	3 LPA
2021-22	THUPAKULA GOPI CHAND ,9848250675	EEE	IOPEX	4 LPA
2021-22	VADDE SRINIVASULU ,9948983951	EEE	GLOBUS SOFT	1.8 LPA
2021-22	GOLLAPALLY UDAY KIRAN REDDY ,7093656717	MECH	SONATA SOFTWARE	4LPA
2021-22	KOMMA PRANAY ,9133667758	MECH	Ediko	1.8 LPA


2021-22	NAMPALLY NARESH ,8247341648	MECH	IBeON Infotech PVT LTD!!!	2 LPA
2021-22	VANGURI VIJAYKUMAR ,7730999896	MECH	VINCLOUD	3.5 LPA
2021-22	JOSHI ANIRUDH CHARY ,9381739379	MECH	QUEST	3 LPA
2021-22	NAVEEN KUMAR ,9505411877	MECH	PALLE TECHNOLOGIES	2.5 LPA
2021-22	BHUKYA VISHNU VARDHAN- ,7997508594	MECH	CSS CORP	2.5 LPA
2021-22	CHETTE NAGARAJU ,9959737183	MECH	TEKWORKS	3.5 LPA
2021-22	G SUMANA ,9966328700	MECH	SONATA SOFTWARE	4LPA
2021-22	GYARA AVINASH ,9704382265	MECH	AAS TECHNOLOGIES PRIVATE LIMITED	1.2 LPA
2021-22	ILENI RAMYA ,9951340883	MECH	Ediko	1.8 LPA
2021-22	KASI THARUNTEJA ,9948406430	MECH	IBeON Infotech PVT LTD!!!	2 LPA
2021-22	LAKAVATH DEVARAJ ,7702385080	MECH	GLOBUS SOFT	1.8 LPA
2021-22	MACHA PRAVEEN KUMAR ,9542505822	MECH	PRODEVANS	1.5 LPA
2021-22	MANDULA SRAVAN KUMAR ,9010449812	MECH	VINCLOUD	3.5 LPA
2021-22	RAMAVATH KUMAR ,9490389394	MECH	CSS CORP	2.5 LPA
2021-22	RANGU VIJAY ,7995586767	MECH	TEKWORKS	3.5 LPA
2021-22	TATTRI MALLIKARJUN ,9866349211	MECH	Ediko	1.8 LPA
2021-22	ADDALA RAJESH BALU ,8341166846	MECH	Hexaware	4
2021-22	AKULA SHASHI PREETHAM ,8143833996	MECH	PALLE TECHNOLOGIES	2.5 LPA
2021-22	AKULA UUDAY ,9951567059	MECH	MSYS	4LPA
2021-22	BAPANIPALLY DIWAKAR ,8096739462	MECH	AAS TECHNOLOGIES PRIVATE LIMITED	1.2 LPA
2021-22	BAREDDY NARAYANA REDDYY ,9948368425	MECH	TCS	3.36 LPA
2021-22	BEESA NAVEEN ,7995920315	MECH	Maha Electronics	1.23 LPA
2021-22	BHEEMANABOINA RENUKA ,9010058449	MECH	IBeON Infotech PVT LTD!!!	2 LPA
2021-22	BHUKYA KALYAN ,8328385672	MECH	QUEST	3 LPA
2021-22	BOYA RAJASHEKAR ,6303527556	MECH	CSS CORP	2.5 LPA
2021-22	CHANDRAGIRI MANISHANKAR ,9347381577	MECH	TEKWORKS	3.5 LPA
2021-22	DAYYALA VIDYASAGAR ,9505161301	MECH	Maha Electronics	1.23 LPA

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2021-22	DHARANI NARESH ,9705045905	MECH	VINCLOUD	3.5 LPA
2021-22	GANDHAM PAVANKALYAN ,9676758721	MECH	Capgemini	4 LPA
2021-22	GOVVALA VIJAY KUMAR ,9182179803	MECH	Ediko	1.8 LPA
2021-22	GUMPULA UUDAYKIRAN ,9014733259	MECH	PALLE TECHNOLOGIES	2.5 LPA
2021-22	GUNDA DILEEP ,7569719105	MECH	FIXITY	3 LPA
2021-22	GURRAM PRASHANTH ,7569302581	MECH	IOPEX	4 LPA
2021-22	ISUKAPATLA ASHISHCHANDAN ,9951584036	MECH	GLOBUS SOFT	1.8 LPA
2021-22	KASHAPOGU MOSES ,9640636073	MECH	TCS	3.36 LPA
2021-22	KONAPARTHI MURALI KRISHNA ,9959841349	MECH	IOPEX	4 LPA
2021-22	KUMMULA UMAKANTH ,	MECH	Accolite Digital	3.51 LPA
2021-22	KUNSOTH JAYANTH KUMAR ,9390230043	MECH	Maha Electronics	1.23 LPA
2021-22	MADUURI HARISH ,9515570348	MECH	PRODEVANS	1.5 LPA
2021-22	MATTA RAKESH ,9848508458	MECH	Ediko	1.8 LPA
2021-22	MENTHYALA SRIDHAR ,9666116401	MECH	VINCLOUD	3.5 LPA
2021-22	P RITHVIK KUMAR ,9347697556	MECH	QUEST	3 LPA
2021-22	SHAIK USMAN SHAREEF ,9542738865	MECH	CSS CORP	2.5 LPA
2021-22	THODETI GOPALAKRISHNA ,9866371905	MECH	TEKWORKS	3.5 LPA
2021-22	VADLA NIKHIL ,9492279396	MECH	PALLE TECHNOLOGIES	2.5 LPA
2021-22	VEMULA SURESH ,9505895942	MECH	MSYS	4LPA
2021-22	DEVULAPALLI UHA ,8185025997	MBA	Hexaware	4
2021-22	MADDURI PAVANKALYAN ,9381529768	MBA	Hexaware	4
2021-22	VARALA PREETHI ,9542366321	MBA	Hexaware	4
2021-22	DONTHULA RAMYA ,9441926338	MBA	Hexaware	4
2021-22	PANTHANGI UMA ,9515891170	MBA	Hexaware	4
2021-22	LANKA RAMYA ,9121850754	MBA	Hexaware	4
2021-22	GODHA SONY ,7095379644	MBA	Hexaware	4
2021-22	BANDARAPU ACHYUTH ,8897035617	Mtech	PALLE TECHNOLOGIES	2.5 LPA
2021-22	BODDU RAMYA ,9989764733	Mtech	VINCLOUD	3.5 LPA

2021-22	BOMMAKANTI MOUNIKA ,7995921145	Mtech	CSS CORP	2.5 LPA
2021-22	CHENNOJU BHAVANI ,7382834683	Mtech	Ediko	1.8 LPA
2021-22	KUTHATI VENKATESH ,9866344835	Mtech	SONATA SOFTWARE	4LPA
2021-22	MADANA HARISHBABU ,	Mtech	VINCLOUD	3.5 LPA
2021-22	MEKALA NARENDER ,	Mtech	QUEST	3 LPA
2021-22	POLAMPALLY PRANITHA ,7702215480	Mtech	Ediko	1.8 LPA
2021-22	SK NIZAMUDDIN ,9542642706	Mtech	PRODEVANS	1.5 LPA
2021-22	SOMAGANI PALLAVI ,8142618360	Mtech	Capgemini	4 LPA
2021-22	SRIRAMA PRIYACHANDANA ,9666118639	Mtech	MSYS	4LPA
2021-22	PASULA HARSHA KISHORE ,8801753832	Mtech	Hexaware	4
2021-22	SHAIK MUZAFFAR ,9347538182	Mtech	VINCLOUD	3.5 LPA
2021-22	PERIKETI PRIYANKA ,9182914290	Mtech	IOPEX	4 LPA
2021-22	NEELAKANTAM SAI PAVAN KUMAR ,9666493733	Mtech	CSS CORP	2.5 LPA
2021-22	CHALAMALLA SAHITHI REDDY ,7095151979	Mtech	PRODEVANS	1.5 LPA
2021-22	CHINTHA PALLI SRILATHA ,9912190584	Mtech	Accolite Digital	3.51 LPA
2021-22	GAJJALA SAIPRIYA ,9133088393	Mtech	SONATA SOFTWARE	4LPA
2021-22	GOGULA DIVYA ,9848558840	Mtech	QUEST	3 LPA
2021-22	KODARI MANASA ,9133036659	Mtech	Hexaware	4
2021-22	SINGIDI PRASAD ,9849296253	Mtech	PRODEVANS	1.5 LPA
2021-22	CHIMADABOINA SHIVA KUMAR ,6281517574	Mtech	FIXITY	3 LPA
2021-22	MANURI MALLIKA ,9849882951	Mtech	PRODEVANS	1.5 LPA
2021-22	PINNAPUREDDY MAMATHA ,9396621474	Mtech	Hexaware	4
2021-22	SYED MAZHAR ALI ,6302014435	Mtech	MSYS	4LPA
2021-22	SADEEDA ULFAT AARA ,7799114651	Mtech	QUEST	3 LPA
2021-22	UDUTHA JYOTHI ,9912695294	Mtech	Ediko	1.8 LPA
2021-22	BATTU JHANSI ,9951693876	Mtech	TCS	3.36 LPA
2021-22	KORTALWAR SUMASVI-8108822768	Mtech	CSS CORP	2.5 LPA
2021-22	CHANCHALA BABAYSHALINI ,9642273266	Mtech	Hexaware	

  
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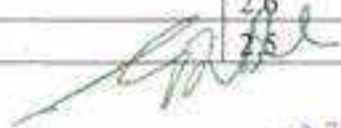
2021-22	CHARISHMMAA G ,6309390574	Mtech	PRODEVANS	1.5 LPA
2021-22	CHUKKA NAVARATHNA ,9381205866	Mtech	Accolite Digital	3.51 LPA
2021-22	GANGANAMONI ILAIAH ,9666082522	Mtech	PRODEVANS	1.5 LPA
2021-22	K NARASIMHA ,6305799548	Mtech	MSYS	4LPA
2021-22	MYANA VINAY ,9133786311	Mtech	Hexaware	4
2021-22	PYARAM NAVYA ,9666421522	Mtech	Ediko	1.8 LPA
2021-22	BHASKARA BHAVANI ,9032886473	Mtech	Capgemini	4 LPA
2021-22	GUNDEBOINA SANTHOSHINI ,9110319863	Mtech	CSS CORP	2.5 LPA
2021-22	KAMBAMPATI VAMSHINADH ,9698546548	Mtech	FIXITY	3 LPA
2021-22	MURARI MOUNIKA ,9727148479	Mtech	IOPEX	4 LPA
2021-22	ABBANAGONI MUKESH7095428810	MBA	SUTHERLAND	2.5
2021-22	ADDAGATLA SANDHYA9121413479	MBA	TCS OFFER	3.5
2021-22	ADEPU NIHARIKA7569367633	MBA	SUTHERLAND	2.5
2021-22	ANKAGALLA JEEVAN9912859180	MBA	Palle Technologies	2.6
2021-22	ATTAPURAM MAMATHA9849762400	MBA	Palle Technologies	2.6
2021-22	B MANASA799308855	MBA	Eidiko True	2.5
2021-22	B SAIKUMAR9491857569	MBA	SunViEngg True	2.8
2021-22	BACHANAGONI AISHWARYA9505747207	MBA	Eidiko True	2.5
2021-22	BADUR NAVEEN7993877176	MBA	Skillkount	2.3
2021-22	BANGARIGADA SWATHI7036896109	MBA	Skillkount	2.3
2021-22	BATHULA ANUPRIYA9381320758	MBA	SUTHERLAND	2.5
2021-22	BODDU SHIRISHA9346886175	MBA	SUTHERLAND	2.5
2021-22	BURRA AISHWARYA9948971225	MBA	Palle Technologies	2.5
2021-22	CHALLA SHRUTHI8309521887	MBA	SunViEngg True	2.8
2021-22	CHENNA PRAKASH8499951321	MBA	TCS OFFER	3.5
2021-22	DAMMA KAVITHA8309800866	MBA	Edelwiss Tokio Pvt Ltd	2.7
2021-22	DEVULAPALLI UHA8185025997	MBA	TCS OFFER	3.5
2021-22	DHANAVATH ASHOK NAIK7981532018	MBA	Skillkount	2.3

2021-22	EEDHULA SHIRISHA9948584101	MBA	Palle Technologies	2.6
2021-22	ETTULA SAI PRASANNA9989774215	MBA	SUTHERLAND	2.5
2021-22	GATLA PRABATH7288859905	MBA	SUTHERLAND	2.5
2021-22	GAVINI NAVEEN KUMAR8367377820	MBA	SunViEngg True	2.8
2021-22	GOSHIKA SREEVANI7032105765	MBA	SunViEngg True	2.8
2021-22	JADALA NAVEEN KUMAR8142437859	MBA	Palle Technologies	2.6
2021-22	K ANVESH7673962858	MBA	TCS OFFER	3.5
2021-22	K RAMYA SRI9553627070	MBA	TekWorks	2.6
2021-22	KARINGU LAVANYA7093034333	MBA	TekWorks	2.6
2021-22	KASULA ANUSHA6301411798	MBA	ss & c appointment	2.5
2021-22	KESANI SAI BABU9951292711	MBA	ss & c appointment	2.5
2021-22	KODURU NAGAMANI9553255830	MBA	Skillkount	2.3
2021-22	KONREDDY LAVANYA8919266983	MBA	Eidiko True	2.5
2021-22	KORKELA VINAY9703788586	MBA	SUTHERLAND	2.8
2021-22	KUNA HARI CHANDANA9989965077	MBA	SUTHERLAND	2.8
2021-22	KUNAPAREDDY SONY9063338423	MBA	Palle Technologies	2.6
2021-22	KYATHAM MANASA7893210307	MBA	Yeshpal Technology	2.6
2021-22	MADDURI PAVANKALYAN9381529768	MBA	TCS OFFER	3.5
2021-22	MANDHA PREETHI8179625550	MBA	Yeshpal Technology	2.6
2021-22	MANDLA YADAGIRI9908745291	MBA	TeXas Technology	2.8
2021-22	MANDUGALA PAVANI9182307820	MBA	TeXas Technology	2.8
2021-22	MIRIYALA KALYANI8885895909	MBA	Palle Technologies	2.6
2021-22	MERUGU RAJASHEKHAR9701468403	MBA	Skillkount	2.3
2021-22	NOMULA SAMITHA9618266213	MBA	Yeshpal Technology	2.6
2021-22	PAKALA NARSIMHA7995829626	MBA	Yeshpal Technology	2.6
2021-22	PALLE NIKITHA7989734217	MBA	SUTHERLAND	2.8
2021-22	PEESODI SHIVANI9701137991	MBA	TekWorks	2.6
2021-22	PIPPERA ROHITH8686899757	MBA	TeXas Technology	2.8

  
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2021-22	POOJA GEHLOT7093109534	MBA	Eidiko True	2.5
2021-22	RAGEERU ANIL KUMAR8185906271	MBA	Yeshpal Technology	2.6
2021-22	RAVULAKOLLU RESHMA9515562850	MBA	TCS OFFER	3.5
2021-22	SAMALA SAIRAM7989838823	MBA	Yeshpal Technology	2.6
2021-22	SURGI MADHU7793954768	MBA	TekWorks	2.6
2021-22	TARAK JAGADISH8466931332	MBA	Ediko	2.5
2021-22	THAKUR KALYANI9704622914	MBA	TekWorks	2.6
2021-22	THUNGA NAVYASRI9121366984	MBA	DXCTechnology	2.6
2021-22	VANAM OMKAR9573137987	MBA	DXCTechnology	2.6
2021-22	VARALA PREETHI9542366321	MBA	Pavitra Implex Pvt Ltd	2.5
2021-22	VELUGUPALLY SHRAVANI9505992792	MBA	Edelwiss Tokio Pvt Ltd	2.7
2021-22	VIJAYAGIRI SANJAY9502694176	MBA	Globalogic Pvt Ltd	2.5
2021-22	YELUGANDULA MAHIPAL8340879091	MBA	Palle Technologies	2.6
2021-22	YELUGANDULA SRIKANTH9704368377	MBA	Palle Technologies	2.6
2021-22	VAKDOTH SHASHI REKHA8019524168	MBA	SUTHERLAND	2.8
2021-22	ABBAVATHI BHAVANI9573914504	MBA	SUTHERLAND	2.8
2021-22	KAMPELLI SIMON PRAKASH8019189357	MBA	MLXTechnology	2.5
2021-22	ANUGU PRAVALIKA8688383708	MBA	Globalogic Pvt Ltd	2.5
2021-22	BADRI SRINATH YADAV9701233919	MBA	Edelwiss Tokio Pvt Ltd	2.7
2021-22	BANDARI CHARANI8919483156	MBA	Edelwiss Tokio Pvt Ltd	2.7
2021-22	BELLE NAVYA9573735813	MBA	TekWorks	2.6
2021-22	BIRADAR DIVYA7661068503	MBA	TCS OFFER	3.5
2021-22	BURRI NAGAMANI9441135406	MBA	TekWorks	2.8
2021-22	CHENNARAP SHARATH8309347200	MBA	Globalogic Pvt Ltd	2.5
2021-22	PANNALA BHAVANI9963890157	MBA	Edelwiss Tokio Pvt Ltd	2.7
2021-22	CHEPURI BHANUPRAKASH8121980890	MBA	SUTHERLAND	2.8
2021-22	SIRIGADA SAITEJA8106887281	MBA	Palle Technologies	2.6
2021-22	D PRUTHVI BHARGAV8977739893	MBA	Globalogic Pvt Ltd	2.5

  
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2021-22	DODA DIVYA7730977299	MBA	MLXTechnology	2.5
2021-22	DONTHULA RAMYA9441926338	MBA	Globalogic Pvt Ltd	2.5
2021-22	EDLA RAGHAVENDER7995759965	MBA	Pavitra Implex Pvt Ltd	2.5
2021-22	EERAMOUNI ANIL KUMAR9010265760	MBA	Palle Technologies	2.6
2021-22	G SRAVANTHI REDDY9177301891	MBA	Globalogic Pvt Ltd	2.5
2021-22	JUNJURU ANILKUMAR8106073047	MBA	DXCTechnology	2.6
2021-22	JUNNU HARISH7075604464	MBA	TekWorks	2.6
2021-22	KASARAMONI PRASHANTH7731803492	MBA	Edelwiss Tokio Pvt Ltd	2.7
2021-22	POLAMONI SAI KUMAR9381345702	MBA	Palle Technologies	2.6
2021-22	R VAISHNAVIDEVI8520024160	MBA	TCS OFFER	3.5
2021-22	SURISHETTI VASAVI9381855790	MBA	SUTHERLAND	2.8
2021-22	T THIRUPATHI9701507204	MBA	SUTHERLAND	2.8
2021-22	THOTALA PAVAN KUMAR9849678740	MBA	DXCTechnology	2.6
2021-22	VASHNAVI SHARMA7471111001	MBA	TCS OFFER	3.5
2021-22	VASKULA RAJKUMAR9133118156	MBA	Pavitra Implex Pvt Ltd	2.5
2021-22	VISHAL GIRI7989779333	MBA	Globalogic Pvt Ltd	2.5
2021-22	YERRA MANASA9912095433	MBA	SUTHERLAND	2.8
2021-22	KATHALANU SWAPNA9912095463	MBA	SUTHERLAND	2.8
2021-22	VANGAPALLY SRIKANTH9133271479	MBA	DXCTechnology	2.6
2021-22	BHUSHAN NAVEEN KUMAR7780443018	MBA	Edelwiss Tokio Pvt Ltd	2.7
2021-22	AKASH6301879824	MBA	Globalogic Pvt Ltd	2.5
2021-22	MEKARTI DANIEL9177997047	MBA	Palle Technologies	2.6
2021-22	CHALAVADI VENU GOPAL9705550966	MBA	TCS OFFER	3.5
2021-22	DEEPAK PANDA6300143810	MBA	MLXTechnology	2.5
2021-22	LANKA RAMYA9121850754	MBA	MLXTechnology	2.5
2021-22	MOHAMMAD AMREEN7780644744	MBA	Globalogic Pvt Ltd	2.5
2021-22	MOHAMMAD SOHEL6305271560	MBA	Palle Technologies	2.6
2021-22	OBULAREDDY RAVINDRA REDDY9000747414	MBA	SUTHERLAND	2.8



2021-22	OM PAVANI KOTA7794015102	MBA	SUTHERLAND	2.8
2021-22	PAIDIPELLI SAGAR GOUD7659999558	MBA	Palle Technologies	2.6
2021-22	SURAKANTI RAVALI9912373763	MBA	Globalogic Pvt Ltd	2.5
2021-22	SHAIK ATA UR RAHMAN7799121786	MBA	Globalogic Pvt Ltd	2.5
2021-22	SUNKARI SHIRISHA7036688690	MBA	TekWorks	2.6
2021-22	NAVULAPALLI JHANSI7730862505	MBA	TCS OFFER	3.5
2021-22	LOLLU SWAPNA8309293195	MBA	Skillkount	2.3
2021-22	K V GOPALA KRISHNA REDDY7036546602	MBA	Skillkount	2.3
2021-22	GUDUGU KEERTHANA7093162912	MBA	SunViEngg True	2.8
2021-22	RAY BITIKA9346720988	MBA	TCS OFFER	3.5
2021-22	HARINATH PENDEM9121587891	MBA	Palle Technologies	2.6
2021-22	JANGAM KAVYA REDDY7995853421	MBA	SUTHERLAND	2.8
2021-22	PATEL ABHISHEK REDDY7702749381	MBA	Palle Technologies	2.6
2021-22	RATHLAVATH SHANKAR9381406757	MBA	SUTHERLAND	2.8
2021-22	BHARATHA SAI VARDHAN REDDY8639413243	MBA	SunViEngg True	2.8
2021-22	GODHA SONY7095379644	MBA	Globalogic Pvt Ltd	2.5
2021-22	GUDURU SAMPATH REDDY8309039149	MBA	TekWorks	2.6
2021-22	DESHABOINA HAREESH8106119229	MBA	TCS OFFER	3.5
2021-22	BOMMANI MALLIKARJUN9603748241	MBA	SUTHERLAND	2.8
2021-22	KONDOJU PAVAN KALYAN8096447614	MBA	TekWorks	2.6
2021-22	PARNE AVINASH REDDY7661821109	MBA	Skillkount	2.3
2021-22	GUTHA VINAY KUMAR REDDY9705427810	MBA	Skillkount	2.3
2021-22	VADDEPALLI MANISHA7075852554	MBA	SunViEngg True	2.8
2021-22	PALLERLA SAI KISHORE KUMAR9550711537	MBA	TCS OFFER	3.5
2021-22	PASALA VINAY RAJU9989665726	MBA	Palle Technologies	2.6
2021-22	SURKANTI MAHEPAL REDDY9666235710	MBA	SunViEngg True	2.8
2021-22	TUMMALAPALL Y SAINATH REDDY8096451932	MBA	TekWorks	2.6
2021-22	KATTA RANJITH KUMAR9640077598	MBA	SUTHERLAND	2.8

  
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 (Autonomous) V. V. Subrahmanyam (M.Tech), R.R. Dutt

2021-22	BHATHARAJU DHANALAXMI9133296693	MBA	Edelwiss Tokio Pvt Ltd	2.7
2021-22	GUVVALA SHIVA VARA PRASAD9177272163	MBA	Edelwiss Tokio Pvt Ltd	2.7
2021-22	DOPATHI GAMANISRI9392640068	MBA	SunViEngg Truc	2.8

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Principal  
Avanhi Institute of Engg. & Tech.  
Guntur (V), West Godavari (Dist), A.P. India



ELTP / 2022

**Subject: Letter of Intent to Hire****Dear CHERUKUMALLI VASU BABU,**

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](mailto:hrteam@eidiko.com)), no later than **15-April-2022**, failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

The detailed Terms and Conditions of your appointment shall be issued to you along with the offer letter at the time joining. You will be under a probationary period of 6 (six) months, from the date of joining.

Upon confirmation of your acceptance to join, you will be required to join the company on **06-July-2020** or inform the HR about any delay in joining date with a genuine reason, failing which our offer is closed and no further communication will be entertained.


**Following are the details about Trainee Software Engineer Position:****Compensation**

**CTC:** Your Annual Gross CTC for the year, which is inclusive of Basic Salary and other Variable emoluments, is **Rs. 1,80,000/-** Per Annum (INR One Lakh Eighty Thousand Rupees Only).

This offer is subject to you satisfying the following requirements:

6. 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.
7. You should have completed your academic course with a minimum of **65% or equivalent** as specified at the time of your selection.
8. 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.
9. You should have completed any Company organized training imparted prior to your date of joining
10. Submit all necessary legal documentation pertaining to your employment

 +91 40-33182600 [info@eidiko.com](mailto:info@eidiko.com)

 Eidiko Systems Integrators, Suite #1, Floor #1, MJR Magnifique, Khajaguda X Roads, Gachibowli, Hyderabad, India – 500008

  
PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Gunturapally (R), Abdulapurmet (Mds), 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

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+91 40-33182600

info@eidiko.com



Eidiko Systems Integrators, Suite #1, Floor #1, MJR Magnifique,  
Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008



*[Signature]*  
PRINCIPAL  
Avanthy Institute of Engg. & Tech.  
Gunturpally (V), Abudupuram (M), R.R. D...



**Subject: Letter of Intent to Hire****Dear NALLA 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](mailto:hrteam@eidiko.com)), no later than **15-April-2022**, failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

The detailed Terms and Conditions of your appointment shall be issued to you along with the offer letter at the time joining. You will be under a probationary period of 6 (six) months, from the date of joining.

Upon confirmation of your acceptance to join, you will be required to join the company on **06-July-2020** or inform the HR about any delay in joining date with a genuine reason, failing which our offer is closed and no further communication will be entertained.

**Following are the details about Trainee Software Engineer Position:****Compensation**

**CTC:** Your Annual Gross CTC for the year, which is inclusive of Basic Salary and other Variable emoluments, is **Rs. 1,80,000/- Per Annum** (INR One Lakh Eighty Thousand Rupees Only).

This offer is subject to you satisfying the following requirements:

11. 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.
12. You should have completed your academic course with a minimum of **65% or equivalent** as specified at the time of your selection.
13. 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.
14. You should have completed any Company organized training imparted prior to your date of joining
15. Submit all necessary legal documentation pertaining to your employment



We look forward to you having a rewarding career with us  
Please revert to us with your acceptance of this offer.

Wishing you all the best,  
Yours sincerely,



**Ratan Siripurapu**  
Vice President - Operations  
Eidiko Systems Integrators Pvt. Ltd





**Subject: Letter of Intent to Hire.**

**Dear PUSALA YESUMANI,**

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](mailto:hrteam@eidiko.com)), no later than **15-April-2022**, failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

The detailed Terms and Conditions of your appointment shall be issued to you along with the offer letter at the time joining. You will be under a probationary period of 6 (six) months, from the date of joining.

Upon confirmation of your acceptance to join, you will be required to join the company on **06-July-2020** or inform the HR about any delay in joining date with a genuine reason, failing which our offer is closed and no further communication will be entertained.

**Following are the details about Trainee Software Engineer Position:**

**Compensation**

CTC: Your Annual Gross CTC for the year, which is inclusive of Basic Salary and other Variable emoluments, is **Rs. 1,80,000/-** Per Annum (INR One Lakh Eighty Thousand Rupees Only).

This offer is subject to you satisfying the following requirements:

16. 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.
17. You should have completed your academic course with a minimum of **65% or equivalent** as specified at the time of your selection.
18. 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.
19. You should have completed any Company organized training imparted prior to your date of joining
20. Submit all necessary legal documentation pertaining to your employment.



We look forward to you having a rewarding career with us

Please revert to us with your acceptance of this offer.

Wishing you all the best,

Yours sincerely,

**Ratan Siripurapu**  
**Vice President - Operations**  
**Eidiko Systems Integrators Pvt. Ltd**

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info@eidiko.com



Eidiko Systems Integrators, Suite #1, Floor #1, MJR Magnifique,  
Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008

Prishy  
Avanhi Institute of Engg & Tech  
Gundampally St, Abdulqummas (M.D.), R.R. Dist.





ELTP / 2022

**Subject: Letter of Intent to Hire**

Dear DETTI CHANDU,

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](mailto:hrteam@eidiko.com)), no later than **15-April-2022**, failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

The detailed Terms and Conditions of your appointment shall be issued to you along with the offer letter at the time joining. You will be under a probationary period of 6 (six) months, from the date of joining.

Upon confirmation of your acceptance to join, you will be required to join the company on **06-July-2020** or inform the HR about any delay in joining date with a genuine reason, failing which our offer is closed and no further communication will be entertained.

**Following are the details about Trainee Software Engineer Position:**

**Compensation**

**CTC:** Your Annual Gross CTC for the year, which is inclusive of Basic Salary and other Variable emoluments, is **Rs. 1,80,000/- Per Annum** (INR One Lakh Eighty Thousand Rupees Only).

This offer is subject to you satisfying the following requirements:

21. 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.
22. You should have completed your academic course with a minimum of **65% or equivalent** as specified at the time of your selection.
23. 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.
24. You should have completed any Company organized training imparted prior to your date of joining.
25. 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



Avanti Institute of Engg. & Tech.  
Gundlupally (M. Nagarajapuram (M.D.), 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

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+91 40-33182600

info@eidiko.com

Eidiko Systems Integrators, Suite #1, Floor #1, MJR Magnifique,  
Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008

PR. Siripurapu  
Avanishi Institute of Engg. & Tech.  
Guntur Road, Adityapuram, Hyderabad



**Subject: Letter of Intent to Hire****Dear KOMMA PRANAY,**

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](mailto:hrteam@eidiko.com)), no later than **15-April-2022**, failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

The detailed Terms and Conditions of your appointment shall be issued to you along with the offer letter at the time joining. You will be under a probationary period of 6 (six) months, from the date of joining.

Upon confirmation of your acceptance to join, you will be required to join the company on **06-July-2020** or inform the HR about any delay in joining date with a genuine reason, failing which our offer is closed and no further communication will be entertained.

**Following are the details about Trainee Software Engineer Position:****Compensation**

CTC: Your Annual Gross CTC for the year, which is inclusive of Basic Salary and other Variable emoluments, is **Rs. 1,80,000/-** Per Annum (INR One Lakh Eighty Thousand Rupees Only).

This offer is subject to you satisfying the following requirements:

26. You are required to mandatorily possess the following documents at the time of joining:
  - a. A valid Passport
  - b. Income Tax PAN Card at the time of joining the Company.
27. You should have completed your academic course with a minimum of **65% or equivalent** as specified at the time of your selection.
28. Minimum of 65% in HSC or equivalent course and minimum of First Class 65% in all other courses completed by you prior to your qualifying academic course.
29. You should have completed any Company organized training imparted prior to your date of joining
30. Submit all necessary legal documentation pertaining to your employment



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

Avanthy Institute of Engg. & Tech.  
Gunthapally (V), Bollalaparthy (Tal), R.R. Dist



**Subject: Letter of Intent to Hire****Dear ILENI RAMYA,**

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](mailto:hrteam@eidiko.com)), no later than **15-April-2022**, failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

The detailed Terms and Conditions of your appointment shall be issued to you along with the offer letter at the time joining. You will be under a probationary period of 6 (six) months, from the date of joining.

Upon confirmation of your acceptance to join, you will be required to join the company on **06-July-2020** or inform the HR about any delay in joining date with a genuine reason, failing which our offer is closed and no further communication will be entertained.

**Following are the details about Trainee Software Engineer Position:****Compensation**

**CTC:** Your Annual Gross CTC for the year, which is inclusive of Basic Salary and other Variable emoluments, is **Rs. 1,80,000/- Per Annum** (INR One Lakh Eighty Thousand Rupees Only).

This offer is subject to you satisfying the following requirements:

31. 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.
32. You should have completed your academic course with a minimum of **65% or equivalent** as specified at the time of your selection.
33. 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.
34. You should have completed any Company organized training imparted prior to your date of joining
35. Submit all necessary legal documentation pertaining to your employment



We look forward to you having a rewarding career with us

Please revert to us with your acceptance of this offer.

Wishing you all the best,

Yours sincerely,



**Ratan Siripurapu**  
Vice President - Operations  
Eidiko Systems Integrators Pvt. Ltd

www.eidiko.com

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info@eidiko.com



Eidiko Systems Integrators, Suite #1, Floor #1, MJR Magnifique,  
Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008

*Handwritten signature*  
PRM  
Aparna Institute of Engg. & Tech.  
Guntur (M), Andhra Pradesh, S.A. Dist.





**Subject: Letter of Intent to Hire**

**Dear GOVVALA VIJAY 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](mailto:hrteam@eidiko.com)), no later than **15-April-2022**, failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

The detailed Terms and Conditions of your appointment shall be issued to you along with the offer letter at the time joining. You will be under a probationary period of 6 (six) months, from the date of joining.

Upon confirmation of your acceptance to join, you will be required to join the company on **06-July-2020** or inform the HR about any delay in joining date with a genuine reason, failing which our offer is closed and no further communication will be entertained.

**Following are the details about Trainee Software Engineer Position:**

**Compensation**

**CTC:** Your Annual Gross CTC for the year, which is inclusive of Basic Salary and other Variable emoluments, is **Rs. 1,80,000/- Per Annum** (INR One Lakh Eighty Thousand Rupees Only).

This offer is subject to you satisfying the following requirements:

36. 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.
37. You should have completed your academic course with a minimum of **65% or equivalent** as specified at the time of your selection.
38. 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.
39. You should have completed any Company organized training imparted prior to your date of joining
40. Submit all necessary legal documentation pertaining to your employment



We look forward to you having a rewarding career with us

Please revert to us with your acceptance of this offer.

Wishing you all the best,

Yours sincerely,

**Ratan Siripurapu**  
Vice President - Operations  
Eidiko Systems Integrators Pvt. Ltd





**Subject: Letter of Intent to Hire**

**Dear MATTA RAKESH,**

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](mailto:hrteam@eidiko.com)), no later than **15-April-2022**, failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

The detailed Terms and Conditions of your appointment shall be issued to you along with the offer letter at the time joining. You will be under a probationary period of 6 (six) months, from the date of joining.

Upon confirmation of your acceptance to join, you will be required to join the company on **06-July-2020** or inform the HR about any delay in joining date with a genuine reason, failing which our offer is closed and no further communication will be entertained.

**Following are the details about Trainee Software Engineer Position:**

**Compensation**

**CTC:** Your Annual Gross CTC for the year, which is inclusive of Basic Salary and other Variable emoluments, is **Rs. 1,80,000/- Per Annum** (INR One Lakh Eighty Thousand Rupees Only).

This offer is subject to you satisfying the following requirements:

41. 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.
42. You should have completed your academic course with a minimum of **65% or equivalent** as specified at the time of your selection.
43. 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.
44. You should have completed any Company organized training imparted prior to your date of joining
45. Submit all necessary legal documentation pertaining to your employment



We look forward to you having a rewarding career with us

Please revert to us with your acceptance of this offer.

Wishing you all the best,

Yours sincerely,

**Ratan Siripurapu**  
Vice President - Operations  
Eidiko Systems Integrators Pvt. Ltd

www.eidiko.com

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info@eidiko.com



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Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008

PRINCIPAL  
Avanithi Institute of Engg & Tech  
Gundampally, Hyderabad, India



**Subject: Letter of Intent to Hire****Dear POLAMPALLY PRANITHA,**

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](mailto:hrteam@eidiko.com)), no later than **15-April-2022**, failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

The detailed Terms and Conditions of your appointment shall be issued to you along with the offer letter at the time joining. You will be under a probationary period of 6 (six) months, from the date of joining.

Upon confirmation of your acceptance to join, you will be required to join the company on **06-July-2020** or inform the HR about any delay in joining date with a genuine reason, failing which our offer is closed and no further communication will be entertained.

**Following are the details about Trainee Software Engineer Position:****Compensation**

**CTC:** Your Annual Gross CTC for the year, which is inclusive of Basic Salary and other Variable emoluments, is **Rs. 1,80,000/- Per Annum** (INR One Lakh Eighty Thousand Rupees Only).

This offer is subject to you satisfying the following requirements:

46. 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.
47. You should have completed your academic course with a minimum of **65% or equivalent** as specified at the time of your selection.
48. 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.
49. You should have completed any Company organized training imparted prior to your date of joining
50. Submit all necessary legal documentation pertaining to your employment



We look forward to you having a rewarding career with us  
Please revert to us with your acceptance of this offer.

Wishing you all the best,  
Yours sincerely,



**Ratan Siripurapu**  
**Vice President - Operations**  
**Eidiko Systems Integrators Pvt. Ltd**

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

*Praveen*  
Principal  
Avantika Institute of Engg. & Tech.  
Gandhinagar (12), Abul Kalam Avenue, Hyderabad, India



**Subject: Letter of Intent to Hire****Dear UDUTHA JYOTHI,**

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](mailto:hrteam@eidiko.com)), no later than **15-April-2022**, failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

The detailed Terms and Conditions of your appointment shall be issued to you along with the offer letter at the time joining. You will be under a probationary period of 6 (six) months, from the date of joining.

Upon confirmation of your acceptance to join, you will be required to join the company on **06-July-2020** or inform the HR about any delay in joining date with a genuine reason, failing which our offer is closed and no further communication will be entertained.

**Following are the details about Trainee Software Engineer Position:****Compensation**

**CTC:** Your Annual Gross CTC for the year, which is inclusive of Basic Salary and other Variable emoluments, is **Rs. 1,80,000/-** Per Annum (INR One Lakh Eighty Thousand Rupees Only).

This offer is subject to you satisfying the following requirements:

51. 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.
52. You should have completed your academic course with a minimum of **65% or equivalent** as specified at the time of your selection.
53. 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.
54. You should have completed any Company organized training imparted prior to your date of joining
55. Submit all necessary legal documentation pertaining to your employment



We look forward to you having a rewarding career with us  
Please revert to us with your acceptance of this offer.

Wishing you all the best,  
Yours sincerely,



**Ratan Siripurapu**  
Vice President - Operations  
Eidiko Systems Integrators Pvt. Ltd





**AAS Technologies**

*Private Limited*

Date: 13 July 2022

To,

Dear **BHARATHA RAVITEJA,**

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 **30 July 2022** 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

Avanhi Institute of Engg. & Tech.  
Guntur (V), Addalapuram (S.O), R.R. Dist



**AAS Technologies**  
*Private Limited*

---

Date: 13 July 2022

To,

**Dear KASIREDDY NITHISH,**

We are pleased to appoint you as **TRAINEE ELECTRONICS ENGINEER** in our organization with the following terms and conditions.

5. 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.
6. You will be governed by the rules and regulations of the organization in force from time to time.
7. You shall maintain confidentiality of the business-sensitive information handled by you in your day-to-day-work.
8. 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 **30 July 2022** 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

Avanhi H. ... & Tech.  
Gundachery (S), A.S. ... R.R. Dist.





**AAS Technologies**  
*Private Limited*

Date: 13 July 2022

To,

**Dear NANDU SRIKANTH REDDY,**

We are pleased to appoint you as **TRAINEE ELECTRONICS ENGINEER** in our organization with the following terms and conditions.

9. 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.
10. You will be governed by the rules and regulations of the organization in force from time to time.
11. You shall maintain confidentiality of the business-sensitive information handled by you in your day-to-day-work.
12. 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 **30 July 2022** 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

Avanathi Institute of Engg. & Tech.  
Gunthapalle (V), Abdulapuram (M), R.R. Dist.



**AAS Technologies**  
*Private Limited*

Date: 13 July 2022

To,

**Dear PASALA PETER SANDEEP,**

We are pleased to appoint you as **TRAINEE ELECTRONICS ENGINEER** in our organization with the following terms and conditions.

13. 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.
14. You will be governed by the rules and regulations of the organization in force from time to time.
15. You shall maintain confidentiality of the business-sensitive information handled by you in your day-to-day-work.
16. 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 **30 July 2022** 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



**AAS Technologies**  
*Private Limited*

Date: 13 July 2022

To,

**Dear BEEMANI AJITHKUMAR,**

We are pleased to appoint you as **TRAINEE ELECTRONICS ENGINEER** in our organization with the following terms and conditions.

17. 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.
18. You will be governed by the rules and regulations of the organization in force from time to time.
19. You shall maintain confidentiality of the business-sensitive information handled by you in your day-to-day-work.
20. 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 **30 July 2022** 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

*Prasanna*  
Avanathi Institute of Engg. & Tech.  
Guntur-515 002 (M. Add: Guntur-515 002) R.R. Dist.





**AAS Technologies**  
*Private Limited*

Date: 13 July 2022

To,

Dear **KEMBASARI PRASAD,**

We are pleased to appoint you as **TRAINEE ELECTRONICS ENGINEER** in our organization with the following terms and conditions.

21. 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.
22. You will be governed by the rules and regulations of the organization in force from time to time.
23. You shall maintain confidentiality of the business-sensitive information handled by you in your day-to-day-work.
24. 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 **30 July 2022** 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

Avanathi Institute of Engg. & Tech.  
Guntur (N), Andhra Pradesh (INDIA), A.P. Dist.



**AAS Technologies**  
*Private Limited*

Date: 13 July 2022

To,

**Dear KOTREPALLI APARNA,**

We are pleased to appoint you as **TRAINEE ELECTRONICS ENGINEER** in our organization with the following terms and conditions.

25. 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.
26. You will be governed by the rules and regulations of the organization in force from time to time.
27. You shall maintain confidentiality of the business-sensitive information handled by you in your day-to-day-work.
28. 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 **30 July 2022** 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



**AAS Technologies**  
*Private Limited*

Date: 13 July 2022

To,

Dear **VEMPATI SHIVANI,**

We are pleased to appoint you as **TRAINEE ELECTRONICS ENGINEER** in our organization with the following terms and conditions:

29. 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.
30. You will be governed by the rules and regulations of the organization in force from time to time.
31. You shall maintain confidentiality of the business-sensitive information handled by you in your day-to-day-work.
32. 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 **30 July 2022** 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  
Avanathi Institute of Engg. & Tech.  
Gundhampally (V), Abudharani (M), R.R. Dist.





## AAS Technologies Private Limited

Date: 13 July 2022

To,

Dear CHALLA SAIPRAKASH REDDY,

We are pleased to appoint you as **TRAINEE ELECTRONICS ENGINEER** in our organization with the following terms and conditions.

33. 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.
34. You will be governed by the rules and regulations of the organization in force from time to time.
35. You shall maintain confidentiality of the business-sensitive information handled by you in your day-to-day-work.
36. 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 **30 July 2022** 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  
Avanhi Institute of Engg. & Tech.  
Guntharay (V), Abdolapuram (Dist), R.R. Dist.



**AAS Technologies**  
*Private Limited*

Date: 13 July 2022

To,

**Dear LINGAMPALLI SAICHARAN,**

We are pleased to appoint you as **TRAINEE ELECTRONICS ENGINEER** in our organization with the following terms and conditions.

37. 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.
38. You will be governed by the rules and regulations of the organization in force from time to time.
39. You shall maintain confidentiality of the business-sensitive information handled by you in your day-to-day-work.
40. 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 **30 July 2022** 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.  
Guntur



**AAS Technologies**  
*Private Limited*

Date: 13 July 2022

To,

**Dear NAKKA MADHU KRISHNA,**

We are pleased to appoint you as **TRAINEE ELECTRONICS ENGINEER** in our organization with the following terms and conditions.

41. 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.
42. You will be governed by the rules and regulations of the organization in force from time to time.
43. You shall maintain confidentiality of the business-sensitive information handled by you in your day-to-day-work.
44. 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 **30 July 2022** 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**  
Avanhi Institute of Engg. & Tech.  
Guntur (M. Technology) (AAS), R.R. Dist.





**AAS Technologies**  
*Private Limited*

Date: 13 July 2022

To,

**Dear GYARA AVINASH,**

We are pleased to appoint you as **TRAINEE ELECTRONICS ENGINEER** in our organization with the following terms and conditions,

45. 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.
46. You will be governed by the rules and regulations of the organization in force from time to time.
47. You shall maintain confidentiality of the business-sensitive information handled by you in your day-to-day-work.
48. 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 **30 July 2022** 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



**AAS Technologies**  
*Private Limited*

Date: 13 July 2022

To,

**Dear BAPANIPALLY DIWAKAR,**

We are pleased to appoint you as **TRAINEE ELECTRONICS ENGINEER** in our organization with the following terms and conditions.

49. 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.
50. You will be governed by the rules and regulations of the organization in force from time to time.
51. You shall maintain confidentiality of the business-sensitive information handled by you in your day-to-day-work.
52. 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 **30 July 2022** 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**  
Avanathi Institute of Engg. & Tech.  
Ganthapally (V), Abadipeta (M), R.R. Dist.

**virtusa**  
June 10, 2022

**Mr. Palvai Harish**  
S-152 Near Pragathi School, Nandeduhera,  
Suryapet (Dist. Telangana - 505214)  
Miryalaguda  
Telangana  
India

**Dear Palvai Harish,**

Thank you for your keen interest in Virtusa Consulting Services Pvt Ltd, India. Subsequent to our discussions with you, we are delighted to extend you an offer to join Virtusa. We believe you can play an important role in our rapid growth and success, and look forward to welcoming you to the Virtusa family.

At the time of joining, the following will be applicable:

1. Job - Associate Engineer-Technology
2. Tier - Tier 4

Your date of joining would be **June 16, 2022**.

You will be based at Virtusa's Chennai office. You will be on probation from your date of joining for a period of twelve months. You will continue to do so until the company confirms your services, in writing, based on your conduct and performance during this period meeting the standards of the Company. You would need to serve a notice period of two months during probation and three months on or after confirmation, in occasion of resignation from the services.

Virtusa operates out of multiple locations in India and international countries, while accepting this offer, you also agree to be relocated to any part of India / International locations where we serve our clients or location where our clients operate out of, depending on the project requirements.

You agree to be flexible in accepting Technology / Domain / Role as per company needs to fulfill project requirements.

You are required to be adaptable for change in work hours based on the different time zone based on the company's nature of business & services to international clients and in accordance to the client's work hours as per the project requirement.

Upon accepting offer, you are expected to sign a two years' service agreement, terms and conditions will be detailed in the "Training Agreement".

Your Total Remuneration will be **Rs.450,000.00/- per annum** as per Annexure-1.

A summary explanation of the List of Benefits and the Basket of Allowances that can be chosen by you is attached. The Basket of Allowances feature gives you flexibility in structuring your compensation in a manner best suited to you.

Kindly sign the duplicate copy of this letter as a token of your acceptance of the Offer, and return it to the undersigned or representative on or before **June 16, 2022**.

The Employee Service Agreement is also attached to this offer letter. You may read and sign the agreement and send it back to us along with your confirmation of the offer letter. Upon joining, you shall be signing 'Employee Non-Disclosure Agreement' and other compliance related agreements with us.

**Please note that the offer is valid subject to successful completion of your Background Verification.**

Sincerely  
for Virtusa Consulting Services Pvt Ltd, India,

I hereby accept employment on the terms set forth  
in this Letter as of this \_\_\_\_ day of \_\_\_\_.

  
Sundararajan Narayanan  
Chief People Officer & Global Head of Human Resource

Palvai Harish

  
PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Gundlupally (V), Abthalapuram (M), R.R. Dist



22<sup>nd</sup> April 2022  
Ref: IOPEX/LOI APR

**Letter of Intent to offer employment**

Dear GATIPELLY RÖHITH,

Congratulations! Further to your application and the subsequent selection process, we are delighted to express our intent to hire you as **"Trainee - Engineer"** with iOPEX Technologies.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon the Company, and as such does not constitute any contractually binding relationship between You and Company.

Your employment with the Company shall commence from your date of joining which will be communicated to you subsequently. Your location of employment shall be **Bengaluru, India**. However, iOPEX reserves the right to transfer/utilize your services in any other location / division at its own discretion at any time in future.

Your CTC shall be **INR4,00,000/- per annum [Rupees four lakh only]**. Compensation details and benefits will be provided in your Offer Letter. This has been detailed in the Compensation Details (Annexure 1) annexed to this letter.

On your joining you are expected to enter into a training agreement, which details out the scope, terms and conditions of your employment, the necessary training, and the contractual obligations to be with iOPEX Technologies. Training is scheduled to commence in June or July 2022.

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance and successful completion of your training within the given time, as per Company policies.

Your employment will be subject to clearance of Medical fitness, Background verification, Reference check and any other test specified by iOPEX or its client.

We request you to confirm that you have read, understood and accepted the terms and conditions set-forth in this offer and the annexure, failing which this letter of intent shall stand withdrawn / canceled automatically.

This offer of employment shall stand revoked automatically upon your failure to report to office on the specified date of joining as per the communication sent by the HR team. We request you to kindly carry your acknowledged letter on the date of your joining.

We wish you a long, rewarding, and fulfilling career and look forward to you joining us.

Yours Sincerely,



Leeladhar TV  
Director – Talent Acquisition

### Annexure A: Compensation Details (Salary & applicable benefits)

Name: GATIPALLY ROHITH

Designation: Trainee - Engineer			
	Salary Heads	Per Month	Per Annum
<b>Fixed Pay</b>			
	Basic	11,667	140,000
	HRA	4,667	56,000
	Statutory Bonus	1,400	16,800
	Special Allowances	5,800	69,600
	<b>Total Fixed Pay</b>	<b>23,533</b>	<b>282,400</b>
<b>Variable Pay</b>			
	Night Shift Allowance	5500	66000
	Attendance Bonus	2500	30000
	<b>Total Variable Pay</b>	<b>8000</b>	<b>96000</b>
<b>Employer Contributions</b>			
	Provident Fund	1,800	21,600
	Sub-Total*	1800	21,600
	<b>TOTAL CTC*</b>	<b>33,333</b>	<b>400,000</b>
	<b>Net Pay*</b>	<b>29,733</b>	<b>356,800</b>

The complete details of the salary components will be shared in the appointment letter.

#### CTC Revision:

Based on your performance, once you are assigned to production, your CTC shall be revised as per the below milestone.

- On successful completion of 6 months in production your CTC shall be revised to Rs.4,50,000/- per annum.
- On successful completion of 12 months in production your CTC shall be revised to Rs.5,00,000/- per annum.

This periodic CTC revision (Rs.50,000/- increase) shall continue until your CTC touches Rs.7,00,000/- per annum. Rs.50,000/- is the minimum increase that is provided to a Trainee. However, based on the performance and skill upgrade, this shall be enhanced to a higher amount for deserving candidates. Please note that the above-mentioned revision is linked to the nearest appraisal cycle of the organization.



PRINCIPAL  
 Anaparthi Institute of Engineering & Technology  
 (Anaparthi), Warangal, (Dist. Warangal)  
 Ranga Raddi (Dist.)



22<sup>nd</sup> April 2022  
Ref: IOPEX/LOI APR

**Letter of Intent to offer employment**

Dear NIZAMUDDIN SAMEERUDDIN,

Congratulations! Further to your application and the subsequent selection process, we are delighted to express our intent to hire you as "Trainee - Engineer" with IOPEX Technologies.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon the Company, and as such does not constitute any contractually binding relationship between You and Company.

Your employment with the Company shall commence from your date of joining which will be communicated to you subsequently. Your location of employment shall be **Bengaluru, India**. However, IOPEX reserves the right to transfer/utilize your services in any other location / division at its own discretion at any time in future.

Your CTC shall be **INR4,00,000/- per annum [Rupees four lakh only]**. Compensation details and benefits will be provided in your Offer Letter. This has been detailed in the Compensation Details (Annexure 1) annexed to this letter.

On your joining you are expected to enter into a training agreement, which details out the scope, terms and conditions of your employment, the necessary training, and the contractual obligations to be with IOPEX Technologies. Training is scheduled to commence in June or July 2022.

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance and successful completion of your training within the given time, as per Company policies.

Your employment will be subject to clearance of Medical fitness, Background verification, Reference check and any other test specified by IOPEX or its client.

We request you to confirm that you have read, understood and accepted the terms and conditions set-forth in this offer and the annexure, failing which this letter of intent shall stand withdrawn / canceled automatically.

This offer of employment shall stand revoked automatically upon your failure to report to office on the specified date of joining as per the communication sent by the HR team. We request you to kindly carry your acknowledged letter on the date of your joining.

We wish you a long, rewarding, and fulfilling career and look forward to you joining us.

Yours Sincerely,



Leeladhar TV  
Director – Talent Acquisition

### Annexure A: Compensation Details (Salary & applicable benefits)

Name: NIZAMUDDIN SAMEERUDDIN

Designation: Trainee - Engineer			
	Salary Heads	Per Month	Per Annum
<b>Fixed Pay</b>			
	Basic	11,667	140,000
	HRA	4,667	56,000
	Statutory Bonus	1,400	16,800
	Special Allowances	5,800	69,600
	<b>Total Fixed Pay</b>	<b>23,533</b>	<b>282,400</b>
<b>Variable Pay</b>			
	Night Shift Allowance	5500	66000
	Attendance Bonus	2500	30000
	<b>Total Variable Pay</b>	<b>8000</b>	<b>96000</b>
<b>Employer Contributions</b>			
	Provident Fund	1,800	21,600
	Sub-Total*	1800	21,600
	<b>TOTAL CTC*</b>	<b>33,333</b>	<b>400,000</b>
	<b>Net Pay*</b>	<b>29,733</b>	<b>356,800</b>

The complete details of the salary components will be shared in the appointment letter.

#### CTC Revision:

Based on your performance, once you are assigned to production, your CTC shall be revised as per the below milestone.

- On successful completion of 6 months in production your CTC shall be revised to Rs.4,50,000/- per annum.
- On successful completion of 12 months in production your CTC shall be revised to Rs.5,00,000/- per annum.

This periodic CTC revision (Rs.50,000/- increase) shall continue until your CTC touches Rs.7,00,000/- per annum. Rs.50,000/- is the minimum increase that is provided to a Trainee. However, based on the performance and skill upgrade, this shall be enhanced to a higher amount for deserving candidates. Please note that the above-mentioned revision is linked to the nearest appraisal cycle of the organization.





22<sup>nd</sup> April 2022  
Ref: IOPEX/LOI APR

**Letter of Intent to offer employment**

Dear KAKI SONY,

Congratulations! Further to your application and the subsequent selection process, we are delighted to express our intent to hire you as "Trainee - Engineer" with IOPEX Technologies.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon the Company, and as such does not constitute any contractually binding relationship between You and Company.

Your employment with the Company shall commence from your date of joining which will be communicated to you subsequently. Your location of employment shall be **Bengaluru, India**. However, IOPEX reserves the right to transfer/utilize your services in any other location / division at its own discretion at any time in future.

Your CTC shall be **INR4,00,000/- per annum [Rupees four lakh only]**. Compensation details and benefits will be provided in your Offer Letter. This has been detailed in the Compensation Details (Annexure 1) annexed to this letter.

On your joining you are expected to enter into a training agreement, which details out the scope, terms and conditions of your employment, the necessary training, and the contractual obligations to be with IOPEX Technologies. Training is scheduled to commence in June or July 2022.

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance and successful completion of your training within the given time, as per Company policies.

Your employment will be subject to clearance of Medical fitness, Background verification, Reference check and any other test specified by IOPEX or its client.

We request you to confirm that you have read, understood and accepted the terms and conditions set-forth in this offer and the annexure, failing which this letter of intent shall stand withdrawn / canceled automatically.

This offer of employment shall stand revoked automatically upon your failure to report to office on the specified date of joining as per the communication sent by the HR team. We request you to kindly carry your acknowledged letter on the date of your joining.

We wish you a long, rewarding, and fulfilling career and look forward to you joining us.

Yours Sincerely,



Leeladhar TV  
Director – Talent Acquisition



### Annexure A: Compensation Details (Salary & applicable benefits)

Name: KAKI SONY

Designation: Trainee - Engineer			
	Salary Heads	Per Month	Per Annum
<b>Fixed Pay</b>			
	Basic	11,667	140,000
	HRA	4,667	56,000
	Statutory Bonus	1,400	16,800
	Special Allowances	5,800	69,600
	<b>Total Fixed Pay</b>	<b>23,533</b>	<b>282,400</b>
<b>Variable Pay</b>			
	Night Shift Allowance	5500	66000
	Attendance Bonus	2500	30000
	<b>Total Variable Pay</b>	<b>8000</b>	<b>96000</b>
<b>Employer Contributions</b>			
	Provident Fund	1,800	21,600
	Sub-Total*	1800	21,600
	<b>TOTAL CTC*</b>	<b>33,333</b>	<b>400,000</b>
	<b>Net Pay*</b>	<b>29,733</b>	<b>356,800</b>

The complete details of the salary components will be shared in the appointment letter.

#### CTC Revision:

Based on your performance, once you are assigned to production, your CTC shall be revised as per the below milestone:

- On successful completion of 6 months in production your CTC shall be revised to Rs.4,50,000/- per annum.
- On successful completion of 12 months in production your CTC shall be revised to Rs.5,00,000/- per annum.

This periodic CTC revision (Rs.50,000/- increase) shall continue until your CTC touches Rs.7,00,000/- per annum. Rs.50,000/- is the minimum increase that is provided to a Trainee. However, based on the performance and skill upgrade, this shall be enhanced to a higher amount for deserving candidates. Please note that the above-mentioned revision is linked to the nearest appraisal cycle of the organization.





22<sup>nd</sup> April 2022  
Ref: iOPEX/LOI APR

### Letter of Intent to offer employment

Dear KONDA NAVEEN KUMAR REDDY,

Congratulations! Further to your application and the subsequent selection process, we are delighted to express our intent to hire you as "Trainee - Engineer" with iOPEX Technologies.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon the Company, and as such does not constitute any contractually binding relationship between You and Company.

Your employment with the Company shall commence from your date of joining which will be communicated to you subsequently. Your location of employment shall be **Bengaluru, India**. However, iOPEX reserves the right to transfer/utilize your services in any other location / division at its own discretion at any time in future.

Your CTC shall be **INR4,00,000/- per annum [Rupees four lakh only]**. Compensation details and benefits will be provided in your Offer Letter. This has been detailed in the Compensation Details (Annexure 1) annexed to this letter.

On your joining you are expected to enter into a training agreement, which details out the scope, terms and conditions of your employment, the necessary training, and the contractual obligations to be with iOPEX Technologies. Training is scheduled to commence in June or July 2022.

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance and successful completion of your training within the given time, as per Company policies.

Your employment will be subject to clearance of Medical fitness, Background verification, Reference check and any other test specified by iOPEX or its client.

We request you to confirm that you have read, understood and accepted the terms and conditions set-forth in this offer and the annexure, failing which this letter of intent shall stand withdrawn / canceled automatically.

This offer of employment shall stand revoked automatically upon your failure to report to office on the specified date of joining as per the communication sent by the HR team. We request you to kindly carry your acknowledged letter on the date of your joining.

We wish you a long, rewarding, and fulfilling career and look forward to you joining us.

Yours Sincerely,



Leeladhar TV  
Director – Talent Acquisition



**Annexure A: Compensation Details (Salary & applicable benefits)**

Name: **KONDA NAVEEN KUMAR REDDY**

Designation: Trainee - Engineer			
	Salary Heads	Per Month	Per Annum
<b>Fixed Pay</b>			
	Basic	11,667	140,000
	HRA	4,667	56,000
	Statutory Bonus	1,400	16,800
	Special Allowances	5,800	69,600
	<b>Total Fixed Pay</b>	<b>23,533</b>	<b>282,400</b>
<b>Variable Pay</b>			
	Night Shift Allowance	5500	66000
	Attendance Bonus	2500	30000
	<b>Total Variable Pay</b>	<b>8000</b>	<b>96000</b>
<b>Employer Contributions</b>			
	Provident Fund	1,800	21,600
	Sub-Total*	1800	21,600
	<b>TOTAL CTC*</b>	<b>33,333</b>	<b>400,000</b>
	<b>Net Pay*</b>	<b>29,733</b>	<b>356,800</b>

The complete details of the salary components will be shared in the appointment letter.

**CTC Revision:**

Based on your performance, once you are assigned to production, your CTC shall be revised as per the below milestone.

- On successful completion of 6 months in production your CTC shall be revised to Rs.4,50,000/- per annum.
- On successful completion of 12 months in production your CTC shall be revised to Rs.5,00,000/- per annum.

This periodic CTC revision (Rs.50,000/- increase) shall continue until your CTC touches Rs.7,00,000/- per annum. Rs.50,000/- is the minimum increase that is provided to a Trainee. However, based on the performance and skill upgrade, this shall be enhanced to a higher amount for deserving candidates. Please note that the above-mentioned revision is linked to the nearest appraisal cycle of the organization.

  
 PRINCIPAL  
 Anand Institute of Engineering & Technology  
 Guindy (V), Narsimharao  
 Bangalore - 560025  
 Ph: 9845104460



22<sup>nd</sup> April 2022  
Ref: iOPEX/LOI APR

**Letter of Intent to offer employment**

Dear A MADHURI,

Congratulations! Further to your application and the subsequent selection process, we are delighted to express our intent to hire you as "Trainee - Engineer" with iOPEX Technologies.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon the Company, and as such does not constitute any contractually binding relationship between You and Company.

Your employment with the Company shall commence from your date of joining which will be communicated to you subsequently. Your location of employment shall be **Bengaluru, India**. However, iOPEX reserves the right to transfer/utilize your services in any other location / division at its own discretion at any time in future.

Your CTC shall be **INR4,00,000/- per annum [Rupees four lakh only]**. Compensation details and benefits will be provided in your Offer Letter. This has been detailed in the Compensation Details (Annexure 1) annexed to this letter.

On your joining you are expected to enter into a training agreement, which details out the scope, terms and conditions of your employment, the necessary training, and the contractual obligations to be with iOPEX Technologies. Training is scheduled to commence in June or July 2022.

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance and successful completion of your training within the given time, as per Company policies.

Your employment will be subject to clearance of Medical fitness, Background Verification, Reference check and any other test specified by iOPEX or its client.

We request you to confirm that you have read, understood and accepted the terms and conditions set-forth in this offer and the annexure, failing which this letter of intent shall stand withdrawn / canceled automatically.

This offer of employment shall stand revoked automatically upon your failure to report to office on the specified date of joining as per the communication sent by the HR team. We request you to kindly carry your acknowledged letter on the date of your joining.

We wish you a long, rewarding, and fulfilling career and look forward to you joining us.

Yours Sincerely,



Leeladhar TV  
Director – Talent Acquisition



**Annexure A: Compensation Details (Salary & applicable benefits)**

Name: A MADHURI

Designation: Trainee - Engineer			
	Salary Heads	Per Month	Per Annum
<b>Fixed Pay</b>			
	Basic	11,667	140,000
	HRA	4,667	56,000
	Statutory Bonus	1,400	16,800
	Special Allowances	5,800	69,600
	<b>Total Fixed Pay</b>	<b>23,533</b>	<b>282,400</b>
<b>Variable Pay</b>			
	Night Shift Allowance	5500	66000
	Attendance Bonus	2500	30000
	<b>Total Variable Pay</b>	<b>8000</b>	<b>96000</b>
<b>Employer Contributions</b>			
	Provident Fund	1,800	21,600
	Sub-Total*	1800	21,600
	<b>TOTAL CTC*</b>	<b>33,333</b>	<b>400,000</b>
	<b>Net Pay*</b>	<b>29,733</b>	<b>356,800</b>

The complete details of the salary components will be shared in the appointment letter.

**CTC Revision:**

Based on your performance, once you are assigned to production, your CTC shall be revised as per the below milestone.

- On successful completion of 6 months in production your CTC shall be revised to Rs.4,50,000/- per annum.
- On successful completion of 12 months in production your CTC shall be revised to Rs.5,00,000/- per annum.

This periodic CTC revision (Rs.50,000/- increase) shall continue until your CTC touches Rs.7,00,000/- per annum. Rs.50,000/- is the minimum increase that is provided to a Trainee. However, based on the performance and skill upgrade, this shall be enhanced to a higher amount for deserving candidates. Please note that the above-mentioned revision is linked to the nearest appraisal cycle of the organization.





22<sup>nd</sup> April 2022  
Ref: IOPEX/LOI APR

**Letter of Intent to offer employment**

Dear MANIKARI BHARATH,

Congratulations! Further to your application and the subsequent selection process, we are delighted to express our intent to hire you as "Trainee - Engineer" with IOPEX Technologies.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon the Company, and as such does not constitute any contractually binding relationship between You and Company.

Your employment with the Company shall commence from your date of joining which will be communicated to you subsequently. Your location of employment shall be **Bengaluru, India**. However, IOPEX reserves the right to transfer/utilize your services in any other location / division at its own discretion at any time in future.

Your CTC shall be **INR4,00,000/- per annum [Rupees four lakh only]**. Compensation details and benefits will be provided in your Offer Letter. This has been detailed in the Compensation Details (Annexure 1) annexed to this letter.

On your joining you are expected to enter into a training agreement, which details out the scope, terms and conditions of your employment, the necessary training, and the contractual obligations to be with IOPEX Technologies. Training is scheduled to commence in June or July 2022.

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance and successful completion of your training within the given time, as per Company policies.

Your employment will be subject to clearance of Medical fitness, Background verification, Reference check and any other test specified by IOPEX or its client.

"AMBIT II PARK" No.32, Ambattur Industrial Estate, Second Main Road, Ambattur, Chennai - 600 058.

India. Ph: +91 44 4626 5000  
CIN: I72200TN2006PTC 65941

www.iopeex.com

*[Signature]*  
PRINCIPAL  
Ambattur Institute of Engineering & Technology  
Santhosh (V), Meyyathasur,  
Ranga Reddy (Dist.)

We request you to confirm that you have read, understood and accepted the terms and conditions set-forth in this offer and the annexure, failing which this letter of intent shall stand withdrawn / canceled automatically.

This offer of employment shall stand revoked automatically upon your failure to report to office on the specified date of joining as per the communication sent by the HR team. We request you to kindly carry your acknowledged letter on the date of your joining.

We wish you a long, rewarding, and fulfilling career and look forward to you joining us.

Yours Sincerely,



Leeladhar TV  
Director – Talent Acquisition



**Annexure A: Compensation Details (Salary & applicable benefits)**

Name: MANIKARI BHARATH

Designation: Trainee - Engineer			
	Salary Heads	Per Month	Per Annum
<b>Fixed Pay</b>			
	Basic	11,667	140,000
	HRA	4,667	56,000
	Statutory Bonus	1,400	16,800
	Special Allowances	5,800	69,600
	<b>Total Fixed Pay</b>	<b>23,533</b>	<b>282,400</b>
<b>Variable Pay</b>			
	Night Shift Allowance	5500	66000
	Attendance Bonus	2500	30000
	<b>Total Variable Pay</b>	<b>8000</b>	<b>96000</b>
<b>Employer Contributions</b>			
	Provident Fund	1,800	21,600
	Sub-Total*	1800	21,600
	<b>TOTAL CTC*</b>	<b>33,333</b>	<b>400,000</b>
	<b>Net Pay*</b>	<b>29,733</b>	<b>356,800</b>

The complete details of the salary components will be shared in the appointment letter.

**CTC Revision:**

Based on your performance, once you are assigned to production, your CTC shall be revised as per the below milestone:

- On successful completion of 6 months in production your CTC shall be revised to Rs.4,50,000/- per annum.
- On successful completion of 12 months in production your CTC shall be revised to Rs.5,00,000/- per annum.

This periodic CTC revision (Rs.50,000/- increase) shall continue until your CTC touches Rs.7,00,000/- per annum. Rs.50,000/- is the minimum increase that is provided to a Trainee. However, based on the performance and skill upgrade, this shall be enhanced to a higher amount for deserving candidates. Please note that the above-mentioned revision is linked to the nearest appraisal cycle of the organization.



PRINCIPAL  
 Range Reddy (Sr.)



22<sup>nd</sup> April 2022  
Ref: iOPEX/LOI APR

**Letter of Intent to offer employment**

Dear VALLEPU SWATHI,

Congratulations! Further to your application and the subsequent selection process, we are delighted to express our intent to hire you as **"Trainee - Engineer"** with iOPEX Technologies.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon the Company, and as such does not constitute any contractually binding relationship between You and Company.

Your employment with the Company shall commence from your date of joining which will be communicated to you subsequently. Your location of employment shall be **Bengaluru, India**. However, iOPEX reserves the right to transfer/utilize your services in any other location / division at its own discretion at any time in future.

Your CTC shall be **INR4,00,000/- per annum [Rupees four lakh only]**. Compensation details and benefits will be provided in your Offer Letter. This has been detailed in the Compensation Details (Annexure 1) annexed to this letter.

On your joining you are expected to enter into a training agreement, which details out the scope, terms and conditions of your employment, the necessary training, and the contractual obligations to be with iOPEX Technologies. Training is scheduled to commence in June or July 2022.

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance and successful completion of your training within the given time, as per Company policies.

Your employment will be subject to clearance of Medical fitness, Background verification, Reference check and any other test specified by iOPEX or its client.

We request you to confirm that you have read, understood and accepted the terms and conditions set-forth in this offer and the annexure, failing which this letter of intent shall stand withdrawn / canceled automatically.

This offer of employment shall stand revoked automatically upon your failure to report to office on the specified date of joining as per the communication sent by the HR team. We request you to kindly carry your acknowledged letter on the date of your joining,

We wish you a long, rewarding, and fulfilling career and look forward to you joining us.

Yours Sincerely,



Leeladhar TV  
Director – Talent Acquisition



PRINCIPAL  
Sri Lanka Institute of Distance Education  
(SRI LANKA) 100, Galle Road,  
Colombo 03, Sri Lanka  
Rangappa Reddy (Dist.)

**Annexure A: Compensation Details (Salary & applicable benefits)**

**Name: VALLEPU SWATHI**

Designation: Trainee - Engineer			
	Salary Heads	Per Month	Per Annum
<b>Fixed Pay</b>			
	Basic	11,667	140,000
	HRA	4,667	56,000
	Statutory Bonus	1,400	16,800
	Special Allowances	5,800	69,600
	<b>Total Fixed Pay</b>	<b>23,533</b>	<b>282,400</b>
<b>Variable Pay</b>			
	Night Shift Allowance	5500	66000
	Attendance Bonus	2500	30000
	<b>Total Variable Pay</b>	<b>8000</b>	<b>96000</b>
<b>Employer Contributions</b>			
	Provident Fund	1,800	21,600
	Sub-Total*	1800	21,600
	<b>TOTAL CTC*</b>	<b>33,333</b>	<b>400,000</b>
	<b>Net Pay*</b>	<b>29,733</b>	<b>356,800</b>

The complete details of the salary components will be shared in the appointment letter.

**CTC Revision:**

Based on your performance, once you are assigned to production, your CTC shall be revised as per the below milestone.

- On successful completion of 6 months in production your CTC shall be revised to Rs.4,50,000/- per annum.
- On successful completion of 12 months in production your CTC shall be revised to Rs.5,00,000/- per annum.

This periodic CTC revision (Rs.50,000/- increase) shall continue until your CTC touches Rs.7,00,000/- per annum. Rs. 50,000/- is the minimum increase that is provided to a Trainee. However, based on the performance and skill upgrade, this shall be enhanced to a higher amount for deserving candidates. Please note that the above-mentioned revision is linked to the nearest appraisal cycle of the organization.




  
**PRINCIPAL**  
 Avadh Institute of Engineering & Technology  
 GATEWAY TO KNOWLEDGE  
 Ranga Reddy (Dist.)



22<sup>nd</sup> April 2022  
Ref: IOPEX/LOI APR

**Letter of Intent to offer employment**

Dear BOMMMOJU RANJITH,

Congratulations! Further to your application and the subsequent selection process, we are delighted to express our intent to hire you as **"Trainee - Engineer"** with IOPEX Technologies.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon the Company, and as such does not constitute any contractually binding relationship between You and Company.

Your employment with the Company shall commence from your date of joining which will be communicated to you subsequently. Your location of employment shall be **Bengaluru, India**. However, IOPEX reserves the right to transfer/utilize your services in any other location / division at its own discretion at any time in future.

Your CTC shall be **INR4,00,000/- per annum [Rupees four lakh only]**. Compensation details and benefits will be provided in your Offer Letter. This has been detailed in the Compensation Details (Annexure 1) annexed to this letter.

On your joining you are expected to enter into a training agreement, which details out the scope, terms and conditions of your employment, the necessary training, and the contractual obligations to be with IOPEX Technologies. Training is scheduled to commence in June or July 2022.

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance and successful completion of your training within the given time, as per Company policies.

Your employment will be subject to clearance of Medical fitness, Background verification, Reference check and any other test specified by IOPEX or its client.

We request you to confirm that you have read, understood and accepted the terms and conditions set-forth in this offer and the annexure, failing which this letter of intent shall stand withdrawn / canceled automatically.

This offer of employment shall stand revoked automatically upon your failure to report to office on the specified date of joining as per the communication sent by the HR team. We request you to kindly carry your acknowledged letter on the date of your joining.

We wish you a long, rewarding, and fulfilling career and look forward to you joining us.

Yours Sincerely,



Leeladhar TV  
Director – Talent Acquisition



PRINCIPAL  
Advanced Institute of Management & Technology  
Growth, Innovation & Education  
GATEWAY TO KNOWLEDGE

**Annexure A: Compensation Details (Salary & applicable benefits)**

Name: BOMMMOJU RANJITH

Designation: Trainee - Engineer			
	Salary Heads	Per Month	Per Annum
<b>Fixed Pay</b>			
	Basic	11,667	140,000
	HRA	4,667	56,000
	Statutory Bonus	1,400	16,800
	Special Allowances	5,800	69,600
	<b>Total Fixed Pay</b>	<b>23,533</b>	<b>282,400</b>
<b>Variable Pay</b>			
	Night Shift Allowance	5500	66000
	Attendance Bonus	2500	30000
	<b>Total Variable Pay</b>	<b>8000</b>	<b>96000</b>
<b>Employer Contributions</b>			
	Provident Fund	1,800	21,600
	Sub-Total*	1800	21,600
	<b>TOTAL CTC*</b>	<b>33,333</b>	<b>400,000</b>
	<b>Net Pay*</b>	<b>29,733</b>	<b>356,800</b>

The complete details of the salary components will be shared in the appointment letter.

**CTC Revision:**

Based on your performance, once you are assigned to production, your CTC shall be revised as per the below milestone.

- On successful completion of 6 months in production your CTC shall be revised to Rs.4,50,000/- per annum.
- On successful completion of 12 months in production your CTC shall be revised to Rs.5,00,000/- per annum.

This periodic CTC revision (Rs.50,000/- increase) shall continue until your CTC touches Rs.7,00,000/- per annum. Rs.50,000/- is the minimum increase that is provided to a Trainee. However, based on the performance and skill upgrade, this shall be enhanced to a higher amount for deserving candidates. Please note that the above-mentioned revision is linked to the nearest appraisal cycle of the organization.

  
 PRINCIPAL  
 Apollo Institute of Engineering & Technology  
 iOPEX (P) Limited  
 Rangas Road, Chennai - 600 058.



22<sup>nd</sup> April 2022  
Ref: iOPEX/LOI APR

**Letter of Intent to offer employment**

Dear THUPAKULA GOPI CHAND,

Congratulations! Further to your application and the subsequent selection process, we are delighted to express our intent to hire you as **"Trainee - Engineer"** with iOPEX Technologies.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon the Company, and as such does not constitute any contractually binding relationship between You and Company.

Your employment with the Company shall commence from your date of joining which will be communicated to you subsequently. Your location of employment shall be **Bengaluru, India**. However, iOPEX reserves the right to transfer/utilize your services in any other location / division at its own discretion at any time in future.

Your CTC shall be **INR4,00,000/- per annum [Rupees four lakh only]**. Compensation details and benefits will be provided in your Offer Letter. This has been detailed in the Compensation Details (Annexure 1) annexed to this letter.

On your joining you are expected to enter into a training agreement, which details out the scope, terms and conditions of your employment, the necessary training, and the contractual obligations to be with iOPEX Technologies. Training is scheduled to commence in June or July 2022.

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance and successful completion of your training within the given time, as per Company policies.

Your employment will be subject to clearance of Medical fitness, Background verification, Reference check and any other test specified by iOPEX or its client.

We request you to confirm that you have read, understood and accepted the terms and conditions set-forth in this offer and the annexure, failing which this letter of intent shall stand withdrawn / canceled automatically.

This offer of employment shall stand revoked automatically upon your failure to report to office on the specified date of joining as per the communication sent by the HR team. We request you to kindly carry your acknowledged letter on the date of your joining.

We wish you a long, rewarding, and fulfilling career and look forward to you joining us.

Yours Sincerely,



Leeladhar TV  
Director – Talent Acquisition



Ranga Roddy (HR)

**Annexure A: Compensation Details (Salary & applicable benefits)**

Name: THUPAKULA GOPI CHAND

Designation: Trainee - Engineer			
	Salary Heads	Per Month	Per Annum
<b>Fixed Pay</b>			
	Basic	11,667	140,000
	HRA	4,667	56,000
	Statutory Bonus	1,400	16,800
	Special Allowances	5,800	69,600
	<b>Total Fixed Pay</b>	<b>23,533</b>	<b>282,400</b>
<b>Variable Pay</b>			
	Night Shift Allowance	5500	66000
	Attendance Bonus	2500	30000
	<b>Total Variable Pay</b>	<b>8000</b>	<b>96000</b>
<b>Employer Contributions</b>			
	Provident Fund	1,800	21,600
	Sub-Total*	1800	21,600
	<b>TOTAL CTC*</b>	<b>33,333</b>	<b>400,000</b>
	<b>Net Pay*</b>	<b>29,733</b>	<b>356,800</b>

The complete details of the salary components will be shared in the appointment letter.

**CTC Revision:**

Based on your performance, once you are assigned to production, your CTC shall be revised as per the below milestone.

- On successful completion of 6 months in production your CTC shall be revised to Rs.4,50,000/- per annum.
- On successful completion of 12 months in production your CTC shall be revised to Rs.5,00,000/- per annum.

This periodic CTC revision (Rs.50,000/- increase) shall continue until your CTC touches Rs.7,00,000/- per annum. Rs.50,000/- is the minimum increase that is provided to a Trainee. However, based on the performance and skill upgrade, this shall be enhanced to a higher amount for deserving candidates. Please note that the above-mentioned revision is linked to the nearest appraisal cycle of the organization.



Ranga Reddy (Print)



22<sup>nd</sup> April 2022  
Ref: IOPEX/LOI APR

**Letter of Intent to offer employment**

Dear GURRAM PRASHANTH,

Congratulations! Further to your application and the subsequent selection process, we are delighted to express our intent to hire you as "Trainee - Engineer" with IOPEX Technologies.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon the Company, and as such does not constitute any contractually binding relationship between You and Company.

Your employment with the Company shall commence from your date of joining which will be communicated to you subsequently. Your location of employment shall be **Bengaluru, India**. However, IOPEX reserves the right to transfer/utilize your services in any other location / division at its own discretion at any time in future.

Your CTC shall be **INR4,00,000/- per annum [Rupees four lakh only]**. Compensation details and benefits will be provided in your Offer Letter. This has been detailed in the Compensation Details (Annexure 1) annexed to this letter.

On your joining you are expected to enter into a training agreement, which details out the scope, terms and conditions of your employment, the necessary training, and the contractual obligations to be with IOPEX Technologies. Training is scheduled to commence in June or July 2022.

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance and successful completion of your training within the given time, as per Company policies.

Your employment will be subject to clearance of Medical fitness, Background verification, Reference check and any other test specified by IOPEX or its client.

We request you to confirm that you have read, understood and accepted the terms and conditions set-forth in this offer and the annexure, failing which this letter of intent shall stand withdrawn / canceled automatically.

This offer of employment shall stand revoked automatically upon your failure to report to office on the specified date of joining as per the communication sent by the HR team. We request you to kindly carry your acknowledged letter on the date of your joining.

We wish you a long, rewarding, and fulfilling career and look forward to you joining us.

Yours Sincerely,



Leeladhar TV  
Director – Talent Acquisition



Principal  
Amrita Institute of Engineering & Technology  
Ganthipalayam (V), Haryana  
Ramesh Pradyumn

**Annexure A: Compensation Details (Salary & applicable benefits)**

Name: GURRAM PRASHANTH

Designation: Trainee - Engineer			
	Salary Heads	Per Month	Per Annum
<b>Fixed Pay</b>			
	Basic	11,667	140,000
	HRA	4,667	56,000
	Statutory Bonus	1,400	16,800
	Special Allowances	5,800	69,600
	<b>Total Fixed Pay</b>	<b>23,533</b>	<b>282,400</b>
<b>Variable Pay</b>			
	Night Shift Allowance	5500	66000
	Attendance Bonus	2500	30000
	<b>Total Variable Pay</b>	<b>8000</b>	<b>96000</b>
<b>Employer Contributions</b>			
	Provident Fund	1,800	21,600
	Sub-Total*	1800	21,600
	<b>TOTAL CTC*</b>	<b>33,333</b>	<b>400,000</b>
	<b>Net Pay*</b>	<b>29,733</b>	<b>356,800</b>

The complete details of the salary components will be shared in the appointment letter.

**CTC Revision:**

Based on your performance, once you are assigned to production, your CTC shall be revised as per the below milestone.

- On successful completion of 6 months in production your CTC shall be revised to Rs.4,50,000/- per annum.
- On successful completion of 12 months in production your CTC shall be revised to Rs.5,00,000/- per annum.

This periodic CTC revision (Rs.50,000/- increase) shall continue until your CTC touches Rs.7,00,000/- per annum. Rs.50,000/- is the minimum increase that is provided to a Trainee. However, based on the performance and skill upgrade, this shall be enhanced to a higher amount for deserving candidates. Please note that the above-mentioned revision is linked to the nearest appraisal cycle of the organization.



**PRINCIPAL**  
**Amrita Institute of Engineering & Technology**  
 Guindy Campus, Guindy, Chennai



22<sup>nd</sup> April 2022  
Ref: IOPEX/LOI/APR

**Letter of Intent to offer employment**

Dear KONAPARTHI MURALI KRISHNA,

Congratulations! Further to your application and the subsequent selection process, we are delighted to express our intent to hire you as "Trainee - Engineer" with IOPEX Technologies.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon the Company, and as such does not constitute any contractually binding relationship between You and Company.

Your employment with the Company shall commence from your date of joining which will be communicated to you subsequently. Your location of employment shall be **Bengaluru, India**. However, IOPEX reserves the right to transfer/utilize your services in any other location / division at its own discretion at any time in future.

Your CTC shall be **INR4,00,000/- per annum [Rupees four lakh only]**. Compensation details and benefits will be provided in your Offer Letter. This has been detailed in the Compensation Details (Annexure 1) annexed to this letter.

On your joining you are expected to enter into a training agreement, which details out the scope, terms and conditions of your employment, the necessary training, and the contractual obligations to be with IOPEX Technologies. Training is scheduled to commence in June or July 2022.

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance and successful completion of your training within the given time, as per Company policies.

Your employment will be subject to clearance of Medical fitness, Background verification, Reference check and any other test specified by IOPEX or its client.

  
PRINCIPAL  
Aarathi Institute of Engineering & Technology  
Guntur (M), West Godavari,  
Ranga Reddy (Dist.)

We request you to confirm that you have read, understood and accepted the terms and conditions set-forth in this offer and the annexure, failing which this letter of intent shall stand withdrawn / canceled automatically.

This offer of employment shall stand revoked automatically upon your failure to report to office on the specified date of joining as per the communication sent by the HR team. We request you to kindly carry your acknowledged letter on the date of your joining.

We wish you a long, rewarding, and fulfilling career and look forward to you joining us.

Yours Sincerely,



Leeladhar TV  
Director – Talent Acquisition



**PRINCIPAL**  
Apsara Institute of Engineering & Technology  
Gunthapally (V), Hoyyalkineta,  
Ranga Reddy (Dist.)

**Annexure A: Compensation Details (Salary & applicable benefits)**

Name: KONAPARTHI MURALI KRISHNA

Designation: Trainee - Engineer			
	Salary Heads	Per Month	Per Annum
<b>Fixed Pay</b>			
	Basic	11,667	140,000
	HRA	4,667	56,000
	Statutory Bonus	1,400	16,800
	Special Allowances	5,800	69,600
	<b>Total Fixed Pay</b>	<b>23,533</b>	<b>282,400</b>
<b>Variable Pay</b>			
	Night Shift Allowance	5500	66000
	Attendance Bonus	2500	30000
	<b>Total Variable Pay</b>	<b>8000</b>	<b>96000</b>
<b>Employer Contributions</b>			
	Provident Fund	1,800	21,600
	Sub-Total*	1800	21,600
	<b>TOTAL CTC*</b>	<b>33,333</b>	<b>400,000</b>
	<b>Net Pay*</b>	<b>29,733</b>	<b>356,800</b>

The complete details of the salary components will be shared in the appointment letter.

**CTC Revision:**

Based on your performance, once you are assigned to production, your CTC shall be revised as per the below milestone.

- On successful completion of 6 months in production your CTC shall be revised to Rs.4,50,000/- per annum.
- On successful completion of 12 months in production your CTC shall be revised to Rs.5,00,000/- per annum.

This periodic CTC revision (Rs.50,000/- increase) shall continue until your CTC touches Rs.7,00,000/- per annum. Rs.50,000/- is the minimum increase that is provided to a Trainee. However, based on the performance and skill upgrade, this shall be enhanced to a higher amount for deserving candidates. Please note that the above-mentioned revision is linked to the nearest appraisal cycle of the organization.

  
**PRINCIPAL**  
 Assiit Institute of Engineering & Technology  
 Ganthipally (V), Huzurthogal,  
 Bengaluru (Karnataka)



22<sup>nd</sup> April 2022  
Ref: IOPEX/LOI APR

**Letter of Intent to offer employment**

Dear PERIKETI PRIYANKA,

Congratulations! Further to your application and the subsequent selection process, we are delighted to express our intent to hire you as **"Trainee - Engineer"** with IOPEX Technologies.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon the Company, and as such does not constitute any contractually binding relationship between You and Company.

Your employment with the Company shall commence from your date of joining which will be communicated to you subsequently. Your location of employment shall be **Bengaluru, India**. However, IOPEX reserves the right to transfer/utilize your services in any other location / division at its own discretion at any time in future.

Your CTC shall be **INR4,00,000/- per annum [Rupees four lakh only]**. Compensation details and benefits will be provided in your Offer Letter. This has been detailed in the Compensation Details (Annexure 1) annexed to this letter.

On your joining you are expected to enter into a training agreement, which details out the scope, terms and conditions of your employment, the necessary training, and the contractual obligations to be with IOPEX Technologies. Training is scheduled to commence in June or July 2022.

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance and successful completion of your training within the given time, as per Company policies.

Your employment will be subject to clearance of Medical fitness, Background verification, Reference check and any other test specified by IOPEX or its client.



**IOPEX**  
Technologies  
Rangappa (V) Nayanaagar  
Ranga Prasad (2022)  
2022/04/22

We request you to confirm that you have read, understood and accepted the terms and conditions set-forth in this offer and the annexure, failing which this letter of intent shall stand withdrawn / canceled automatically.

This offer of employment shall stand revoked automatically upon your failure to report to office on the specified date of joining as per the communication sent by the HR team. We request you to kindly carry your acknowledged letter on the date of your joining.

We wish you a long, rewarding, and fulfilling career and look forward to you joining us.

Yours Sincerely,



Leeladhar TV  
Director – Talent Acquisition



PRINCIPAL  
Auribi Institute of Engineering & Technology  
Guntapally (V), Huzurkhanagar,  
Ranga Reddy (Dist.)

**Annexure A: Compensation Details (Salary & applicable benefits)**

Name: PERIKETI PRIYANKA

Designation: Trainee - Engineer			
	Salary Heads	Per Month	Per Annum
<b>Fixed Pay</b>			
	Basic	11,667	140,000
	HRA	4,667	56,000
	Statutory Bonus	1,400	16,800
	Special Allowances	5,800	69,600
	<b>Total Fixed Pay</b>	<b>23,533</b>	<b>282,400</b>
<b>Variable Pay</b>			
	Night Shift Allowance	5500	66000
	Attendance Bonus	2500	30000
	<b>Total Variable Pay</b>	<b>8000</b>	<b>96000</b>
<b>Employer Contributions</b>			
	Provident Fund	1,800	21,600
	Sub-Total*	1800	21,600
	<b>TOTAL CTC*</b>	<b>33,333</b>	<b>400,000</b>
	<b>Net Pay*</b>	<b>29,733</b>	<b>356,800</b>

The complete details of the salary components will be shared in the appointment letter.

**CTC Revision:**

Based on your performance, once you are assigned to production, your CTC shall be revised as per the below milestone.

- On successful completion of 6 months in production your CTC shall be revised to Rs.4,50,000/- per annum.
- On successful completion of 12 months in production your CTC shall be revised to Rs.5,00,000/- per annum.

This periodic CTC revision (Rs.50,000/- increase) shall continue until your CTC touches Rs.7,00,000/- per annum. Rs.50,000/- is the minimum increase that is provided to a Trainee. However, based on the performance and skill upgrade, this shall be enhanced to a higher amount for deserving candidates. Please note that the above-mentioned revision is linked to the nearest appraisal cycle of the organization.

  
 Head of Institute of Engineering & Technology  
 Guntur (V), Rayachoti  
 Ranga Reddy (Dist)



22<sup>nd</sup> April 2022  
Ref: IOPEX/LOI APR

**Letter of Intent to offer employment**

Dear MURARI MOUNIKA,

Congratulations! Further to your application and the subsequent selection process, we are delighted to express our intent to hire you as **"Trainee - Engineer"** with IOPEX Technologies.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon the Company, and as such does not constitute any contractually binding relationship between You and Company.

Your employment with the Company shall commence from your date of joining which will be communicated to you subsequently. Your location of employment shall be **Bengaluru, India**. However, IOPEX reserves the right to transfer/utilize your services in any other location / division at its own discretion at any time in future.

Your CTC shall be **INR4,00,000/- per annum [Rupees four lakh only]**. Compensation details and benefits will be provided in your Offer Letter. This has been detailed in the Compensation Details (Annexure 1) annexed to this letter.

On your joining you are expected to enter into a training agreement, which details out the scope, terms and conditions of your employment, the necessary training, and the contractual obligations to be with IOPEX Technologies. Training is scheduled to commence in June or July 2022.

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance and successful completion of your training within the given time, as per Company policies.

Your employment will be subject to clearance of Medical fitness, Background verification, Reference check and any other test specified by IOPEX or its client.

We request you to confirm that you have read, understood and accepted the terms and conditions set-forth in this offer and the annexure, failing which this letter of intent shall stand withdrawn / canceled automatically.

This offer of employment shall stand revoked automatically upon your failure to report to office on the specified date of joining as per the communication sent by the HR team. We request you to kindly carry your acknowledged letter on the date of your joining.

We wish you a long, rewarding, and fulfilling career and look forward to you joining us.

Yours Sincerely,



Leeladhar TV  
Director – Talent Acquisition



**PRINCIPAL**  
Aarshi Institute of Engineering & Technology  
Gunthapally (V), Hoyathnagar,  
Ranga Reddy (Dist.)

**Annexure A: Compensation Details (Salary & applicable benefits)**

Name: MURARI MOUNIKA

Designation: Trainee - Engineer			
	Salary Heads	Per Month	Per Annum
<b>Fixed Pay</b>			
	Basic	11,667	140,000
	HRA	4,667	56,000
	Statutory Bonus	1,400	16,800
	Special Allowances	5,800	69,600
	<b>Total Fixed Pay</b>	<b>23,533</b>	<b>282,400</b>
<b>Variable Pay</b>			
	Night Shift Allowance	5500	66000
	Attendance Bonus	2500	30000
	<b>Total Variable Pay</b>	<b>8000</b>	<b>96000</b>
<b>Employer Contributions</b>			
	Provident Fund	1,800	21,600
	Sub-Total*	1800	21,600
	<b>TOTAL CTC*</b>	<b>33,333</b>	<b>400,000</b>
	<b>Net Pay*</b>	<b>29,733</b>	<b>356,800</b>

The complete details of the salary components will be shared in the appointment letter.

**CTC Revision:**

Based on your performance, once you are assigned to production, your CTC shall be revised as per the below milestone:

- On successful completion of 6 months in production your CTC shall be revised to Rs.4,50,000/- per annum.
- On successful completion of 12 months in production your CTC shall be revised to Rs.5,00,000/- per annum.

This periodic CTC revision (Rs.50,000/- increase) shall continue until your CTC touches Rs.7,00,000/- per annum. Rs.50,000/- is the minimum increase that is provided to a Trainee. However, based on the performance and skill upgrade, this shall be enhanced to a higher amount for deserving candidates. Please note that the above-mentioned revision is linked to the nearest appraisal cycle of the organization.

  
**PRINCIPAL**  
 Assil Institute of Engineering & Technology  
 Guntur (V), Nellore District,  
 Ranga Reddy (Dist.)





VinCloud Solutions Pvt. Ltd.

F.No:24, FCI Colony, Miyapur

Hyderabad-500049, Telangana

Mail: [hr@vincLOUDsolutions.com](mailto:hr@vincLOUDsolutions.com)

## Letter of Appointment

Date: 02-April, 2022

Dear A PAVAN KALYAN,


Congratulations! We have pleasure in appointing you in our Company, **VINCLOUD SOLUTIONS PVT LTD** herein after referred to as "VinCloud", as "Software Engineer". You are requested to report for work on April 04<sup>th</sup>, 2022.

Location- You will be posted at Hyderabad; but the Company may require you to work at other Company locations and on customers' sites both, inside or outside India. The Company will seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

Compensation – Your Annual CTC will be Rs. 3, 50,000/- (Three Lakhs Fifty Thousand only). Compensation details will be provided at the time of joining VinCloud.

Personal/Professional Tax - The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the prevailing rules.

Annual Leave/Public Holidays -You will be eligible for leaves and Holidays as per the prevailing rules of VinCloud.

  
PRINCIPAL  
Acadmic Institute of Engineering & Technology  
Guntur (V), Rayachoti,  
Ranga Reddy (Dist.)

Performance Review/Increment- your performance will be reviewed on completion of every 6 (six) months from the date of joining and based on the review your services shall be confirmed subject to satisfactory performance; Your increments will be based on performance and will be released as per the rules of the company .

Termination -In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any member of the Company or being guilty of misconduct, the Company may terminate your employment without notice.

Notice Period- Your employment is terminable immediately by VinCloud, without assigning reason(s), during the probationary period. This employment is terminable by giving three months (90 days) notice to the employer by the employee. The Company reserves the right to pay or recover salary in lieu of notice period. Further, on receipt of a separation notice from your side, the Company may at its discretion relieve you from such date as it may deem fit even before the expiry of the notice period without compensating for the unexpired period and is not bound to give any reason thereof.

General-While making presentations to prospective and present clients or associates, you will ensure compliance with directives and guidelines of our principals, and also ensure that they shall be based on factual information only. You shall while making such presentations, follow the rules, policies and directives laid down by the company. You shall not commit on behalf of the company any form of service or obligation unless it is part of the clearly laid out list of deliverables and services approved in writing by the company. These employment terms supersede and replace any existing agreement or understanding, if any, between VINCLOUD and you relating to the subject matter of your employment. Please note that the terms of employment contained in this letter are subject to company policy. You will be governed by the policies of the company that may be laid down / modified from time to time.

  
PRINCIPAL  
Aaradh Institute of Engineering & Technology  
Ganthapaly (V), Mayabandur,  
Ranga-Rooddy (Dist.)

We welcome you to the VinCloud's family. We look forward to a lasting and mutually beneficial relationship.

Yours sincerely,

I accept the above offer on the terms indicated

For VinCloud Solutions Pvt. Ltd

*Vinuthna*

Vinuthna  
Director



\_\_\_\_\_  
Signature & Date

*[Handwritten Signature]*  
PRINCIPAL  
Aurora Institute of Engineering & Technology  
Electronics (V), Rayachoti  
Raichur (Dist.)



## Annexure I

As part of the joining process, you are requested to send us the following document within the specified period.

- Photocopies of SSLC/Degree/Diploma/Highest Qualification certificate
- Relieving letter from previous organization
- Experience letter
- Permanent Address proof
- Pan card copy
- Aadhar copy
- Passport/DL photocopy 2 passport size photograph for office use& one stamp size photograph for identity card

We look forward to your joining VINCLOUD and wish you all success.

  
PRINCIPAL  
Aravali Institute of Engineering & Technology  
Guntur Road, Rayachoti,  
Ranga Reddy (Dist.)

Mar 21, 2022

MSys / Offer Letter/ HR

**OFFER OF EMPLOYMENT**

Dear **ERRI SAMAGNYA**,

We are pleased to appoint you as “**Software Engineer Trainee**” at **MSys Tech India Pvt. Ltd.**, at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

**1) APPOINTMENT**

- a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.
- b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

**2) TRANSFER**

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or aboard with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

**3) PROBATION**

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.



Signature: [Handwritten Signature]  
Stamp: AVENTIS INSTITUTE OF  
GATEWAY

## 1) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that you will be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

## 2) SALARY AND DESIGNATION

- Your remuneration details are stated in the Annexure mentioned below.
- Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
- Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
- The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

## 3) PERFORMANCE REVIEW AND PAY REVISION

- Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
- The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
- Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
- Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

## 4) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

- You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
- You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
- You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
- Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a



maximum of 7 days of leave during the year.

- a) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
- b) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

## 5) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

## 6) RESIGNATION

- a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
- b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
- c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

## 7) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

- a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and information declared at the time of joining the Company;



- a) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients: and or involvement in any act of moral turpitude commit breach of the terms of your employment;
- b) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the set expectations and objectives, an improvement plan shall be prepared, and you will be expected to meet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

## 8) RESPONSIBILITIES

- a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
- b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
- c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action will be taken, up to termination.
- d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

## 9) CONFLICT OF INTEREST

- a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
- b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
- c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
- d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection.
- e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.

- a) Any existing employee to become associated with or perform services of any type for any third party.
- b) Any violation of the above will be viewed seriously and will lead to action up to termination.

#### 10) GENERAL

- a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
- b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
- c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
- d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

#### 11) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

#### 12) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

#### Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents:





**ANNEXURE**

**NAME: ERRISAMAGNYA**

**CURRENT POSITION: Software Engineer Trainee**

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
<b>Base Salary</b>	<b>30075</b>	<b>360900</b>
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
<b>COST TO COMPANY</b>		<b>400000</b>

**Non-Transferrable Meal Voucher \*** - NTMV provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

**Medical Insurance Benefit \*\*** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-. The details of the policy will be given separately.









Mar 21, 2022

MSys / Offer Letter/ HR

### OFFER OF EMPLOYMENT

Dear VUDHARU NAGALAXMI,

We are pleased to appoint you as “Software Engineer Trainee” at MSys Tech India Pvt. Ltd., at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

#### 1) APPOINTMENT

- a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.
- b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

#### 2) TRANSFER

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or aboard with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

#### 3) PROBATION

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.

## 1) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that you will be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

## 2) SALARY AND DESIGNATION

- Your remuneration details are stated in the Annexure mentioned below.
- Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
- Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
- The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

## 3) PERFORMANCE REVIEW AND PAY REVISION

- Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
- The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
- Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
- Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

## 4) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

- You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
- You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
- You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
- Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a



maximum of 7 days of leave during the year.

- a) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
- b) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

## 5) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

## 6) RESIGNATION

- a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
- b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
- c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

## 7) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

- a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and information declared at the time of joining the Company;



- a) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients: and or involvement in any act of moral turpitude commit breach of the terms of your employment;
- b) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the set expectations and objectives, an improvement plan shall be prepared, and you will be expected to meet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

## 8) RESPONSIBILITIES

- a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
- b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
- c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action will be taken, up to termination.
- d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

## 9) CONFLICT OF INTEREST

- a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
- b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
- c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
- d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection.
- e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.

- a) Any existing employee to become associated with or perform services of any type for any third party.
- b) Any violation of the above will be viewed seriously and will lead to action up to termination.

## 10) GENERAL

- a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
- b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
- c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
- d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

## 11) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

## 12) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

### Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.



## 1) PASSPORT AND AADHAAR CARD

It would be to your advantage and in view of the business of MSys, all trainees are required to possess a valid passport and an Aadhaar Card. In case you do not already have one, you are required to obtain / produce a proof of having applied for the same at your own expense and intimate the same to the HR at your location, within three months of joining.

These above details need to be updated through the HR portal.

According to the standard practice of our Company, you will treat the above terms of this agreement as confidential.

We welcome you to our company and look forward to a long and fruitful association with you.

Yours faithfully,

For MSys Tech India Pvt Ltd.

Kathirvel  
Ayyasamy

Digitally signed  
by Kathirvel  
Ayyasamy

Mar 21, 2022

**KATHIRVEL AYYASAMY**  
**DIRECTOR – TALENT ACQUISITION**

I hereby declare that my offer of Appointment is valid only if I meet the eligibility criteria of passing the final year of Graduation/Post Graduation in the first attempt, securing 60% or above across semesters and also, undertake to produce final mark sheets and passing certificate (Attested soft copies) at the time of Onboarding to the company within 30 days of my joining. \*failing which my employment with MSys may be terminated.

To confirm your acceptance of this letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to MSys.

\*In case of any extension in submitting the documents a special approval to be obtained from MSys HR.

Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

**ANNEXURE**

**NAME: VUDHARU NAGALAXMI**

**CURRENT POSITION: Software Engineer Trainee**

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
<b>Base Salary</b>	<b>30075</b>	<b>360900</b>
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
<b>COST TO COMPANY</b>		<b>400000</b>

**Non-Transferrable Meal Voucher \*- NTMV** provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

**Medical Insurance Benefit \*\*** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/- The details of the policy will be given separately.



**MSYS TECHINDIA PRIVATE LTD**

ASV Chandilya Towers,  
8<sup>th</sup> Floor, # 5/397, Rajiv Gandhi Salai (OMR),  
Okkiyam Thoraiakkam,  
Chennai - 600 096.  
Tel No: 044 39167015  
[www.msys technologies.com](http://www.msys technologies.com)

Date: Mar 21, 2022

Name: VUDHARU NAGALAXMI

Designation: **Software Engineer Trainee**

Dear VUDHARU NAGALAXMI,

We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amount of Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs.50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3rd year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully  
For MSys Tech India Pvt Ltd

**Kathirvel** Digitally signed  
**Ayyasamy** by Kathirvel  
Ayyasamy

Mar 21, 2022

**Human Resources**  
I have read the above and accept the same

Signature and date:  
(Employee)





**Mar 21, 2022**

**MSys / Offer Letter/ HR**

**OFFER OF EMPLOYMENT**

**Dear ALLE VINAY,**

We are pleased to appoint you as “**Software Engineer Trainee**” at **MSys Tech India Pvt. Ltd.**, at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

**1) APPOINTMENT**

a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.

b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

**2) TRANSFER**

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or aboard with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

**3) PROBATION**

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.

*[Handwritten Signature]*  
MSys Tech India Associate Limited:  
A87 Chandiva Towers, 8th Floor, MS/07,  
Rajiv Gandhi Salai (DMR), Devyam,  
Thiruvallur, Chennai - 600 056  
Ph: +91 44 32167015  
www.mysystechologies.com

*[Handwritten]* Avin MSys - Internal  
Guntur (V) - 20220321

## 1) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that you will be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

## 2) SALARY AND DESIGNATION

- Your remuneration details are stated in the Annexure mentioned below.
- Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
- Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
- The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

## 3) PERFORMANCE REVIEW AND PAY REVISION

- Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
- The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
- Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
- Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

## 4) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

- You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
- You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
- You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
- Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a



maximum of 7 days of leave during the year.

- a) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
- b) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

## 5) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as "voluntary abandonment of service" and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

## 6) RESIGNATION

- a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
- b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
- c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

## 7) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

- a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and information declared at the time of joining the Company;



- a) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients; and or involvement in any act of moral turpitude commit breach of the terms of your employment;
- b) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the set expectations and objectives, an improvement plan shall be prepared, and you will be expected to meet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

## 8) RESPONSIBILITIES

- a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
- b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
- c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action will be taken, up to termination.
- d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

## 9) CONFLICT OF INTEREST

- a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
- b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
- c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
- d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection.
- e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.

- a) Any existing employee to become associated with or perform services of any type for any third party.
- b) Any violation of the above will be viewed seriously and will lead to action up to termination.

## 10) GENERAL

- a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
- b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
- c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
- d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

## 11) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

## 12) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

### Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.



## 1) PASSPORT AND AADHAAR CARD

It would be to your advantage and in view of the business of MSys, all trainees are required to possess a valid passport and an Aadhaar Card. In case you do not already have one, you are required to obtain / produce a proof of having applied for the same at your own expense and intimate the same to the HR at your location, within three months of joining.

These above details need to be updated through the HR portal.

According to the standard practice of our Company, you will treat the above terms of this agreement as confidential.

We welcome you to our company and look forward to a long and fruitful association with you.

Yours faithfully,

For MSys Tech India Pvt Ltd.

Kathirvel  
Ayyasamy

Digitally signed  
by Kathirvel  
Ayyasamy

Mar 21, 2022

**KATHIRVEL AYYASAMY**  
**DIRECTOR – TALENT ACQUISITION**

I hereby declare that my offer of Appointment is valid only if I meet the eligibility criteria of passing the final year of Graduation/Post Graduation in the first attempt, securing 60% or above across semesters and also, undertake to produce final mark sheets and passing certificate (Attested soft copies) at the time of Onboarding to the company within 30 days of my joining, \*failure of which my employment with MSys may be terminated.

To confirm your acceptance of this letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to MSys.

\*In case of any extension in submitting the documents a special approval to be obtained from MSys HR.

Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

ANNEXURE

NAME: ALLE VINAY

CURRENT POSITION: Software Engineer Trainee

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
<b>Base Salary</b>	<b>30075</b>	<b>360900</b>
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
<b>COST TO COMPANY</b>		<b>400000</b>

**Non-Transferrable Meal Voucher \*- NTMV** provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

**Medical Insurance Benefit \*\*** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-. The details of the policy will be given separately.

PRINCIPAL  
Head of Engg. & Tech

Alle Vinay  
Software Engineer Trainee

## MSYS TECHINDIA PRIVATE LTD

ASV Chandiya Towers,  
8<sup>th</sup> Floor, # 5/397, Rajiv Gandhi Salai (DMR),  
Okkiyam Thoralpakkam,  
Chennai - 600 096.  
Tel No: 044 39167015  
[www.mysystechnologies.com](http://www.mysystechnologies.com)

Date: Mar 21, 2022

Name: ALLE VINAY

Designation: **Software Engineer Trainee**

Dear ALLE VINAY,

We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amount of Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs.50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3rd year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully  
For MSys Tech India Pvt Ltd

**Kathirvel** Digitally signed  
**Ayyasamy** by Kathirvel  
Ayyasamy

Mar 21, 2022

**Human Resources**  
I have read the above and accept the same

Signature and date  
(Employee)

  
Alle Vinay  
Avanhi Institute of Engg. & Tech.  
Gurukrupa (V), Adambakkam (MS) 600 096



  
PRINCIPAL  
Agni Institute of Engg. & Tech.  
Guntur (V), Polavur (M), R.P. Dist

Mar 21, 2022

MSys / Offer Letter/ HR

### OFFER OF EMPLOYMENT

Dear **BADUGU DILEP,**

We are pleased to appoint you as “**Software Engineer Trainee**” at **MSys Tech India Pvt. Ltd.**, at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

#### 1) APPOINTMENT

- a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.
- b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

#### 2) TRANSFER

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or abroad with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

#### 3) PROBATION

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.



PRINCIPAL  
Avanti Institute of Engrg. & Tech.  
Gandhinagar (V), Narasimharajpet, T.P. Pet

## 1) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that you will be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

## 2) SALARY AND DESIGNATION

- Your remuneration details are stated in the Annexure mentioned below.
- Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
- Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
- The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

## 3) PERFORMANCE REVIEW AND PAY REVISION

- Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
- The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
- Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
- Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

## 4) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

- You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
- You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
- You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
- Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a



maximum of 7 days of leave during the year.

- a) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
- b) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

## 5) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

## 6) RESIGNATION

- a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
- b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
- c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

## 7) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

- a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and information declared at the time of joining the Company;



PRINCIPAL

Avanti Institute of Engg & Tech.

Guntur

MSys Tech India Private Limited

305/ Chandiya Towers, 8th Floor, #5207,

Ray Gandhi Sala, (OMR) - Chokkikulam,

Thirupakkam, Chennai - 600 099

Ph: +91 44 39181015

www.mysystechologies.com



- a) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients: and or involvement in any act of moral turpitude commit breach of the terms of your employment;
- b) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the set expectations and objectives, an improvement plan shall be prepared, and you will be expected to meet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

## 8) RESPONSIBILITIES

- a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
- b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
- c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action will be taken, up to termination.
- d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

## 9) CONFLICT OF INTEREST

- a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
- b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
- c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage;
- d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection.
- e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.

- a) Any existing employee to become associated with or perform services of any type for any third party.
- b) Any violation of the above will be viewed seriously and will lead to action up to termination.

## 10) GENERAL

- a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
- b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
- c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
- d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

## 11) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

## 12) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

### Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.



PRINCIPAL  
Avantni Institute of Engg & Tech  
Gurukulam, MSys Tech India Private Limited  
MSys Tech India Private Limited  
ASV Chandiya Towers, 8th Floor, #5097  
Rajiv Gandhi Salai (C.M.R.) - Oshiyam  
Thorajakkam, Chennai - 600 096  
Ph - +91 44 32147015  
www.msystechnologies.com



## 1) PASSPORT AND AADHAAR CARD

It would be to your advantage and in view of the business of MSys, all trainees are required to possess a valid passport and an Aadhaar Card. In case you do not already have one, you are required to obtain / produce a proof of having applied for the same at your own expense and intimate the same to the HR at your location, within three months of joining.

These above details need to be updated through the HR portal.

According to the standard practice of our Company, you will treat the above terms of this agreement as confidential.

We welcome you to our company and look forward to a long and fruitful association with you.

Yours faithfully,

For MSys Tech India Pvt Ltd.

Kathirvel      Digitally signed  
Ayyasamy      by Kathirvel  
Ayyasamy

Mar 21, 2022

**KATHIRVEL AYYASAMY**  
**DIRECTOR - TALENT ACQUISITION**

I hereby declare that my offer of Appointment is valid only if I meet the eligibility criteria of passing the final year of Graduation/Post Graduation in the first attempt, securing 60% or above across semesters and also, undertake to produce final mark sheets and passing certificate (Attested soft copies) at the time of Onboarding to the company within 30 days of my joining, \*failing which my employment with MSys may be terminated.

To confirm your acceptance of this letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to MSys.

\*In case of any extension in submitting the documents a special approval to be obtained from MSys HR.

Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

**ANNEXURE**

**NAME: BADUGU DILEP**

**CURRENT POSITION: Software Engineer Trainee**

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
<b>Base Salary</b>	<b>30075</b>	<b>360900</b>
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
<b>COST TO COMPANY</b>		<b>400000</b>

**Non-Transferrable Meal Voucher \*- NTMV** provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

**Medical Insurance Benefit \*\*** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-. The details of the policy will be given separately.

  
 PRINCIPAL  
 Avanti Cosmetics/Engg & Tech  
 Gunpowder, 11, 20, 20/1, 20/2, 20/3, 20/4, 20/5, 20/6, 20/7, 20/8, 20/9, 20/10, 20/11, 20/12, 20/13, 20/14, 20/15, 20/16, 20/17, 20/18, 20/19, 20/20, 20/21, 20/22, 20/23, 20/24, 20/25, 20/26, 20/27, 20/28, 20/29, 20/30, 20/31, 20/32, 20/33, 20/34, 20/35, 20/36, 20/37, 20/38, 20/39, 20/40, 20/41, 20/42, 20/43, 20/44, 20/45, 20/46, 20/47, 20/48, 20/49, 20/50, 20/51, 20/52, 20/53, 20/54, 20/55, 20/56, 20/57, 20/58, 20/59, 20/60, 20/61, 20/62, 20/63, 20/64, 20/65, 20/66, 20/67, 20/68, 20/69, 20/70, 20/71, 20/72, 20/73, 20/74, 20/75, 20/76, 20/77, 20/78, 20/79, 20/80, 20/81, 20/82, 20/83, 20/84, 20/85, 20/86, 20/87, 20/88, 20/89, 20/90, 20/91, 20/92, 20/93, 20/94, 20/95, 20/96, 20/97, 20/98, 20/99, 20/100

## MSYS TECHINDIA PRIVATE LTD

ASV Chandiya Towers,  
8<sup>th</sup> Floor, # 5/397, Rajiv Gandhi Salai (OMR),  
Okkiyam Thoralpakkam,  
Chennai - 600 096.  
Tel No: 044 38167015  
[www.msys technologies.com](http://www.msys technologies.com)

Date: Mar 21, 2022

Name: BADUGU DILEP

Designation: Software Engineer Trainee

Dear BADUGU DILEP,

We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amount of Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs.50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3rd year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully  
For MSys Tech India Pvt Ltd

**Kathirvel** Digitally signed  
**Ayyasamy** by Kathirvel  
Ayyasamy

Mar 21, 2022

**Human Resources**  
I have read the above and accept the same

Signature and date  
(Employee)



PRINCIPAL  
Avanhi Institute of Engg. & Tech,  
Guntur (T), Andhra Pradesh (INDIA) R# 14





VinCloud Solutions Pvt. Ltd.  
F.No:24, FCI Colony, Miyapur  
Hyderabad-500049, Telangana  
Mail: hr@vincloidsolutions.com

## Letter of Appointment

Date: 02-April, 2022

Dear A VENKATESH,

Congratulations! We have pleasure in appointing you in our Company, **VINCLOUD SOLUTIONS PVT LTD** herein after referred to as "VinCloud", as "Software Engineer". You are requested to report for work on April 04<sup>th</sup>, 2022.

Location- You will be posted at Hyderabad; but the Company may require you to work at other Company locations and on customers' sites both, inside or outside India. The Company will seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

Compensation – Your Annual CTC will be Rs. 3, 50,000/- (Three Lakhs Fifty Thousand only). Compensation details will be provided at the time of joining VinCloud.

Personal/Professional Tax - The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the prevailing rules.

Annual Leave/Public Holidays -You will be eligible for leaves and Holidays as per the prevailing rules of VinCloud.

PRINCIPAL  
VinCloud Solutions Pvt. Ltd.  
F.No:24, FCI Colony, Miyapur  
Hyderabad-500049, Telangana

Performance Review/increment- your performance will be reviewed on completion of every 6 (six) months from the date of joining and based on the review your services shall be confirmed subject to satisfactory performance; Your increments will be based on performance and will be released as per the rules of the company .

Termination -In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any member of the Company or being guilty of misconduct, the Company may terminate your employment without notice.

Notice Period- Your employment is terminable immediately by VinCloud, without assigning reason(s), during the probationary period. This employment is terminable by giving three months (90 days) notice to the employer by the employee. The Company reserves the right to pay or recover salary in lieu of notice period. Further, on receipt of a separation notice from your side, the Company may at its discretion relieve you from such date as it may deem fit even before the expiry of the notice period without compensating for the unexpired period and is not bound to give any reason thereof.

General-While making presentations to prospective and present clients or associates, you will ensure compliance with directives and guidelines of our principals, and also ensure that they shall be based on factual information only. You shall while making such presentations, follow the rules, policies and directives laid down by the company. You shall not commit on behalf of the company any form of service or obligation unless it is part of the clearly laid out list of deliverables and services approved in writing by the company. These employment terms supersede and replace any existing agreement or understanding, if any, between VINCLOUD and you relating to the subject matter of your employment. Please note that the terms of employment contained in this letter are subject to company policy. You will be governed by the policies of the company that may be laid down / modified from time to time.

  
PRINCIPAL  
VinCloud Institute of Engineering & Technology  
Sudhopy (M), Warangal  
Ranga Reddy (T.S.R.)

We welcome you to the VinCloud's family. We look forward to a lasting and mutually beneficial relationship.

Yours sincerely,

I accept the above offer on the terms indicated

For VinCloud Solutions Pvt. Ltd

*Vinuthna*

Vinuthna  
Director



\_\_\_\_\_  
Signature & Date

*[Handwritten Signature]*  
PRINCIPAL  
Amal Institute of Engineering & Technology  
Sathyapatti, Palani District, Tamil Nadu  
623 501



## Annexure I

As part of the joining process, you are requested to send us the following document within the specified period.

- Photocopies of SSLC/Degree/Diploma/Highest Qualification certificate
- Relieving letter from previous organization
- Experience letter
- Permanent Address proof
- Pan card copy
- Aadhar copy
- Passport/DL photocopy 2 passport size photograph for office use& one stamp size photograph for identity card

We look forward to your joining VINCLOUD and wish you all success.

  
PRINCIPAL  
Arenal Institute of Engineering & Technology  
Ganthopolu (V), Hayathnagar  
Ranga Reddy District



VinCloud Solutions Pvt. Ltd.  
F.No:24, FCI Colony, Miyapur  
Hyderabad-500049, Telangana  
Mail: hr@vincLOUDsolutions.com

## Letter of Appointment

Date: 02-April, 2022

Dear BOGA KEERTHI,

Congratulations! We have pleasure in appointing you in our Company, **VINCLOUD SOLUTIONS PVT LTD** herein after referred to as "VinCloud", as "Software Engineer". You are requested to report for work on April 04<sup>th</sup>, 2022.

Location- You will be posted at Hyderabad; but the Company may require you to work at other Company locations and on customers' sites both, inside or outside India. The Company will seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

Compensation - Your Annual CTC will be Rs. 3, 50,000/- (Three Lakhs Fifty Thousand only). Compensation details will be provided at the time of joining VinCloud.

Personal/Professional Tax - The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the prevailing rules.

Annual Leave/Public Holidays -You will be eligible for leaves and Holidays as per the prevailing rules of VinCloud.

  
PRINCIPAL  
Aravind Institute of Engineering & Technology  
Gurugram, Haryana  
201301

Performance Review/Increment- your performance will be reviewed on completion of every 6 (six) months from the date of joining and based on the review your services shall be confirmed subject to satisfactory performance; Your increments will be based on performance and will be released as per the rules of the company .

Termination -In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any member of the Company or being guilty of misconduct, the Company may terminate your employment without notice.

Notice Period- Your employment is terminable immediately by VinCloud, without assigning reason(s), during the probationary period. This employment is terminable by giving three months (90 days) notice to the employer by the employee. The Company reserves the right to pay or recover salary in lieu of notice period. Further, on receipt of a separation notice from your side, the Company may at its discretion relieve you from such date as it may deem fit even before the expiry of the notice period without compensating for the unexpired period and is not bound to give any reason thereof.

General-While making presentations to prospective and present clients or associates, you will ensure compliance with directives and guidelines of our principals, and also ensure that they shall be based on factual information only. You shall while making such presentations, follow the rules, policies and directives laid down by the company. You shall not commit on behalf of the company any form of service or obligation unless it is part of the clearly laid out list of deliverables and services approved in writing by the company. These employment terms supersede and replace any existing agreement or understanding, if any, between VINCLOUD and you relating to the subject matter of your employment. Please note that the terms of employment contained in this letter are subject to company policy. You will be governed by the policies of the company that may be laid down / modified from time to time.

  
PRINCIPAL  
Aurodh Institute of Engineering & Technology  
Guntur (N), Rayachoti,  
Andhra Pradesh



We welcome you to the VinCloud's family. We look forward to a lasting and mutually beneficial relationship.

Yours sincerely,

I accept the above offer on the terms indicated

For VinCloud Solutions Pvt. Ltd

*Vinuthna*

Vinuthna  
Director



\_\_\_\_\_  
Signature & Date

*[Signature]*  
PRINCIPAL  
Alagappa Institute of Engineering & Tech  
Chennai (TN), India  
Established 1981



VinCloud Solutions Pvt. Ltd,  
F.No:24, FC1 Colony, Miyapur  
Hyderabad-500049, Telangana  
Mail: hr@vincLOUDsolutions.com

## Letter of Appointment

Date: 02-April, 2022

Dear KARANAM DIVYA BHANU,

Congratulations! We have pleasure in appointing you in our Company, **VINCLOUD SOLUTIONS PVT LTD** herein after referred to as "VinCloud", as "Software Engineer". You are requested to report for work on April 04<sup>th</sup>, 2022.

Location- You will be posted at Hyderabad; but the Company may require you to work at other Company locations and on customers' sites both, inside or outside India. The Company will seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

Compensation – Your Annual CTC will be Rs. 3, 50,000/- (Three Lakhs Fifty Thousand only). Compensation details will be provided at the time of joining VinCloud.

Personal/Professional Tax - The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the prevailing rules.

Annual Leave/Public Holidays -You will be eligible for leaves and Holidays as per the prevailing rules of VinCloud.

  
PRINCIPAL  
Amrita Institute of Engineering & Technical  
Education (V), Hyderabad  
Campus Hyderabad

## Annexure I

As part of the joining process, you are requested to send us the following document within the specified period.

- Photocopies of SSLC/Degree/Diploma/Highest Qualification certificate
- Relieving letter from previous organization
- Experience letter
- Permanent Address proof
- Pan card copy
- Aadhar copy
- Passport/DL photocopy 2 passport size photograph for office use& one stamp size photograph for identity card

We look forward to your joining VINCLOUD and wish you all success.



**PRINCIPAL**  
Avinoti Institute of Engineering & Technology  
Guntur City (V), Andhra Pradesh  
Pin-522 002



Performance Review/increment- your performance will be reviewed on completion of every 6 (six) months from the date of joining and based on the review your services shall be confirmed subject to satisfactory performance; Your increments will be based on performance and will be released as per the rules of the company .

Termination -In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any member of the Company or being guilty of misconduct, the Company may terminate your employment without notice;

Notice Period- Your employment is terminable immediately by VinCloud, without assigning reason(s), during the probationary period. This employment is terminable by giving three months (90 days) notice to the employer by the employee. The Company reserves the right to pay or recover salary in lieu of notice period. Further, on receipt of a separation notice from your side, the Company may at its discretion relieve you from such date as it may deem fit even before the expiry of the notice period without compensating for the unexpired period and is not bound to give any reason thereof.

General-While making presentations to prospective and present clients or associates, you will ensure compliance with directives and guidelines of our principals, and also ensure that they shall be based on factual information only. You shall while making such presentations, follow the rules, policies and directives laid down by the company. You shall not commit on behalf of the company any form of service or obligation unless it is part of the clearly laid out list of deliverables and services approved in writing by the company. These employment terms supersede and replace any existing agreement or understanding, if any, between VINCLOUD and you relating to the subject matter of your employment. Please note that the terms of employment contained in this letter are subject to company policy. You will be governed by the policies of the company that may be laid down / modified from time to time.

  
PRINCIPAL  
VinCloud Institute of Engineering & Technology  
Gurgaon (Haryana), India  
Phone: 91-98100-XXXXXX

We welcome you to the VinCloud's family. We look forward to a lasting and mutually beneficial relationship.

Yours sincerely,

I accept the above offer on the terms indicated

For VinCloud Solutions Pvt. Ltd

*Vinuthna*  
Vinuthna  
Director



\_\_\_\_\_  
Signature & Date

*[Handwritten Signature]*  
**PRINCIPAL**  
Anand Institute of Engineering & Tech  
Gandhinagar (V), Hoshiangar,  
Amraoti (Dist)

## Annexure I

As part of the joining process, you are requested to send us the following document within the specified period.

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- Experience letter
- Permanent Address proof
- Pan card copy
- Aadhar copy
- Passport/DL photocopy 2 passport size photograph for office use& one stamp size photograph for identity card.

We look forward to your joining VINCLOUD and wish you all success.

  
PRINCIPAL  
VincCloud Institute of Engineering & Tech  
65th Street, 11th Floor, Kalyani Nagar  
Bangalore, Karnataka





VinCloud Solutions Pvt. Ltd.

F.No:24, FCI Colony, Miyapur

Hyderabad-500049, Telangana

Mail: hr@vincLOUDsolutions.com

## Letter of Appointment

Date: 02-April, 2022

Dear NALLA TEJA,

Congratulations! We have pleasure in appointing you in our Company, **VINCLOUD SOLUTIONS PVT LTD** herein after referred to as "VinCloud", as "Software Engineer". You are requested to report for work on April 04<sup>th</sup>, 2022.

Location- You will be posted at Hyderabad; but the Company may require you to work at other Company locations and on customers' sites both, inside or outside India. The Company will seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

Compensation – Your Annual CTC will be Rs. 3, 50,000/- (Three Lakhs Fifty Thousand only). Compensation details will be provided at the time of joining VinCloud.

Personal/Professional Tax - The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the prevailing rules.

Annual Leave/Public Holidays -You will be eligible for leaves and Holidays as per the prevailing rules of VinCloud.

  
PRINCIPAL  
Avanti Institute of Engineering & Technology  
Guntur City (V), Guntur District  
500080

Performance Review/Increment- your performance will be reviewed on completion of every 6 (six) months from the date of joining and based on the review your services shall be confirmed subject to satisfactory performance; Your increments will be based on performance and will be released as per the rules of the company .

Termination -In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any member of the Company or being guilty of misconduct, the Company may terminate your employment without notice.

Notice Period- Your employment is terminable immediately by VinCloud, without assigning reason(s), during the probationary period. This employment is terminable by giving three months (90 days) notice to the employer by the employee. The Company reserves the right to pay or recover salary in lieu of notice period. Further, on receipt of a separation notice from your side, the Company may at its discretion relieve you from such date as it may deem fit even before the expiry of the notice period without compensating for the unexpired period and is not bound to give any reason thereof.

General-While making presentations to prospective and present clients or associates, you will ensure compliance with directives and guidelines of our principals, and also ensure that they shall be based on factual information only. You shall while making such presentations, follow the rules, policies and directives laid down by the company. You shall not commit on behalf of the company any form of service or obligation unless it is part of the clearly laid out list of deliverables and services approved in writing by the company. These employment terms supersede and replace any existing agreement or understanding, if any, between VINCLOUD and you relating to the subject matter of your employment. Please note that the terms of employment contained in this letter are subject to company policy. You will be governed by the policies of the company that may be laid down / modified from time to time.

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

We welcome you to the VinCloud's family. We look forward to a lasting and mutually beneficial relationship.

Yours sincerely,

I accept the above offer on the terms indicated

For VinCloud Solutions Pvt. Ltd

*Vinuthna*

Vinuthna

Director



\_\_\_\_\_  
Signature & Date

*[Handwritten Signature]*  
PRINCIPAL  
Aarathi Institute of Engineering & Technology  
Gurthoddy (V), Hapuramangal,  
Ranga Reddy District



## Annexure I

As part of the joining process, you are requested to send us the following document within the specified period.

- Photocopies of SSLC/Degree/Diploma/Highest Qualification certificate
- Relieving letter from previous organization
- Experience letter
- Permanent Address proof
- Pan card copy
- Aadhar copy
- Passport/DL photocopy 2 passport size photograph for office use& one stamp size photograph for identity card

We look forward to your joining VINCLOUD and wish you all success.



PRINCIPAL  
Avanith Institute of Engineering & Technology  
Gandhaply (V), Koppalacoppa,  
Bengaluru (Kf.)



VinCloud Solutions Pvt. Ltd.

F.No.24, FC1 Colony, Miyapur  
Hyderabad-500049, Telangana

Mail: hr@vincLOUDsolutions.com

## Letter of Appointment

Date: 02-April, 2022

Dear BHUKYA PAVAN KUMAR,

Congratulations! We have pleasure in appointing you in our Company, **VINCLOUD SOLUTIONS PVT LTD** herein after referred to as "VinCloud", as "Software Engineer". You are requested to report for work on April 04<sup>th</sup>, 2022.

Location- You will be posted at Hyderabad; but the Company may require you to work at other Company locations and on customers' sites both, inside or outside India. The Company will seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

Compensation – Your Annual CTC will be Rs. 3, 50,000/- (Three Lakhs Fifty Thousand only). Compensation details will be provided at the time of joining VinCloud.

Personal/Professional Tax - The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the prevailing rules.

Annual Leave/Public Holidays -You will be eligible for leaves and Holidays as per the prevailing rules of VinCloud.

  
PRINCIPAL  
Arunth Institute of Engineering & Technology  
Gandhinagar (V), Hyderabad  
Praveen Reddy (09133)

Performance Review/Increment- your performance will be reviewed on completion of every 6 (six) months from the date of joining and based on the review your services shall be confirmed subject to satisfactory performance; Your increments will be based on performance and will be released as per the rules of the company .

Termination -In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any member of the Company or being guilty of misconduct, the Company may terminate your employment without notice.

Notice Period- Your employment is terminable immediately by VinCloud, without assigning reason(s), during the probationary period. This employment is terminable by giving three months (90 days) notice to the employer by the employee. The Company reserves the right to pay or recover salary in lieu of notice period. Further, on receipt of a separation notice from your side, the Company may at its discretion relieve you from such date as it may deem fit even before the expiry of the notice period without compensating for the unexpired period and is not bound to give any reason thereof.

General-While making presentations to prospective and present clients or associates, you will ensure compliance with directives and guidelines of our principals, and also ensure that they shall be based on factual information only. You shall while making such presentations, follow the rules, policies and directives laid down by the company. You shall not commit on behalf of the company any form of service or obligation unless it is part of the clearly laid out list of deliverables and services approved in writing by the company. These employment terms supersede and replace any existing agreement or understanding, if any, between VINCLOUD and you relating to the subject matter of your employment. Please note that the terms of employment contained in this letter are subject to company policy. You will be governed by the policies of the company that may be laid down / modified from time to time.

  
Principal  
VinCloud  
Vignesh Institute of Engineering & Technology  
Gurthoosly (V), Hyderabad  
Ranga Raddy (M.T.)



We welcome you to the VinCloud's family. We look forward to a lasting and mutually beneficial relationship.

Yours sincerely,

I accept the above offer on the terms indicated

For VinCloud Solutions Pvt. Ltd

*Vinuthna*

Vinuthna  
Director



\_\_\_\_\_  
Signature & Date

*[Signature]*  
PRINCIPAL  
Assam Institute of Engineering & Technology  
Ganthali (N.J. Hazaribagh)  
Rangpo (Dist. Jorhat)

## Annexure I

As part of the joining process, you are requested to send us the following document within the specified period.

- Photocopies of SSLC/Degree/Diploma/Highest Qualification certificate
- Relieving letter from previous organization
- Experience letter
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- Passport/DL photocopy 2 passport size photograph for office use& one stamp size photograph for identity card

We look forward to your joining VINCLOUD and wish you all success.

  
PRINCIPAL  
Aravali Institute of Engineering & Technol  
Gurubally (V), Haryana  
Ranga Society



VinCloud Solutions Pvt. Ltd.

F.No:24, FCI Colony, Miyapur  
Hyderabad-500049, Telangana

Mail: [hr@vincLOUDsolutions.com](mailto:hr@vincLOUDsolutions.com)

## Letter of Appointment

Date: 02-April, 2022

Dear MATHANGI ARUN KUMAR,


Congratulations! We have pleasure in appointing you in our Company, **VINCLOUD SOLUTIONS PVT LTD** herein after referred to as "VinCloud", as "Software Engineer". You are requested to report for work on April 04<sup>th</sup>, 2022.

Location- You will be posted at Hyderabad; but the Company may require you to work at other Company locations and on customers' sites both, inside or outside India. The Company will seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

Compensation – Your Annual CTC will be Rs. 3, 50,000/- (Three Lakhs Fifty Thousand only). Compensation details will be provided at the time of joining VinCloud.

Personal/Professional Tax - The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the prevailing rules.

Annual Leave/Public Holidays -You will be eligible for leaves and Holidays as per the prevailing rules of VinCloud.

  
PROFESSOR  
Anand Institute of Engineering & Technology  
Guntur (A) Juvvaboina  
Ranga Reddy District



Performance Review/Increment- your performance will be reviewed on completion of every 6 (six) months from the date of joining and based on the review your services shall be confirmed subject to satisfactory performance; Your increments will be based on performance and will be released as per the rules of the company .

Termination -In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any member of the Company or being guilty of misconduct, the Company may terminate your employment without notice.

Notice Period- Your employment is terminable immediately by VinCloud, without assigning reason(s), during the probationary period. This employment is terminable by giving three months (90 days) notice to the employer by the employee. The Company reserves the right to pay or recover salary in lieu of notice period, Further, on receipt of a separation notice from your side, the Company may at its discretion relieve you from such date as it may deem fit even before the expiry of the notice period without compensating for the unexpired period and is not bound to give any reason thereof.

General-While making presentations to prospective and present clients or associates, you will ensure compliance with directives and guidelines of our principals, and also ensure that they shall be based on factual information only. You shall while making such presentations, follow the rules, policies and directives laid down by the company. You shall not commit on behalf of the company any form of service or obligation unless it is part of the clearly laid out list of deliverables and services approved in writing by the company. These employment terms supersede and replace any existing agreement or understanding, if any, between VINCLOUD and you relating to the subject matter of your employment. Please note that the terms of employment contained in this letter are subject to company policy. You will be governed by the policies of the company that may be laid down / modified from time to time.

  
Atsai Institute of Engineering & Technology,  
Guntur (V), Rayachoti,  
Ranga Reddy (Dist.)

We welcome you to the VinCloud's family. We look forward to a lasting and mutually beneficial relationship.

Yours sincerely,

I accept the above offer on the terms indicated

For VinCloud Solutions Pvt. Ltd

*Vinuthna*

Vinuthna  
Director



\_\_\_\_\_  
Signature & Date

*[Signature]*  
PRINCIPAL  
Aventi Institute of Engineering & Technology  
Gurthally (V), Kothapeta  
Ranga Reddy (Dist.)

## Annexure I

As part of the joining process, you are requested to send us the following document within the specified period.

- Photocopies of SSLC/Degree/Diploma/Highest Qualification certificate
- Relieving letter from previous organization
- Experience letter
- Permanent Address proof
- Pan card copy
- Aadhar copy
- Passport/DL photocopy 2 passport size photograph for office use& one stamp size photograph for identity card

We look forward to your joining VINCLOUD and wish you all success.

  
PRINCIPAL  
VinCloud Institute of Engineering & Technology  
Bannary Hill, Bangalore  
2024-25-26





VinCloud Solutions Pvt. Ltd.  
F.No.24, FCI Colony, Miyapur  
Hyderabad-500049, Telangana  
Mail: [hr@vincLOUDsolutions.com](mailto:hr@vincLOUDsolutions.com)

## Letter of Appointment

Date: **02-April, 2022**

Dear VADLURI SUMANTH,

Congratulations! We have pleasure in appointing you in our Company, **VINCLOUD SOLUTIONS PVT LTD** herein after referred to as "VinCloud", as "Software Engineer". You are requested to report for work on April 04<sup>th</sup>, 2022.

Location- You will be posted at Hyderabad; but the Company may require you to work at other Company locations and on customers' sites both, inside or outside India. The Company will seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

Compensation -- Your Annual CTC will be Rs. 3, 50,000/- (Three Lakhs Fifty Thousand only). Compensation details will be provided at the time of joining VinCloud.

Personal/Professional Tax - The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the prevailing rules.

Annual Leave/Public Holidays -You will be eligible for leaves and Holidays as per the prevailing rules of VinCloud.

  
PRINCIPAL  
Avanti Institute of Engineering & Technology  
Guntur City (V.L. Nagar),  
Sri Sree Raddi (Dist)

Performance Review/Increment- your performance will be reviewed on completion of every 6 (six) months from the date of joining and based on the review your services shall be confirmed subject to satisfactory performance; Your increments will be based on performance and will be released as per the rules of the company .

Termination -In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any member of the Company or being guilty of misconduct, the Company may terminate your employment without notice.

Notice Period- Your employment is terminable immediately by VinCloud, without assigning reason(s), during the probationary period. This employment is terminable by giving three months (90 days) notice to the employer by the employee. The Company reserves the right to pay or recover salary in lieu of notice period. Further, on receipt of a separation notice from your side, the Company may at its discretion relieve you from such date as it may deem fit even before the expiry of the notice period without compensating for the unexpired period and is not bound to give any reason thereof.

General-While making presentations to prospective and present clients or associates, you will ensure compliance with directives and guidelines of our principals, and also ensure that they shall be based on factual information only. You shall while making such presentations, follow the rules, policies and directives laid down by the company. You shall not commit on behalf of the company any form of service or obligation unless it is part of the clearly laid out list of deliverables and services approved in writing by the company. These employment terms supersede and replace any existing agreement or understanding, if any, between VINCLOUD and you relating to the subject matter of your employment. Please note that the terms of employment contained in this letter are subject to company policy. You will be governed by the policies of the company that may be laid down / modified from time to time.

  
PRINCIPAL  
Ambedkar Institute of Engineering & Technology  
Gandhinagar (V), Rajapet Road  
Bangalore - 560025

We welcome you to the VinCloud's family. We look forward to a lasting and mutually beneficial relationship.

Yours sincerely,

I accept the above offer on the terms indicated

For VinCloud Solutions Pvt. Ltd

*Vinuthna*

Vinuthna

Director



\_\_\_\_\_  
Signature & Date

*[Signature]*  
**PRINCIPAL**  
Kerala Institute of Engineering & Technology  
Kollam Road, Kollam  
Kollam Road, (Kollam)



## Annexure I

As part of the joining process, you are requested to send us the following document within the specified period.

- Photocopies of SSLC/Degree/Diploma/Highest Qualification certificate
- Relieving letter from previous organization
- Experience letter
- Permanent Address proof
- Pan card copy
- Aadhar copy
- Passport/DL photocopy 2 passport size photograph for office use& one stamp size photograph for identity card

We look forward to your joining VINCLOUD and wish you all success.

  
PRINCIPAL  
VinCloud Institute of Engineering & Technology  
Srinagar, J.K. 191 101  
India 2018



VinCloud Solutions Pvt. Ltd.  
F.No:24, FCI Colony, Miyapur  
Hyderabad-500049, Telangana  
Mail: hr@vincLOUDsolutions.com

## Letter of Appointment

Date: **02-April, 2022**

Dear VANGURI VIJAYKUMAR,

Congratulations! We have pleasure in appointing you in our Company, **VINCLOUD SOLUTIONS PVT LTD** herein after referred to as "VinCloud", as "Software Engineer". You are requested to report for work on April 04<sup>th</sup>, 2022.

Location- You will be posted at Hyderabad; but the Company may require you to work at other Company locations and on customers' sites both, inside or outside India. The Company will seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

Compensation – Your Annual CTC will be Rs. 3, 50,000/- (Three Lakhs Fifty Thousand only). Compensation details will be provided at the time of joining VinCloud.

Personal/Professional Tax - The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the prevailing rules.

Annual Leave/Public Holidays - You will be eligible for leaves and Holidays as per the prevailing rules of VinCloud.

  
PRINCIPAL  
Authority for the State of Engineering & Technology  
GATEWAY TO KNOWLEDGE  
(Tamil Nadu) Pvt. Ltd.

Performance Review/Increment- your performance will be reviewed on completion of every 6 (six) months from the date of joining and based on the review your services shall be confirmed subject to satisfactory performance; Your increments will be based on performance and will be released as per the rules of the company .

Termination -In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any member of the Company or being guilty of misconduct, the Company may terminate your employment without notice.

Notice Period- Your employment is terminable immediately by VinCloud, without assigning reason(s), during the probationary period. This employment is terminable by giving three months (90 days) notice to the employer by the employee. The Company reserves the right to pay or recover salary in lieu of notice period. Further, on receipt of a separation notice from your side, the Company may at its discretion relieve you from such date as it may deem fit even before the expiry of the notice period without compensating for the unexpired period and is not bound to give any reason thereof.

General-While making presentations to prospective and present clients or associates, you will ensure compliance with directives and guidelines of our principals, and also ensure that they shall be based on factual information only. You shall while making such presentations, follow the rules, policies and directives laid down by the company. You shall not commit on behalf of the company any form of service or obligation unless it is part of the clearly laid out list of deliverables and services approved in writing by the company. These employment terms supersede and replace any existing agreement or understanding, if any, between VINCLOUD and you relating to the subject matter of your employment. Please note that the terms of employment contained in this letter are subject to company policy. You will be governed by the policies of the company that may be laid down / modified from time to time:

  
PRINCIPAL  
VinCloud Institute of Technology & Research  
Gandhinagar (N), Hyderabad  
Tamil Nadu



We welcome you to the VinCloud's family, We look forward to a lasting and mutually beneficial relationship.

Yours sincerely,

I accept the above offer on the terms indicated

For VinCloud Solutions Pvt. Ltd

*Vinuthna*

Vinuthna

Director



\_\_\_\_\_  
Signature & Date

*[Handwritten Signature]*  
PRINCIPAL  
Amal Institute of Engineering & Technology  
Gurubee (V), Kottayam  
Pin 686 011

## Annexure I

As part of the joining process, you are requested to send us the following document within the specified period.

- Photocopies of SSLC/Degree/Diploma/Highest Qualification certificate
- Relieving letter from previous organization
- Experience letter
- Permanent Address proof
- Pan card copy
- Aadhar copy
- Passport/DL photocopy 2 passport size photograph for office use& one stamp size photograph for identity card

We look forward to your joining VINCLOUD and wish you all success.

  
PRINCIPAL  
VinCloud Institute of Engineering & Technology  
Dharmapuri, Salem - 637 002  
Tamil Nadu



VinCloud Solutions Pvt. Ltd.

F.No-24, FCI Colony, Miyapur

Hyderabad-500049, Telangana

Mail: [hr@vincLOUDsolutions.com](mailto:hr@vincLOUDsolutions.com)

## Letter of Appointment

Date: **02-April, 2022**

Dear MANDULA SRAVAN KUMAR,

Congratulations! We have pleasure in appointing you in our Company, **VINCLOUD SOLUTIONS PVT LTD** herein after referred to as "VinCloud", as "Software Engineer". You are requested to report for work on April 04<sup>th</sup>, 2022.

Location- You will be posted at Hyderabad; but the Company may require you to work at other Company locations and on customers' sites both, inside or outside India. The Company will seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

Compensation – Your Annual CTC will be Rs. 3, 50,000/- (Three Lakhs Fifty Thousand only). Compensation details will be provided at the time of joining VinCloud.

Personal/Professional Tax - The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the prevailing rules.

Annual Leave/Public Holidays -You will be eligible for leaves and Holidays as per the prevailing rules of VinCloud.

  
PRINCIPAL  
Human Resources Department  
VinCloud Solutions Pvt. Ltd.



Performance Review/Increment- your performance will be reviewed on completion of every 6 (six) months from the date of joining and based on the review your services shall be confirmed subject to satisfactory performance; Your increments will be based on performance and will be released as per the rules of the company .

Termination -In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any member of the Company or being guilty of misconduct, the Company may terminate your employment without notice.

Notice Period- Your employment is terminable immediately by VinCloud, without assigning reason(s), during the probationary period. This employment is terminable by giving three months (90 days) notice to the employer by the employee. The Company reserves the right to pay or recover salary in lieu of notice period. Further, on receipt of a separation notice from your side, the Company may at its discretion relieve you from such date as it may deem fit even before the expiry of the notice period without compensating for the unexpired period and is not bound to give any reason thereof.

General-While making presentations to prospective and present clients or associates, you will ensure compliance with directives and guidelines of our principals, and also ensure that they shall be based on factual information only. You shall while making such presentations, follow the rules, policies and directives laid down by the company. You shall not commit on behalf of the company any form of service or obligation unless it is part of the clearly laid out list of deliverables and services approved in writing by the company. These employment terms supersede and replace any existing agreement or understanding, if any, between VINCLOUD and you relating to the subject matter of your employment. Please note that the terms of employment contained in this letter are subject to company policy. You will be governed by the policies of the company that may be laid down / modified from time to time.

  
PRINCIPAL  
VinCloud Institute of Engineering & Technology  
Gandhinagar (VI) Gandhinagar  
Gandhinagar

We welcome you to the VinCloud's family. We look forward to a lasting and mutually beneficial relationship.

Yours sincerely,

For VinCloud Solutions Pvt. Ltd.

*Vinuthna*

Vinuthna  
Director



I accept the above offer on the terms indicated.

\_\_\_\_\_  
Signature & Date

*[Handwritten Signature]*  
12/03/2021  
Authorized Signatory of VinCloud Solutions Pvt. Ltd.  
Director

## Annexure I

As part of the joining process, you are requested to send us the following document within the specified period.

- Photocopies of SSLC/Degree/Diploma/Highest Qualification certificate
- Relieving letter from previous organization
- Experience letter
- Permanent Address proof
- Pan card copy
- Aadhar copy
- Passport/DL photocopy 2 passport size photograph for office use& one stamp size photograph for identity card

We look forward to your joining VINCLOUD and wish you all success.

  
D. R. S. S. S.  
Vishva Institute of Engineering & Technology  
Bharatpur P.O. Bharatpur  
731001





VinCloud Solutions Pvt. Ltd.

F.No-24, FCI Colony, Miyapur  
Hyderabad-500049, Telangana

Mail: [hr@vincLOUDsolutions.com](mailto:hr@vincLOUDsolutions.com)

## Letter of Appointment

Date: **02-April, 2022**

Dear DHARANI NARESH,

Congratulations! We have pleasure in appointing you in our Company, **VINCLOUD SOLUTIONS PVT LTD** herein after referred to as "VinCloud", as "Software Engineer". You are requested to report for work on April 04<sup>th</sup>, 2022.

**Location-** You will be posted at Hyderabad; but the Company may require you to work at other Company locations and on customers' sites both, inside or outside India. The Company will seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

**Compensation –** Your Annual CTC will be Rs. 3, 50,000/- (Three Lakhs Fifty Thousand only). Compensation details will be provided at the time of joining VinCloud.

**Personal/Professional Tax -** The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the prevailing rules.

**Annual Leave/Public Holidays -** You will be eligible for leaves and Holidays as per the prevailing rules of VinCloud.

  
PRINCIPAL  
Aarathi Institute of Engineering & Technology  
Dharmapuri (A), Hyderabad  
Pin-500028

Performance Review/Increment- your performance will be reviewed on completion of every 6 (six) months from the date of joining and based on the review your services shall be confirmed subject to satisfactory performance; Your increments will be based on performance and will be released as per the rules of the company .

Termination -In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any member of the Company or being guilty of misconduct, the Company may terminate your employment without notice.

Notice Period- Your employment is terminable immediately by VinCloud, without assigning reason(s), during the probationary period. This employment is terminable by giving three months (90 days) notice to the employer by the employee. The Company reserves the right to pay or recover salary in lieu of notice period. Further, on receipt of a separation notice from your side, the Company may at its discretion relieve you from such date as it may deem fit even before the expiry of the notice period without compensating for the unexpired period and is not bound to give any reason thereof.

General-While making presentations to prospective and present clients or associates, you will ensure compliance with directives and guidelines of our principals, and also ensure that they shall be based on factual information only. You shall while making such presentations, follow the rules, policies and directives laid down by the company. You shall not commit on behalf of the company any form of service or obligation unless it is part of the clearly laid out list of deliverables and services approved in writing by the company. These employment terms supersede and replace any existing agreement or understanding, if any, between VINCLOUD and you relating to the subject matter of your employment. Please note that the terms of employment contained in this letter are subject to company policy. You will be governed by the policies of the company that may be laid down / modified from time to time.

  
PRINCIPAL  
VinCloud Institute of Engineering & Technology  
Gandhinagar, Bangalore  
2022

We welcome you to the VinCloud's family. We look forward to a lasting and mutually beneficial relationship.

Yours sincerely,

I accept the above offer on the terms indicated

For VinCloud Solutions Pvt. Ltd

*Vinuthna*

Vinuthna

Director



\_\_\_\_\_  
Signature & Date

*[Handwritten Signature]*  
Jeevitha Institute of Engineering & Technology  
Guntur (V), Harshinagar,  
Ranga Reddy (Dist.)



## Annexure I

As part of the joining process, you are requested to send us the following document within the specified period.

- Photocopies of SSLC/Degree/Diploma/Highest Qualification certificate
- Relieving letter from previous organization
- Experience letter
- Permanent Address proof
- Pan card copy
- Aadhar copy
- Passport/DL photocopy 2 passport size photograph for office use & one stamp size photograph for identity card

We look forward to your joining VINCLOUD and wish you all success.

  
PRINCIPAL  
VinCloud Institute of Engineering & Technology  
Sundernagar, Mysore  
Princal Society (P.S.)



VinCloud Solutions Pvt. Ltd.

F.No:24, FCI Colony, Miyapur  
Hyderabad-500049, Telangana

Mail: [hr@vincLOUDsolutions.com](mailto:hr@vincLOUDsolutions.com)

## Letter of Appointment

Date: 02-April, 2022

Dear MENTHYALA SRIDHAR,

Congratulations! We have pleasure in appointing you in our Company, **VINCLOUD SOLUTIONS PVT LTD** herein after referred to as "VinCloud", as "Software Engineer". You are requested to report for work on April 04<sup>th</sup>, 2022.

Location- You will be posted at Hyderabad; but the Company may require you to work at other Company locations and on customers' sites both, inside or outside India. The Company will seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

Compensation – Your Annual CTC will be Rs. 3, 50,000/- (Three Lakhs Fifty Thousand only). Compensation details will be provided at the time of joining VinCloud.

Personal/Professional Tax - The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the prevailing rules.

Annual Leave/Public Holidays -You will be eligible for leaves and Holidays as per the prevailing rules of VinCloud.

A handwritten signature in blue ink, appearing to read 'Sridhar'.

PRINCIPAL  
Alluri Institute of Engineering & Technology  
Gundhully (V), Havelimangar,  
Ranga Reddy (Dist.)

Performance Review/Increment- your performance will be reviewed on completion of every 6 (six) months from the date of joining and based on the review your services shall be confirmed subject to satisfactory performance; Your increments will be based on performance and will be released as per the rules of the company .

Termination -In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any member of the Company or being guilty of misconduct, the Company may terminate your employment without notice.

Notice Period- Your employment is terminable immediately by VinCloud, without assigning reason(s), during the probationary period. This employment is terminable by giving three months (90 days) notice to the employer by the employee. The Company reserves the right to pay or recover salary in lieu of notice period. Further, on receipt of a separation notice from your side, the Company may at its discretion relieve you from such date as it may deem fit even before the expiry of the notice period without compensating for the unexpired period and is not bound to give any reason thereof.

General-While making presentations to prospective and present clients or associates, you will ensure compliance with directives and guidelines of our principals, and also ensure that they shall be based on factual information only. You shall while making such presentations, follow the rules, policies and directives laid down by the company. You shall not commit on behalf of the company any form of service or obligation unless it is part of the clearly laid out list of deliverables and services approved in writing by the company. These employment terms supersede and replace any existing agreement or understanding, if any, between VINCLOUD and you relating to the subject matter of your employment. Please note that the terms of employment contained in this letter are subject to company policy. You will be governed by the policies of the company that may be laid down / modified from time to time.

  
PRINCIPAL  
VinCloud Institute of Engineering & Technology  
Surathpur, G.H. Road, Khandwa  
202011



We welcome you to the VinCloud's family. We look forward to a lasting and mutually beneficial relationship.

Yours sincerely,

I accept the above offer on the terms indicated

For VinCloud Solutions Pvt. Ltd

*Vinuthna*

Vinuthna

Director



\_\_\_\_\_  
Signature & Date

*[Handwritten Signature]*  
**PRINCIPAL**  
Sri Sree Institute of Engineering & Technology  
Gandhinagar, Haverbell  
Bangalore, Karnataka

## Annexure I

As part of the joining process, you are requested to send us the following document within the specified period.

- Photocopies of SSLC/Degree/Diploma/Highest Qualification certificate
- Relieving letter from previous organization
- Experience letter
- Permanent Address proof
- Pan card copy
- Aadhar copy
- Passport/DL photocopy 2 passport size photograph for office use& one stamp size photograph for identity card.

We look forward to your joining VINCLOUD and wish you all success.

  
PRINCIPAL  
VincCloud Institute of Engineering & Technology  
Gunthepally (V), Hayathnagar,  
Ranga Reddy (Dist)



VinCloud Solutions Pvt, Ltd.

F.No:24, FCI Colony, Miyapur

Hyderabad-500049, Telangana

Mail: hr@vincloidsolutions.com

## Letter of Appointment

Date: 02-April, 2022

Dear BODDU RAMYA,

Congratulations! We have pleasure in appointing you in our Company, **VINCLOUD SOLUTIONS PVT LTD** herein after referred to as "VinCloud", as "Software Engineer". You are requested to report for work on April 04<sup>th</sup>, 2022.

**Location:** You will be posted at Hyderabad; but the Company may require you to work at other Company locations and on customers' sites both, inside or outside India. The Company will seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

**Compensation –** Your Annual CTC will be Rs. 3, 50,000/- (Three Lakhs Fifty Thousand only). Compensation details will be provided at the time of joining VinCloud.

**Personal/Professional Tax –** The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the prevailing rules.

**Annual Leave/Public Holidays –** You will be eligible for leaves and Holidays as per the prevailing rules of VinCloud.

  
PRINCIPAL  
Amal Institute of Engineering & Technology  
Gouthally (V), Mandaliapeta  
Hyderabad



Performance Review/increment- your performance will be reviewed on completion of every 6 (six) months from the date of joining and based on the review your services shall be confirmed subject to satisfactory performance; Your increments will be based on performance and will be released as per the rules of the company .

Termination -In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any member of the Company or being guilty of misconduct, the Company may terminate your employment without notice.

Notice Period- Your employment is terminable immediately by VinCloud, without assigning reason(s), during the probationary period. This employment is terminable by giving three months (90 days) notice to the employer by the employee. The Company reserves the right to pay or recover salary in lieu of notice period. Further, on receipt of a separation notice from your side, the Company may at its discretion relieve you from such date as it may deem fit even before the expiry of the notice period without compensating for the unexpired period and is not bound to give any reason thereof.

General-While making presentations to prospective and present clients or associates, you will ensure compliance with directives and guidelines of our principals, and also ensure that they shall be based on factual information only. You shall while making such presentations, follow the rules, policies and directives laid down by the company. You shall not commit on behalf of the company any form of service or obligation unless it is part of the clearly laid out list of deliverables and services approved in writing by the company. These employment terms supersede and replace any existing agreement or understanding, if any, between VINCLOUD and you relating to the subject matter of your employment. Please note that the terms of employment contained in this letter are subject to company policy. You will be governed by the policies of the company that may be laid down / modified from time to time.

  
PRINCIPAL  
AICTE Institute of Engineering & Technology  
Gandhinagar (V), Mysuru  
Tinnur Roady (Dist)

We welcome you to the VinCloud's family. We look forward to a lasting and mutually beneficial relationship.

Yours sincerely,

I accept the above offer on the terms indicated

For VinCloud Solutions Pvt. Ltd

*Vinuthna*

Vinuthna  
Director



\_\_\_\_\_  
Signature & Date

*[Signature]*  
PRINCIPAL  
Savitri Institute of Engineering & Technology  
Gandhinagar PO, Mysore  
Bangalore (Karnataka)

## Annexure I

As part of the joining process, you are requested to send us the following document within the specified period.

- Photocopies of SSLC/Degree/Diploma/Highest Qualification certificate
- Relieving letter from previous organization
- Experience letter
- Permanent Address proof
- Pan card copy
- Aadhar copy
- Passport/DL photocopy & passport size photograph for office use & one stamp size photograph for identity card

We look forward to your joining VINCLOUD and wish you all success.

  
PRINCIPAL  
VinCloud Institute of Engineering & Technology  
Gandhinagar (V), VinCloud





VinCloud Solutions Pvt. Ltd.

F.No:24, FCI Colony, Miyapur

Hyderabad-500049, Telangana

Mail: hr@vincLOUDsolutions.com

## Letter of Appointment

Date: **02-April, 2022**

Dear MADANA HARISHBABU,

Congratulations! We have pleasure in appointing you in our Company, **VINCLOUD SOLUTIONS PVT LTD** herein after referred to as "VinCloud", as "Software Engineer". You are requested to report for work on April 04<sup>th</sup>, 2022.

Location- You will be posted at Hyderabad; but the Company may require you to work at other Company locations and on customers' sites both, inside or outside India. The Company will seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

Compensation – Your Annual CTC will be Rs. 3, 50,000/- (Three Lakhs Fifty Thousand only). Compensation details will be provided at the time of joining VinCloud.

Personal/Professional Tax - The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the prevailing rules.

Annual Leave/Public Holidays -You will be eligible for leaves and Holidays as per the prevailing rules of VinCloud.

  
PRINCIPAL  
Amrita Institute of Engineering & Technology

Performance Review/Increment- your performance will be reviewed on completion of every 6 (six) months from the date of joining and based on the review your services shall be confirmed subject to satisfactory performance; Your increments will be based on performance and will be released as per the rules of the company .

Termination -In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any member of the Company or being guilty of misconduct, the Company may terminate your employment without notice.

Notice Period- Your employment is terminable immediately by VinCloud, without assigning reason(s), during the probationary period. This employment is terminable by giving three months (90 days) notice to the employer by the employee. The Company reserves the right to pay or recover salary in lieu of notice period. Further, on receipt of a separation notice from your side, the Company may at its discretion relieve you from such date as it may deem fit even before the expiry of the notice period without compensating for the unexpired period and is not bound to give any reason thereof.

General-While making presentations to prospective and present clients or associates, you will ensure compliance with directives and guidelines of our principals, and also ensure that they shall be based on factual information only. You shall while making such presentations, follow the rules, policies and directives laid down by the company. You shall not commit on behalf of the company any form of service or obligation unless it is part of the clearly laid out list of deliverables and services approved in writing by the company. These employment terms supersede and replace any existing agreement or understanding, if any, between VINCLOUD and you relating to the subject matter of your employment. Please note that the terms of employment contained in this letter are subject to company policy. You will be governed by the policies of the company that may be laid down / modified from time to time.

  
Principal  
Aravali Institute of Engineering & Technology  
Gurthoply (V), Nayabnagar,  
Ranga Reddy (Dist.)

We welcome you to the VinCloud's family. We look forward to a lasting and mutually beneficial relationship.

Yours sincerely,

I accept the above offer on the terms indicated

For VinCloud Solutions Pvt. Ltd

*Vinuthna*

Vinuthna  
Director



\_\_\_\_\_  
Signature & Date:

*[Signature]*  
PRINCIPAL  
Acembi Institute of Engineering & Technology  
Gunthapally (V), Nayalindapur,  
Ranga Reddy (Dist.)



## Annexure I

As part of the joining process, you are requested to send us the following document within the specified period.

- Photocopies of SSLC/Degree/Diploma/Highest Qualification certificate
- Relieving letter from previous organization
- Experience letter
- Permanent Address proof
- Pan card copy
- Aadhar copy
- Passport/DL photocopy 2 passport size photograph for office use& one stamp size photograph for identity card

We look forward to your joining VINCLOUD and wish you all success.

  
PRINCIPAL  
Aaradhya Institute of Engineering & Technology  
Sunturthy (V), Kayathangal  
Ranga Reddy (Dist.)



VinCloud Solutions Pvt. Ltd.  
F.No:24, FCI Colony, Miyapur  
Hyderabad-500049, Telangana  
Mail: hr@vincLOUDsolutions.com

## Letter of Appointment

Date: 02-April, 2022

Dear SHAIK MUZAFFAR,

Congratulations! We have pleasure in appointing you in our Company, **VINCLOUD SOLUTIONS PVT LTD** herein after referred to as "VinCloud", as "Software Engineer". You are requested to report for work on April 04<sup>th</sup>, 2022.

Location- You will be posted at Hyderabad; but the Company may require you to work at other Company locations and on customers' sites both, inside or outside India. The Company will seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

Compensation – Your Annual CTC will be Rs. 3, 50,000/- (Three Lakhs Fifty Thousand only). Compensation details will be provided at the time of joining VinCloud.

Personal/Professional Tax - The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the prevailing rules.

Annual Leave/Public Holidays - You will be eligible for leaves and Holidays as per the prevailing rules of VinCloud.

  
PRINCIPAL  
Ambedkar Institute of Engineering & Technology  
Ganthapalle (V), Ferozshahabad,  
Bhadrachalam (Dist.)

Performance Review/increment- your performance will be reviewed on completion of every 6 (six) months from the date of joining and based on the review your services shall be confirmed subject to satisfactory performance; Your increments will be based on performance and will be released as per the rules of the company .

Termination -In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any member of the Company or being guilty of misconduct, the Company may terminate your employment without notice.

Notice Period- Your employment is terminable immediately by VinCloud, without assigning reason(s), during the probationary period. This employment is terminable by giving three months (90 days) notice to the employer by the employee. The Company reserves the right to pay or recover salary in lieu of notice period. Further, on receipt of a separation notice from your side, the Company may at its discretion relieve you from such date as it may deem fit even before the expiry of the notice period without compensating for the unexpired period and is not bound to give any reason thereof.

General-While making presentations to prospective and present clients or associates, you will ensure compliance with directives and guidelines of our principals, and also ensure that they shall be based on factual information only. You shall while making such presentations, follow the rules, policies and directives laid down by the company. You shall not commit on behalf of the company any form of service or obligation unless it is part of the clearly laid out list of deliverables and services approved in writing by the company. These employment terms supersede and replace any existing agreement or understanding, if any, between VINCLOUD and you relating to the subject matter of your employment. Please note that the terms of employment contained in this letter are subject to company policy. You will be governed by the policies of the company that may be laid down / modified from time to time.

  
PRINCIPAL  
VinCloud Institute of Engineering & Technology  
Gurukul (U), Kirti Nagar,  
Ranga Road (MTR)



We welcome you to the VinCloud's family. We look forward to a lasting and mutually beneficial relationship.

Yours sincerely,

For VinCloud Solutions Pvt. Ltd

*Vinuthna*

Vinuthna  
Director



I accept the above offer on the terms indicated

\_\_\_\_\_  
Signature & Date

*[Handwritten Signature]*  
**PRINCIPAL**  
Azeeth Institute of Engineering & Technology  
Guthuvely (V), Haryana, India  
Bangalore Road (M.H.S)

## Annexure I

As part of the joining process, you are requested to send us the following document within the specified period.

- Photocopies of SSLC/Degree/Diploma/Highest Qualification certificate
- Relieving letter from previous organization
- Experience letter
- Permanent Address proof
- Pan card copy
- Aadhar copy
- Passport/DL photocopy 2 passport size photograph for office use& one stamp size photograph for identity card

We look forward to your joining VINCLOUD and wish you all success.

  
PRINCIPAL  
Aravind Institute of Engineering & Technology  
Gurubhagavathi, Kuppam  
Chennai - 600 088



CONFIDENTIAL – OFFER OF EMPLOYMENT

MUSUKU AISHWARYA

23rd May 2022

Dear MUSUKU AISHWARYA,

Accolite Digital India Private Limited is pleased to extend you an offer for a full-time employment position as SDET Engineer. Your annual CTC will be INR 4,00,000/- and we would like to have you begin working with us on 1st September 2022.

Please see the employment terms and conditions noted in this letter and the annexure for details related to your compensation structure. Once you have reviewed the letter in full, please sign each page of this letter in acceptance of the employment terms and conditions.

We very much look forward to welcoming you to Accolite.

Warm regards,

Milind Mutalik  
Head HR - Employee Experience  
Accolite Digital India Pvt. Ltd

Signature \_\_\_\_\_





**CONFIDENTIAL – OFFER OF EMPLOYMENT**

**MUSUKU AISHWARYA**

23rd May 2022

Dear **MUSUKU AISHWARYA**,

Accolite Digital India Private Limited is pleased to extend you an offer for a full-time employment position as **SDET Engineer**. Your annual CTC will be **INR 4,00,000/-** and we would like to have you begin working with us on **1st September 2022**.

Please see the employment terms and conditions noted in this letter and the annexure for details related to your compensation structure. Once you have reviewed the letter in full, please sign each page of this letter in acceptance of the employment terms and conditions.

We very much look forward to welcoming you to Accolite.

Warm regards,

  
**Milind Mutalik**  
Head HR - Employee Experience  
Accolite Digital India Pvt. Ltd

Signature \_\_\_\_\_



Accolite Digital India Private Limited, (Hereinafter, "Accolite")

**Employment Terms and Conditions**

**1. Compensation and Benefits:**

Your annual fixed compensation would be **INR 3,51,649/-**. The fixed compensation would comprise Basic, House Rent Allowance, Conveyance, Special Allowance & Flexible Benefits (Refer Annexure).

Your compensation is subject to Tax deductions by Accolite as per the prevailing income tax regulations. In addition to your Compensation, you are entitled to other benefits in accordance with prevailing benefit policies. These would include Privilege Leave, Casual Leave, Gratuity, Medical & Personal Accident Insurance etc.

**A. Variable Pay:** Additionally, based on your performance and/or other business metrics which may be notified to you from time to time in accordance with the applicable appraisal and performance review policy and rules, you may be entitled to a variable pay which will be paid out to you on an annual basis in sync with our performance appraisal cycle (April-March). Variable pay-out can range from 0% (INR 0) to 12% (INR 21,099/-) of annualized basic salary.

The variable pay is not guaranteed. You, hereby acknowledge variable pay is payable only upon achievement of the said performance and/or business metrics and therefore the management enjoys an absolute right in the matters of awarding the variable pay. You are eligible for variable pay if you are in continuous service with Accolite for a minimum period of six (6) months and remain an active employee on the date this payment is made. In the event, you decide to separate from Accolite or serving your notice period, before this variable pay is paid out, you would not be eligible to receive the variable pay.

**B. Tenure Bonus:** You will be entitled for a tenure bonus of INR 2,00,000/-. This tenure bonus will be paid to you in five equal instalments, starting 30th September 2022. The pay-out cycle is as below:

Payment Month and Year	Amount
September 2022	INR 40,000/-
March 2023	INR 40,000/-
September 2023	INR 40,000/-
March 2024	INR 40,000/-
September 2024	INR 40,000/-

In the event that you resign and separate from Accolite within two years of the date of payment of the first instalment of the tenure bonus, you shall be liable to repay to Accolite the full amount that Accolite has paid as your tenure bonus and also it shall be deemed that you forego the rest of the tenure bonus that would have accrued to you otherwise.

Your compensation is subject to Tax deductions by Accolite as per the prevailing income tax regulations. In addition to your Compensation, you are entitled to other benefits in accordance with prevailing benefit policies. These would include Privilege Leave, Casual Leave, Gratuity, Medical & Personal Accident Insurance etc.

**2. Date of Joining:**

If you accept this offer before the stipulated date you must report on duty and commence your job on **1st September 2022**. In case you do not report on the agreed upon date, Accolite may deem that you have declined this offer.

Signature \_\_\_\_\_

PRINCIPAL  
GENERAL MANAGER  
Talent Acquisition  
Accolite Digital India Private Limited  
Hyderabad

Accolite Digital India Private Limited



**3. Place of Posting & Transfers:**

You will be initially assigned to **Hyderabad**. However, Accolite, at its discretion, can transfer you to any of its subsidiary or affiliate company or client offices in India or overseas. In such cases, your employment may be governed by the terms and conditions applicable at the new location/ company.

**4. Probation:**

You shall initially be under probation for a period which ordinarily lasts for Ninety (90) days from the date of joining our service. At any time during your probationary period your services may be terminated by Accolite, by giving 15 days' notice in writing or Gross Salary in lieu thereof without assigning any reason.

Similarly, you will be required to give 90 days' notice in writing or 90 days Gross Salary in lieu therefore to Accolite in case you wish to resign / leave the services. In the event of your failing to give notice or tendering 90 days Gross Salary in lieu thereof as stated herein above, Accolite may deduct the same from the dues payable to you. The decision of Accolite Management in this regard will be final and binding on you. On satisfactory completion of your probation, your Appointment will be confirmed in writing. Accolite reserves the right to confirm your appointment even before the expiry of the said 90-day period.

Your Probationary period shall be deemed to have been extended even though no intimation is given to you in writing to that effect for such period till you are confirmed by order in writing.

**5. Conduct to be in accordance with Accolite Rules, Regulations, Policies:**

During your employment with Accolite, you shall be governed by Accolite Rules, Regulations and/or Policies that may be in force from time to time. It is deemed that you have notice of all the rules, regulations and policies and any amendments thereof when they are communicated to you via email or any other channel or is placed in a web or intranet resource that is commonly accessible to all employees such as an employee portal or a hub.


**6. Confidentiality:**

The position held by you would be of a strictly confidential nature.

You shall not disclose to any unauthorized person, either during or after your employment with Accolite, any information about the interest or business of Accolite or any affiliated companies. You shall not communicate to any public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information, data or documents, official or otherwise, relating to Accolite except with the prior written consent of an authorized officer of Accolite. Any invention, development, process, adaptation or improvement in procedure or other matters or work including any artistic, literary or other work which can be the subject matter of copyright rights whatsoever, made, developed or discovered by you either alone or jointly with any other person or persons while in employment of Accolite, in connection with or in any way affecting or relating to the business of Accolite or capable of being used or adapted for use therein or in connection therewith shall forthwith be disclosed to Accolite and shall belong to and be the absolute property of Accolite.

You will not during your employment with Accolite or at any time, thereafter, divulge or make known any information in any way whatsoever relating to Accolite or its business or of its customer and/or any other information, secret processes of data and material, which may come to your knowledge during the course of your employment. You will always maintain strict secrecy regarding any technical information, or any other information gained or acquired or imparted to you in the course of your employment.

Signature

  
PRINCIPAL  
Avanti Institute of Engineering & Technology  
Gunthapally (N), Nayathnagar,  
Ranga Reddy (Dist.)





You hereby confirm that you have disclosed, fully to Accolite, all of your business interests whether or not they are similar to or in conflict with the businesses or activities of Accolite and all circumstances in respect of which there is or there might be, a conflict of interest between Accolite and you or any immediate relative or associate. You agree to disclose, fully to Accolite, any such interest or circumstances that may arise during your employment immediately upon such interest or circumstances arising. Upon separating your employment with Accolite, you shall forthwith return to Accolite all the assets and property of Accolite (including any leased properties), documents, files, books, papers, memos or any other property of Accolite in your possession or under you.

**7. Conflict of Interest / Non-Compete:**

Your position with Accolite calls for your whole-time employment and you will devote yourself exclusively to the business of Accolite. You will 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 of business, without the written consent of Accolite.

You agree that during this Agreement and, for two years thereafter, you will not provide to any Client for whom Accolite has contracted your efforts or any contractor of any such Client or solicit or offer to provide to any such Client or any contractor of any such Client, any software, services, or other products related to your services, whether directly or indirectly without Accolite's written consent.

**8. Background Inquires:**

The offer of employment is subject to satisfactory reference and background checks to be conducted by Accolite or through designated third parties. In the event of your joining Accolite or during the period of your employment contract with Accolite, in case of any unsuccessful reference checks, material information that may have been concealed, misrepresented, or falsified by you at or before the time of this offer, Accolite reserves the right to withdraw the offer or terminate your services with immediate effect, without notice.

**9. Business Courtesy:**

No employee may directly or indirectly accept from or provide to any representative of any organization with which Accolite has a business relationship any gift or favour other than an ordinary business courtesy or social amenity. No employee may solicit any gift or favour. This is viewed very seriously as an abuse of the trust placed by Accolite in the employee and would attract severe disciplinary action from Accolite.

**10. Harassment:**

Accolite is committed to provide a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment, actions, words, jokes, or comments based on an individual's sex, race, colour, place of origin, age, language, ethnicity, creed, religion, disability or sexual orientation will amount to violation of law and the terms of this agreement, and would attract strict disciplinary action from Accolite, and may also include termination of your service.

Signature \_\_\_\_\_

PRINCIPAL  
Aravali Institute of Engineering & Technology  
Guntur (V), Nayanamagar,  
Ranga Reddy (Dist.)



### 11. General:

You will keep us informed of any changes to your residential address or civil status. Prior to commencement of your employment, you and Accolite shall together execute an Employment Agreement detailing the terms of your employment. Since you would have access to the confidential information of not only Accolite but also of other affiliated Accolite companies you shall also be obligated to enter into a Confidentiality and Non-Disclosure Agreement which covers the confidential information of such other affiliated companies.

### 12. Separation at the instance of the employee:

Your employment is "At Will" and you may resign from your position with Accolite by giving a written notice. Such notice is required to be given at least ninety (90) days in advance of your desired date of separation. Accolite may at its discretion waive this notice period for a consideration of a payment by You of the sum of money corresponding to the unserved notice period computed pro-rata on monthly payables (including salary, bonuses etc.) from the company to the employee.

In the event that the request for such waiver is initiated by You and such request has been processed by Accolite and Accolite has communicated the waiver of such notice period and the amount payable to You, you may not revoke such a request for waiver as a matter of right. Such revocation is however possible with consent of Accolite.

You agree that if you elect to resign from Accolite within one calendar year of your date of joining, your liability to recompensate Accolite may extend cumulatively up to:

- The tenure bonus actually paid to you from Accolite till the date of resignation, in acknowledgement that the tenure bonus is consideration in lieu of your promise to be employed with Accolite for at least a year.
- The expenditure incurred by Accolite on account of your Accolite University program, training, and development, capped at INR 1,50,000. Although the said investment in terms of your training, leadership time and the emotional and professional investment from senior employees and peers is unquantifiable, it has been capped to your advantage for the purposes of this agreement; and
- Payables on account of unserved notice period.

A full and final statement of any sums owed to you from Accolite, or any sums owed from you to Accolite shall be provided before your date of separation. You agree that you shall deposit any sums owed, if any, to Accolite within 30 days of receiving such a statement from Accolite. Reciprocally, Accolite promises to pay any sums owed to you, if any, within 30 days of issuing such a statement.

### 13. Termination:

A. Your employment may be terminated by Accolite by providing a 90-day written notice. Such termination may be with or without cause.

B. However, in the case of a termination with cause such as any or all, of proven indiscipline; misconduct; material misrepresentation of facts and particulars relating to your identity, education or previous employment; and persistent or habitual below-par performance; Accolite may terminate your employment from such date as it may deem fit without advance notice and without needing to compensate you for the residual notice period.

Signature \_\_\_\_\_

*[Handwritten Signature]*  
PRINCIPAL  
Avant Institute of Engineering & Technology  
Guntur City (V), Nayalunganur  
Eanga Road (Dist.)



On acceptance of the separation notice, before you are relieved, you shall hand over to Accolite all the information and data of Accolite including, but not limited to, correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings and you shall not use, reproduce or retain any copies of these items.

**14. Age of Retirement:**

You will retire from the services of the company on the last date of the month in which you reach the age of sixty. The date of birth as recorded at the time of employment will be reckoned for this purpose.

**15. On joining, you are requested to please provide copies of the following documents, as and where applicable:**

- a. Relieving letter from your current employer
- b. Salary details of your current employment
- c. Letter(s) supporting prior work experience
- d. Certificates of educational qualifications
- e. Tax Summary sheet (or latest Form 16) as applicable from your current employer
- f. 6 passport size photographs in color.
- g. PAN Card

Signature \_\_\_\_\_

PRINCIPAL  
Anant Institute of Engineering & Technology  
Guntur (V), Rayachoti,  
Ranga Reddy (Dist.)





ANNEXURE - COMPENSATION STRUCTURE	
<b>Monthly Components</b>	
Basic salary	INR 14,652
House Rent Allowance	INR 5,981
Special Allowance	INR 2,866
Flexible Basket	INR 4,167
<b>Total Gross Monthly Cost (A)</b>	<b>INR 27,546</b>
<b>Total Gross Monthly Cost - Annualized (B)</b>	<b>INR 3,30,550</b>
<b>Annual Components</b>	
Provident fund	INR 21,099
Health Insurance Premium	INR 18,475
Personal Accident Insurance Premium	INR 320
Gratuity	INR 8,457
<b>Total: Annual (C)</b>	<b>INR 48,351</b>
<b>Other Components</b>	
Variable Pay	INR 21,099
<b>Total - Other Components (D)</b>	<b>INR 21,099</b>
<b>Total Annual Cost to Company (B)+(C)+(D)</b>	<b>INR 4,00,000</b>
<b>SOCIAL SECURITY &amp; HEALTH BENEFITS [As Per Schemes]</b>	
Hospitalization cost / Reimbursement Limit	INR 3,00,000
Personal Accident Insurance Coverage	INR 10,00,000
<b>ANNUAL FLEXIBLE BASKET COMPONENTS - Not to Exceed</b>	
Food Coupons	INR 26,400
Children Education Allowance	INR 2,400
Leave Travel Allowance	INR 29,304
Fuel Reimbursement and Car Maintenance Charges	INR 38,600
Telephone and Internet Bills Reimbursement	INR 36,000

Please check with HR team for more details.

**Note:**

TDS deduction done based on savings document submission

Signature \_\_\_\_\_

PRINCIPAL  
Academy Institute of Engineering & Technology  
Guntur (V), Heyathuram,  
Ranga Reddy (Dist)



**CONFIDENTIAL – OFFER OF EMPLOYMENT**

MIRYALA VINAY

23rd May 2022

Dear MIRYALA VINAY,

Accolite Digital India Private Limited is pleased to extend you an offer for a full-time employment position as **SDET Engineer**. Your annual CTC will be **INR 4,00,000/-** and we would like to have you begin working with us on **1st September 2022**.

Please see the employment terms and conditions noted in this letter and the annexure for details related to your compensation structure. Once you have reviewed the letter in full, please sign each page of this letter in acceptance of the employment terms and conditions.

We very much look forward to welcoming you to Accolite.

Warm regards,

Milind Mutalik  
Head HR - Employee Experience  
Accolite Digital India Pvt. Ltd

Signature \_\_\_\_\_



Accolite Digital India Private Limited, (Hereinafter, "Accolite")

**Employment Terms and Conditions:**

**2. Compensation and Benefits:**

Your annual fixed compensation would be **INR 3,51,649/-**. The fixed compensation would comprise Basic, House Rent Allowance, Conveyance, Special Allowance & Flexible Benefits (Refer Annexure).

Your compensation is subject to Tax deductions by Accolite as per the prevailing income tax regulations. In addition to your Compensation, you are entitled to other benefits in accordance with prevailing benefit policies. These would include Privilege Leave, Casual Leave, Gratuity, Medical & Personal Accident Insurance etc.

**A. Variable Pay:** Additionally, based on your performance and/or other business metrics which may be notified to you from time to time in accordance with the applicable appraisal and performance review policy and rules, you may be entitled to a variable pay which will be paid out to you on an annual basis in sync with our performance appraisal cycle (April-March). Variable pay-out can range from 0% (INR 0) to 12% (**INR 21,099/-**) of annualized basic salary.

The variable pay is not guaranteed. You, hereby acknowledge variable pay is payable only upon achievement of the said performance and/or business metrics and therefore the management enjoys an absolute right in the matters of awarding the variable pay. You are eligible for variable pay if you are in continuous service with Accolite for a minimum period of six (7) months and remain an active employee on the date this payment is made. In the event, you decide to separate from Accolite or serving your notice period, before this variable pay is paid out, you would not be eligible to receive the variable pay.

**B. Tenure Bonus:** You will be entitled for a tenure bonus of **INR 2,00,000/-**. This tenure bonus will be paid to you in five equal instalments, starting 30th September 2022. The pay-out cycle is as below:

Payment Month and Year	Amount
September 2022	INR 40,000/-
March 2023	INR 40,000/-
September 2023	INR 40,000/-
March 2024	INR 40,000/-
September 2024	INR 40,000/-

In the event that you resign and separate from Accolite within two years of the date of payment of the first instalment of the tenure bonus, you shall be liable to repay to Accolite the full amount that Accolite has paid as your tenure bonus and also it shall be deemed that you forego the rest of the tenure bonus that would have accrued to you otherwise.

Your compensation is subject to Tax deductions by Accolite as per the prevailing income tax regulations. In addition to your Compensation, you are entitled to other benefits in accordance with prevailing benefit policies. These would include Privilege Leave, Casual Leave, Gratuity, Medical & Personal Accident Insurance etc.

**3. Date of Joining:**

If you accept this offer before the stipulated date you must report on duty and commence your job on **1st September 2022**. In case you do not report on the agreed upon date, Accolite may deem that you have declined this offer.

Signature \_\_\_\_\_

*PRINCIPAL*  
*Accolite Digital India Private Limited*  
*Guhanthi (W), Jayalaxmi, Rangareddy (TS)*





**4. Place of Posting & Transfers:**

You will be initially assigned to **Hyderabad**. However, Accolite, at its discretion, can transfer you to any of its subsidiary or affiliate company or client offices in India or overseas. In such cases, your employment may be governed by the terms and conditions applicable at the new location/ company.

**5. Probation:**

You shall initially be under probation for a period which ordinarily lasts for Ninety (90) days from the date of joining our service. At any time during your probationary period your services may be terminated by Accolite, by giving 15 days' notice in writing or Gross Salary in lieu thereof without assigning any reason.

Similarly, you will be required to give 90 days' notice in writing or 90 days Gross Salary in lieu therefore to Accolite in case you wish to resign / leave the services. In the event of your failing to give notice or tendering 90 days Gross Salary in lieu thereof as stated herein above, Accolite may deduct the same from the dues payable to you. The decision of Accolite Management in this regard will be final and binding on you. On satisfactory completion of your probation, your Appointment will be confirmed in writing. Accolite reserves the right to confirm your appointment even before the expiry of the said 90-day period.

Your Probationary period shall be deemed to have been extended even though no intimation is given to you in writing to that effect for such period till you are confirmed by order in writing.

**6. Conduct to be in accordance with Accolite Rules, Regulations, Policies:**

During your employment with Accolite, you shall be governed by Accolite Rules, Regulations and/or Policies that may be in force from time to time. It is deemed that you have notice of all the rules, regulations and policies and any amendments thereof when they are communicated to you via email or any other channel or is placed in a web or intranet resource that is commonly accessible to all employees such as an employee portal or a hub.

**7. Confidentiality:**

The position held by you would be of a strictly confidential nature.

You shall not disclose to any unauthorized person, either during or after your employment with Accolite, any information about the interest or business of Accolite or any affiliated companies. You shall not communicate to any public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information, data or documents, official or otherwise, relating to Accolite except with the prior written consent of an authorized officer of Accolite. Any invention, development, process, adaptation or improvement in procedure or other matters or work including any artistic, literary or other work which can be the subject matter of copyright rights whatsoever, made, developed or discovered by you either alone or jointly with any other person or persons while in employment of Accolite, in connection with or in any way affecting or relating to the business of Accolite or capable of being used or adapted for use therein or in connection therewith shall forthwith be disclosed to Accolite and shall belong to and be the absolute property of Accolite.

You will not during your employment with Accolite or at any time, thereafter, divulge or make known any information in any way whatsoever relating to Accolite or its business or of its customer and/or any other information, secret processes of data and material, which may come to your knowledge during the course of your employment. You will always maintain strict secrecy regarding any technical information, or any other information gained or acquired or imparted to you in the course of your employment.

Signature \_\_\_\_\_

*[Handwritten Signature]*  
**PRINCIPAL**  
Accolite India of Engineering & Technology  
Guhanthony VV. Remythineger,  
Ranga Reddy District



You hereby confirm that you have disclosed, fully to Accolite, all of your business, interests whether or not they are similar to or in conflict with the businesses or activities of Accolite and all circumstances in respect of which there is or there might be, a conflict of interest between Accolite and you or any immediate relative or associate. You agree to disclose, fully to Accolite, any such interest or circumstances that may arise during your employment immediately upon such interest or circumstances arriving. Upon separating your employment with Accolite, you shall forthwith return to Accolite all the assets and property of Accolite (including any leased properties), documents, files, books, papers, memos or any other property of Accolite in your possession or under you.

**8. Conflict of Interest / Non-Compete:**

Your position with Accolite calls for your whole-time employment and you will devote yourself exclusively to the business of Accolite. You will 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 of business, without the written consent of Accolite.

You agree that during this Agreement and, for two years thereafter, you will not provide to any Client for whom Accolite has contracted your efforts or any contractor of any such Client or solicit or offer to provide to any such Client or any contractor of any such Client, any software, services, or other products related to your services, whether directly or indirectly without Accolite's written consent.

**9. Background Inquires:**

The offer of employment is subject to satisfactory reference and background checks to be conducted by Accolite or through designated third parties. In the event of your joining Accolite or during the period of your employment contract with Accolite, in case of any unsuccessful reference checks, material information that may have been concealed, misrepresented, or falsified by you at or before the time of this offer, Accolite reserves the right to withdraw the offer or terminate your services with immediate effect, without notice.

**10. Business Courtesy:**

No employee may directly or indirectly accept from or provide to any representative of any organization with which Accolite has a business relationship any gift or favour other than an ordinary business courtesy or social amenity. No employee may solicit any gift or favour. This is viewed very seriously as an abuse of the trust placed by Accolite in the employee and would attract severe disciplinary action from Accolite.

**10. Harassment:**

Accolite is committed to provide a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment, actions, words, jokes, or comments based on an individual's sex, race, colour, place of origin, age, language, ethnicity, creed, religion, disability or sexual orientation will amount to violation of law and the terms of this agreement, and would attract strict disciplinary action from Accolite, and may also include termination of your service.

Signature \_\_\_\_\_

*[Handwritten Signature]*  
Principal  
Aarshi Institute of Engineering & Technology  
Bunturthy (D), Marathnagar,  
Ranga Reddy (Dist.)





**12. General:**

You will keep us informed of any changes to your residential address or civil status. Prior to commencement of your employment, you and Accolite shall together execute an Employment Agreement detailing the terms of your employment. Since you would have access to the confidential information of not only Accolite but also of other affiliated Accolite companies you shall also be obligated to enter into a Confidentiality and Non-Disclosure Agreement which covers the confidential information of such other affiliated companies.

**12. Separation at the instance of the employee:**

Your employment is "At Will" and you may resign from your position with Accolite by giving a written notice. Such notice is required to be given at least ninety (90) days in advance of your desired date of separation. Accolite may at its discretion waive this notice period for a consideration of a payment by You of the sum of money corresponding to the unserved notice period computed pro-rata on monthly payables (including salary, bonuses etc.) from the company to the employee.

In the event that the request for such waiver is initiated by You and such request has been processed by Accolite and Accolite has communicated the waiver of such notice period and the amount payable to You, you may not revoke such a request for waiver as a matter of right. Such revocation is however possible with consent of Accolite.

You agree that if you elect to resign from Accolite within one calendar year of your date of joining, your liability to recompensate Accolite may extend cumulatively up to:

d) The tenure bonus actually paid to you from Accolite till the date of resignation, in acknowledgement that the tenure bonus is consideration in lieu of your promise to be employed with Accolite for at least a year.

e) The expenditure incurred by Accolite on account of your Accolite University program, training, and development, capped at INR 1,50,000. Although the said investment in terms of your training, leadership time and the emotional and professional investment from senior employees and peers is unquantifiable, it has been capped to your advantage for the purposes of this agreement; and

f) Payables on account of unserved notice period.

A full and final statement of any sums owed to you from Accolite, or any sums owed from you to Accolite shall be provided before your date of separation. You agree that you shall deposit any sums owed, if any, to Accolite within 30 days of receiving such a statement from Accolite. Reciprocally, Accolite promises to pay any sums owed to you, if any, within 30 days of issuing such a statement.

**13. Termination:**

C. Your employment may be terminated by Accolite by providing a 90-day written notice. Such termination may be with or without cause.

D. However, in the case of a termination with cause such as any or all, of proven indiscipline; misconduct; material misrepresentation of facts and particulars relating to your identity, education or previous employment; and persistent or habitual below-par performance; Accolite may terminate your employment from such date as it may deem fit without advance notice and without needing to compensate you for the residual notice period.

Signature \_\_\_\_\_

*[Handwritten Signature]*  
PRINCIPAL  
Association of Engineering & Technology  
Guntur (V), Rayachoti,  
Ranga Reddy (Dist.)





On acceptance of the separation notice, before you are relieved, you shall hand over to Accolite all the information and data of Accolite including, but not limited to, correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings and you shall not use, reproduce or retain any copies of these items.

**15. Age of Retirement:**

You will retire from the services of the company on the last date of the month in which you reach the age of sixty. The date of birth as recorded at the time of employment will be reckoned for this purpose.

**16. On joining, you are requested to please provide copies of the following documents, as and where applicable:**

- a. Relieving letter from your current employer
- b. Salary details of your current employment
- c. Letter(s) supporting prior work experience
- d. Certificates of educational qualifications
- e. Tax Summary sheet (or latest Form 16) as applicable from your current employer
- f. 6 passport size photographs in color.
- g. PAN Card

Signature \_\_\_\_\_

  
ACCOLITE DIGITAL  
Accolite Academy of Engineering & Technology  
Gunthapally (V2, Hayathnagar,  
Ranga Reddy (Dist.)



ANNEXURE - COMPENSATION STRUCTURE	
<b>Monthly Components</b>	
Basic salary	INR 14,652
House Rent Allowance	INR 5,861
Special Allowance	INR 2,886
Flexible Basket	INR 4,167
<b>Total Gross Monthly Cost (A)</b>	<b>INR 27,546</b>
<b>Total Gross Monthly Cost - Annualized (B)</b>	<b>INR 3,30,550</b>

<b>Annual Components</b>	
Provident fund	INR 21,099
Health Insurance Premium	INR 18,475
Personal Accident Insurance Premium	INR 320
Gratuity	INR 8,457
<b>Total: Annual (C)</b>	<b>INR 48,351</b>

<b>Other Components</b>	
Variable Pay	INR 21,099
<b>Total - Other Components (D)</b>	<b>INR 21,099</b>

<b>Total Annual Cost to Company (B)+(C)+(D)</b>	<b>INR 4,00,000</b>
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SOCIAL SECURITY & HEALTH BENEFITS (As Per Schemes)	
Hospitalization cost / Reimbursement Limit	INR 3,00,000
Personal Accident Insurance Coverage	INR 10,00,000

<b>ANNUAL FLEXIBLE BASKET COMPONENTS - Not to Exceed</b>	<b>INR 50,000</b>
Food Coupons	INR 26,400
Children Education Allowance	INR 2,400
Leave Travel Allowance	INR 29,304
Fuel Reimbursement and Car Maintenance Charges	INR 39,600
Telephone and Internet Bills Reimbursement	INR 36,000

Please check with HR team for more details.

**Note:**

TDS deduction done based on savings document submission

Signature \_\_\_\_\_

ACCOLITE DIGITAL  
Head of Engineering & Technology  
Guinthaiah (V), Hyderabad  
Ranga Reddy (Dist.)



CONFIDENTIAL – OFFER OF EMPLOYMENT

KUMMULA UMAKANTH

23rd May 2022

Dear KUMMULA UMAKANTH,

Accolite Digital India Private Limited is pleased to extend you an offer for a full-time employment position as SDET Engineer. Your annual CTC will be INR 4,00,000/- and we would like to have you begin working with us on 1st September 2022.

Please see the employment terms and conditions noted in this letter and the annexure for details related to your compensation structure. Once you have reviewed the letter in full, please sign each page of this letter in acceptance of the employment terms and conditions.

We very much look forward to welcoming you to Accolite.

Warm regards,

Milind Mutalik  
Head HR - Employee Experience  
Accolite Digital India Pvt. Ltd

Signature \_\_\_\_\_

Accolite Digital India Private Limited  
Ranga Road, Hyderabad - 500032





Accolite Digital India Private Limited, (Hereinafter, "Accolite")

**Employment Terms and Conditions**

**3. Compensation and Benefits:**

Your annual fixed compensation would be **INR 3,51,649/-**. The fixed compensation would comprise Basic, House Rent Allowance, Conveyance, Special Allowance & Flexible Benefits (Refer Annexure).

Your compensation is subject to Tax deductions by Accolite as per the prevailing income tax regulations. In addition to your Compensation, you are entitled to other benefits in accordance with prevailing benefit policies. These would include Privilege Leave, Casual Leave, Gratuity, Medical & Personal Accident Insurance etc.

**A. Variable Pay:** Additionally, based on your performance and/or other business metrics which may be notified to you from time to time in accordance with the applicable appraisal and performance review policy and rules, you may be entitled to a variable pay which will be paid out to you on an annual basis in sync with our performance appraisal cycle (April-March). Variable pay-out can range from 0% (INR 0) to 12% (INR 21,099/-) of annualized basic salary.

The variable pay is not guaranteed. You, hereby acknowledge variable pay is payable only upon achievement of the said performance and/or business metrics and therefore the management enjoys an absolute right in the matters of awarding the variable pay. You are eligible for variable pay if you are in continuous service with Accolite for a minimum period of six (8) months and remain an active employee on the date this payment is made. In the event, you decide to separate from Accolite or serving your notice period, before this variable pay is paid out, you would not be eligible to receive the variable pay.

**B. Tenure Bonus:** You will be entitled for a tenure bonus of INR 2,00,000/-. This tenure bonus will be paid to you in five equal instalments, starting 30th September 2022. The pay-out cycle is as below:

Payment Month and Year	Amount
September 2022	INR 40,000/-
March 2023	INR 40,000/-
September 2023	INR 40,000/-
March 2024	INR 40,000/-
September 2024	INR 40,000/-

In the event that you resign and separate from Accolite within two years of the date of payment of the first instalment of the tenure bonus, you shall be liable to repay to Accolite the full amount that Accolite has paid as your tenure bonus and also it shall be deemed that you forego the rest of the tenure bonus that would have accrued to you otherwise.

Your compensation is subject to Tax deductions by Accolite as per the prevailing income tax regulations. In addition to your Compensation, you are entitled to other benefits in accordance with prevailing benefit policies. These would include Privilege Leave, Casual Leave, Gratuity, Medical & Personal Accident Insurance etc.

**4. Date of Joining:**

If you accept this offer before the stipulated date you must report on duty and commence your job on **1st September 2022**. In case you do not report on the agreed upon date, Accolite may deem that you have declined this offer.

Signature \_\_\_\_\_

*[Handwritten Signature]*  
**PRINCIPAL**  
 Anand Institute of Engineering & Technology  
 Gunthapally (V), Hayathnagar,  
 Ranga Reddy (Dist.)



**5. Place of Posting & Transfers:**

You will be initially assigned to **Hyderabad**. However, Accolite, at its discretion, can transfer you to any of its subsidiary or affiliate company or client offices in India or overseas. In such cases, your employment may be governed by the terms and conditions applicable at the new location/ company.

**6. Probation:**

You shall initially be under probation for a period which ordinarily lasts for Ninety (90) days from the date of joining our service. At any time during your probationary period your services may be terminated by Accolite, by giving 15 days' notice in writing or Gross Salary in lieu thereof without assigning any reason.

Similarly, you will be required to give 90 days' notice in writing or 90 days Gross Salary in lieu therefore to Accolite in case you wish to resign / leave the services. In the event of your failing to give notice or tendering 90 days Gross Salary in lieu thereof as stated herein above, Accolite may deduct the same from the dues payable to you. The decision of Accolite Management in this regard will be final and binding on you. On satisfactory completion of your probation, your Appointment will be confirmed in writing. Accolite reserves the right to confirm your appointment even before the expiry of the said 90-day period.

Your Probationary period shall be deemed to have been extended even though no intimation is given to you in writing to that effect for such period till you are confirmed by order in writing.

**7. Conduct to be in accordance with Accolite Rules, Regulations, Policies:**

During your employment with Accolite, you shall be governed by Accolite Rules, Regulations and/or Policies that may be in force from time to time. It is deemed that you have notice of all the rules, regulations and policies and any amendments thereof when they are communicated to you via email or any other channel or is placed in a web or intranet resource that is commonly accessible to all employees such as an employee portal or a hub.

**8. Confidentiality:**

The position held by you would be of a strictly confidential nature.

You shall not disclose to any unauthorized person, either during or after your employment with Accolite, any information about the interest or business of Accolite or any affiliated companies. You shall not communicate to any public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information, data or documents, official or otherwise, relating to Accolite except with the prior written consent of an authorized officer of Accolite. Any invention, development, process, adaptation or improvement in procedure or other matters or work including any artistic, literary or other work which can be the subject matter of copyright rights whatsoever, made, developed or discovered by you either alone or jointly with any other person or persons while in employment of Accolite, in connection with or in any way affecting or relating to the business of Accolite or capable of being used or adapted for use therein or in connection therewith shall forthwith be disclosed to Accolite and shall belong to and be the absolute property of Accolite.

You will not during your employment with Accolite or at any time, thereafter, divulge or make known any information in any way whatsoever relating to Accolite or its business or of its customer and/or any other information, secret processes of data and material, which may come to your knowledge during the course of your employment. You will always maintain strict secrecy regarding any technical information, or any other information gained or acquired or imparted to you in the course of your employment.

Signature \_\_\_\_\_

PRINCIPAL  
Accolite Institute of Engineering & Technology  
Gandhinagar, Hyderabad  
Ranga Reddy (Dist.)





You hereby confirm that you have disclosed, fully to Accolite, all of your business, interests whether or not they are similar to or in conflict with the businesses or activities of Accolite and all circumstances in respect of which there is or there might be, a conflict of interest between Accolite and you or any immediate relative or associate. You agree to disclose, fully to Accolite, any such interest or circumstances that may arise during your employment immediately upon such interest or circumstances arriving. Upon separating your employment with Accolite, you shall forthwith return to Accolite all the assets and property of Accolite (including any leased properties), documents, files, books, papers, memos or any other property of Accolite in your possession or under you.

**9. Conflict of Interest / Non-Compete:**

Your position with Accolite calls for your whole-time employment and you will devote yourself exclusively to the business of Accolite. You will 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 of business, without the written consent of Accolite.

You agree that during this Agreement and, for two years thereafter, you will not provide to any Client for whom Accolite has contracted your efforts or any contractor of any such Client or solicit or offer to provide to any such Client or any contractor of any such Client, any software, services, or other products related to your services, whether directly or indirectly without Accolite's written consent.

**10. Background Inquires:**

The offer of employment is subject to satisfactory reference and background checks to be conducted by Accolite or through designated third parties. In the event of your joining Accolite or during the period of your employment contract with Accolite, in case of any unsuccessful reference checks, material information that may have been concealed, misrepresented, or falsified by you at or before the time of this offer, Accolite reserves the right to withdraw the offer or terminate your services with immediate effect, without notice.

**11. Business Courtesy:**

No employee may directly or indirectly accept from or provide to any representative of any organization with which Accolite has a business relationship any gift or favour other than an ordinary business courtesy or social amenity. No employee may solicit any gift or favour. This is viewed very seriously as an abuse of the trust placed by Accolite in the employee and would attract severe disciplinary action from Accolite.

**10. Harassment:**

Accolite is committed to provide a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment, actions, words, jokes, or comments based on an individual's sex, race, colour, place of origin, age, language, ethnicity, creed, religion, disability or sexual orientation will amount to violation of law and the terms of this agreement, and would attract strict disciplinary action from Accolite, and may also include termination of your service.

Signature \_\_\_\_\_

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





### 13. General:

You will keep us informed of any changes to your residential address or civil status. Prior to commencement of your employment, you and Accolite shall together execute an Employment Agreement detailing the terms of your employment. Since you would have access to the confidential information of not only Accolite but also of other affiliated Accolite companies you shall also be obligated to enter into a Confidentiality and Non-Disclosure Agreement which covers the confidential information of such other affiliated companies.

### 12. Separation at the instance of the employee:

Your employment is "At Will" and you may resign from your position with Accolite by giving a written notice. Such notice is required to be given at least ninety (90) days in advance of your desired date of separation. Accolite may at its discretion waive this notice period for a consideration of a payment by You of the sum of money corresponding to the unserved notice period computed pro-rata on monthly payables (including salary, bonuses etc.) from the company to the employee.

In the event that the request for such waiver is initiated by You and such request has been processed by Accolite and Accolite has communicated the waiver of such notice period and the amount payable to You, you may not revoke such a request for waiver as a matter of right. Such revocation is however possible with consent of Accolite.

You agree that if you elect to resign from Accolite within one calendar year of your date of joining, your liability to recompensate Accolite may extend cumulatively up to:

g) The tenure bonus actually paid to you from Accolite till the date of resignation, in acknowledgement that the tenure bonus is consideration in lieu of your promise to be employed with Accolite for at least a year.

h) The expenditure incurred by Accolite on account of your Accolite University program, training, and development, capped at INR 1,50,000. Although the said investment in terms of your training, leadership time and the emotional and professional investment from senior employees and peers is unquantifiable, it has been capped to your advantage for the purposes of this agreement; and

i) Payables on account of unserved notice period.

A full and final statement of any sums owed to you from Accolite, or any sums owed from you to Accolite shall be provided before your date of separation. You agree that you shall deposit any sums owed, if any, to Accolite within 30 days of receiving such a statement from Accolite. Reciprocally, Accolite promises to pay any sums owed to you, if any, within 30 days of issuing such a statement.

### 13. Termination:

E. Your employment may be terminated by Accolite by providing a 90-day written notice. Such termination may be with or without cause.

F. However, in the case of a termination with cause such as any or all, of proven indiscipline; misconduct; material misrepresentation of facts and particulars relating to your identity, education or previous employment; and persistent or habitual below-par performance; Accolite may terminate your employment from such date as it may deem fit without advance notice and without needing to compensate you for the residual notice period.

Signature \_\_\_\_\_

PROVINCIAL  
Accolite Institute of Engineering & Technology  
Guntur (V), Rayachoti,  
Ranga Reddy (Dist.)



On acceptance of the separation notice, before you are relieved, you shall hand over to Accolite all the information and data of Accolite including, but not limited to, correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings and you shall not use, reproduce or retain any copies of these items.

**16. Age of Retirement:**

You will retire from the services of the company on the last date of the month in which you reach the age of sixty. The date of birth as recorded at the time of employment will be reckoned for this purpose.

**17. On joining, you are requested to please provide copies of the following documents, as and where applicable:**

- a. Relieving letter from your current employer
- b. Salary details of your current employment
- c. Letter(s) supporting prior work experience
- d. Certificates of educational qualifications
- e. Tax Summary sheet (or latest Form 16) as applicable from your current employer
- f. 6 passport size photographs in color.
- g. PAN Card

Signature \_\_\_\_\_

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



ANNEXURE - COMPENSATION STRUCTURE	
<b>Monthly Components</b>	
Basic salary	INR 14,652
House Rent Allowance	INR 5,861
Special Allowance	INR 2,866
Flexible Basket	INR 4,157
<b>Total Gross Monthly Cost (A)</b>	<b>INR 27,546</b>
<b>Total Gross Monthly Cost - Annualized (B)</b>	<b>INR 3,30,550</b>
<b>Annual Components</b>	
Provident fund	INR 21,099
Health Insurance Premium	INR 18,475
Personal Accident Insurance Premium	INR 320
Gratuity	INR 8,457
<b>Total: Annual (C)</b>	<b>INR 48,351</b>
<b>Other Components</b>	
Variable Pay	INR 21,099
<b>Total - Other Components (D)</b>	<b>INR 21,099</b>
<b>Total Annual Cost to Company (B)+(C)+(D)</b>	<b>INR 4,00,000</b>
<b>SOCIAL SECURITY &amp; HEALTH BENEFITS (As Per Schemes)</b>	
Hospitalization cost / Reimbursement Limit	INR 3,00,000
Personal Accident Insurance Coverage	INR 10,00,000
<b>ANNUAL FLEXIBLE BASKET COMPONENTS - Not to Exceed</b>	
Food Coupons	INR 26,400
Children Education Allowance	INR 2,400
Leave Travel Allowance	INR 29,304
Fuel Reimbursement and Car Maintenance Charges	INR 39,600
Telephone and Internet Bills Reimbursement	INR 36,000

Please check with HR team for more details.

**Note:**

TDS deduction done based on savings document submission

Signature \_\_\_\_\_

PRINCIPAL  
Accolite Institute of Engineering & Technology  
Guntur City (N), Hoyalbouda  
Ranga Reddy (Dist.)





**CONFIDENTIAL – OFFER OF EMPLOYMENT**

KONAPARTHI KALYAN KUMAR

23rd May 2022

Dear KONAPARTHI KALYAN KUMAR,

Accolite Digital India Private Limited is pleased to extend you an offer for a full-time employment position as SDET Engineer. Your annual CTC will be INR 4,00,000/- and we would like to have you begin working with us on 1st September 2022.

Please see the employment terms and conditions noted in this letter and the annexure for details related to your compensation structure. Once you have reviewed the letter in full, please sign each page of this letter in acceptance of the employment terms and conditions.

We very much look forward to welcoming you to Accolite.

Warm regards,

Milind Mutalik  
Head HR - Employee Experience  
Accolite Digital India Pvt. Ltd

Signature \_\_\_\_\_

Handwritten signature: Milind  
Stamp: PRINCIPAL, Hyderabad (Dist.)



Accolite Digital India Private Limited, (Hereinafter, "Accolite")

#### Employment Terms and Conditions

#### 4. Compensation and Benefits:

Your annual fixed compensation would be **INR 3,51,649/-**. The fixed compensation would comprise Basic, House Rent Allowance, Conveyance, Special Allowance & Flexible Benefits (Refer Annexure).

Your compensation is subject to Tax deductions by Accolite as per the prevailing income tax regulations. In addition to your Compensation, you are entitled to other benefits in accordance with prevailing benefit policies. These would include Privilege Leave, Casual Leave, Gratuity, Medical & Personal Accident Insurance etc.

**A. Variable Pay:** Additionally, based on your performance and/or other business metrics which may be notified to you from time to time in accordance with the applicable appraisal and performance review policy and rules, you may be entitled to a variable pay which will be paid out to you on an annual basis in sync with our performance appraisal cycle (April-March). Variable pay-out can range from 0% (INR 0) to 12% (INR 21,099/-) of annualized basic salary.

The variable pay is not guaranteed. You, hereby acknowledge variable pay is payable only upon achievement of the said performance and/or business metrics and therefore the management enjoys an absolute right in the matters of awarding the variable pay. You are eligible for variable pay if you are in continuous service with Accolite for a minimum period of six (9) months and remain an active employee on the date this payment is made. In the event, you decide to separate from Accolite or serving your notice period, before this variable pay is paid out, you would not be eligible to receive the variable pay.

**B. Tenure Bonus:** You will be entitled for a tenure bonus of INR 2,00,000/-. This tenure bonus will be paid to you in five equal instalments, starting 30th September 2022. The pay-out cycle is as below:

Payment Month and Year	Amount
September 2022	INR 40,000/-
March 2023	INR 40,000/-
September 2023	INR 40,000/-
March 2024	INR 40,000/-
September 2024	INR 40,000/-

In the event that you resign and separate from Accolite within two years of the date of payment of the first instalment of the tenure bonus, you shall be liable to repay to Accolite the full amount that Accolite has paid as your tenure bonus and also it shall be deemed that you forego the rest of the tenure bonus that would have accrued to you otherwise.

Your compensation is subject to Tax deductions by Accolite as per the prevailing income tax regulations. In addition to your Compensation, you are entitled to other benefits in accordance with prevailing benefit policies. These would include Privilege Leave, Casual Leave, Gratuity, Medical & Personal Accident Insurance etc.

#### 5. Date of Joining:

If you accept this offer before the stipulated date you must report on duty and commence your job on **1st September 2022**. In case you do not report on the agreed upon date, Accolite may deem that you have declined this offer.

Signature \_\_\_\_\_

PRINCIPAL  
Western Institute of Engineering & Technology  
Gautampally (N), Hyderabad,  
Ranga Reddy (Dist.)



**6. Place of Posting & Transfers:**

You will be initially assigned to **Hyderabad**. However, Accolite, at its discretion, can transfer you to any of its subsidiary or affiliate company or client offices in India or overseas. In such cases, your employment may be governed by the terms and conditions applicable at the new location/ company.

**7. Probation:**

You shall initially be under probation for a period which ordinarily lasts for Ninety (90) days from the date of joining our service. At any time during your probationary period your services may be terminated by Accolite, by giving 15 days' notice in writing or Gross Salary in lieu thereof without assigning any reason.

Similarly, you will be required to give 90 days' notice in writing or 90 days Gross Salary in lieu therefore to Accolite in case you wish to resign / leave the services. In the event of your failing to give notice or tendering 90 days Gross Salary in lieu thereof as stated herein above, Accolite may deduct the same from the dues payable to you. The decision of Accolite Management in this regard will be final and binding on you. On satisfactory completion of your probation, your Appointment will be confirmed in writing. Accolite reserves the right to confirm your appointment even before the expiry of the said 90-day period.

Your Probationary period shall be deemed to have been extended even though no intimation is given to you in writing to that effect for such period till you are confirmed by order in writing.

**8. Conduct to be in accordance with Accolite Rules, Regulations, Policies:**

During your employment with Accolite, you shall be governed by Accolite Rules, Regulations and/or Policies that may be in force from time to time. It is deemed that you have notice of all the rules, regulations and policies and any amendments thereof when they are communicated to you via email or any other channel or is placed in a web or intranet resource that is commonly accessible to all employees such as an employee portal or a hub.

**9. Confidentiality:**

The position held by you would be of a strictly confidential nature:

You shall not disclose to any unauthorized person, either during or after your employment with Accolite, any information about the interest or business of Accolite or any affiliated companies. You shall not communicate to any public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information, data or documents, official or otherwise, relating to Accolite except with the prior written consent of an authorized officer of Accolite. Any invention, development, process, adaptation or improvement in procedure or other matters or work including any artistic, literary or other work which can be the subject matter of copyright rights whatsoever, made, developed or discovered by you either alone or jointly with any other person or persons while in employment of Accolite, in connection with or in any way affecting or relating to the business of Accolite or capable of being used or adapted for use therein or in connection therewith shall forthwith be disclosed to Accolite and shall belong to and be the absolute property of Accolite.

You will not during your employment with Accolite or at any time, thereafter, divulge or make known any information in any way whatsoever relating to Accolite or its business or of its customer and/or any other information, secret processes of data and material, which may come to your knowledge during the course of your employment. You will always maintain strict secrecy regarding any technical information, or any other information gained or acquired or imparted to you in the course of your employment.

Signature \_\_\_\_\_

PRINCIPAL  
Accolite Institute of Technology & Technology  
Gachibowli (V), Hyderabad  
Ranga Reddy (TQ)





You hereby confirm that you have disclosed, fully to Accolite, all of your business, interests whether or not they are similar to or in conflict with the businesses or activities of Accolite and all circumstances in respect of which there is or there might be, a conflict of interest between Accolite and you or any immediate relative or associate. You agree to disclose, fully to Accolite, any such interest or circumstances that may arise during your employment immediately upon such interest or circumstances arising. Upon separating your employment with Accolite, you shall forthwith return to Accolite all the assets and property of Accolite (including any leased properties), documents, files, books, papers, memos or any other property of Accolite in your possession or under you.

**10. Conflict of Interest / Non-Compete:**

Your position with Accolite calls for your whole-time employment and you will devote yourself exclusively to the business of Accolite. You will 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 of business, without the written consent of Accolite.

You agree that during this Agreement and, for two years thereafter, you will not provide to any Client for whom Accolite has contracted your efforts or any contractor of any such Client or solicit or offer to provide to any such Client or any contractor of any such Client, any software, services, or other products related to your services, whether directly or indirectly without Accolite's written consent.

**11. Background Inquires:**

The offer of employment is subject to satisfactory reference and background checks to be conducted by Accolite or through designated third parties. In the event of your joining Accolite or during the period of your employment contract with Accolite, in case of any unsuccessful reference checks, material information that may have been concealed, misrepresented, or falsified by you at or before the time of this offer, Accolite reserves the right to withdraw the offer or terminate your services with immediate effect, without notice.

**12. Business Courtesy:**

No employee may directly or indirectly accept from or provide to any representative of any organization with which Accolite has a business relationship any gift or favour other than an ordinary business courtesy or social amenity. No employee may solicit any gift or favour. This is viewed very seriously as an abuse of the trust placed by Accolite in the employee and would attract severe disciplinary action from Accolite.

**10. Harassment:**

Accolite is committed to provide a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment, actions, words, jokes, or comments based on an individual's sex, race, colour, place of origin, age, language, ethnicity, creed, religion, disability or sexual orientation will amount to violation of law and the terms of this agreement, and would attract strict disciplinary action from Accolite, and may also include termination of your service.

Signature \_\_\_\_\_

ARTIFICIAL  
INTELLIGENCE  
INSTITUTE OF ENGINEERING & TECHNOLOGY  
GUNTUR (N), HOVILANGUDA,  
RANGA REDDY (DIST)



#### 14. General:

You will keep us informed of any changes to your residential address or civil status. Prior to commencement of your employment, you and Accolite shall together execute an Employment Agreement detailing the terms of your employment. Since you would have access to the confidential information of not only Accolite but also of other affiliated Accolite companies you shall also be obligated to enter into a Confidentiality and Non-Disclosure Agreement which covers the confidential information of such other affiliated companies.

#### 12. Separation at the instance of the employee:

Your employment is "At Will" and you may resign from your position with Accolite by giving a written notice. Such notice is required to be given at least ninety (90) days in advance of your desired date of separation. Accolite may at its discretion waive this notice period for a consideration of a payment by You of the sum of money corresponding to the unserved notice period computed pro-rata on monthly payables (including salary, bonuses etc.) from the company to the employee.

In the event that the request for such waiver is initiated by You and such request has been processed by Accolite and Accolite has communicated the waiver of such notice period and the amount payable to You, you may not revoke such a request for waiver as a matter of right. Such revocation is however possible with consent of Accolite.

You agree that if you elect to resign from Accolite within one calendar year of your date of joining, your liability to recompensate Accolite may extend cumulatively up to:

- j) The tenure bonus actually paid to you from Accolite till the date of resignation, in acknowledgement that the tenure bonus is consideration in lieu of your promise to be employed with Accolite for at least a year.
- k) The expenditure incurred by Accolite on account of your Accolite University program, training, and development, capped at INR 1,50,000. Although the said investment in terms of your training, leadership time and the emotional and professional investment from senior employees and peers is unquantifiable, it has been capped to your advantage for the purposes of this agreement; and
- l) Payables on account of unserved notice period.

A full and final statement of any sums owed to you from Accolite, or any sums owed from you to Accolite shall be provided before your date of separation. You agree that you shall deposit any sums owed, if any, to Accolite within 30 days of receiving such a statement from Accolite. Reciprocally, Accolite promises to pay any sums owed to you, if any, within 30 days of issuing such a statement.

#### 13. Termination:

G. Your employment may be terminated by Accolite by providing a 90-day written notice. Such termination may be with or without cause.

H. However, in the case of a termination with cause such as any or all, of proven indiscipline; misconduct; material misrepresentation of facts and particulars relating to your identity, education or previous employment; and persistent or habitual below-par performance; Accolite may terminate your employment from such date as it may deem fit without advance notice and without needing to compensate you for the residual notice period.

Signature \_\_\_\_\_

PROFESSOR  
Kavali Institute of Engineering & Technology  
Guntur (V), NARASIPETA,  
Ranga Reddy (Dist.)



On acceptance of the separation notice, before you are relieved, you shall hand over to Accolite all the information and data of Accolite including, but not limited to, correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings and you shall not use, reproduce or retain any copies of these items.

**17. Age of Retirement:**

You will retire from the services of the company on the last date of the month in which you reach the age of sixty. The date of birth as recorded at the time of employment will be reckoned for this purpose.

**18. On joining, you are requested to please provide copies of the following documents, as and where applicable:**

- a. Relieving letter from your current employer
- b. Salary details of your current employment
- c. Letter(s) supporting prior work experience
- d. Certificates of educational qualifications
- e. Tax Summary sheet (or latest Form 16) as applicable from your current employer
- f. 6 passport size photographs in color.
- g. PAN Card

Signature \_\_\_\_\_

PRINCIPAL  
Accolite Institute of Engineering & Technology  
Gunthoory (V), Nayathaneega,  
Ranga Reddy (Dist.)





ANNEXURE - COMPENSATION STRUCTURE	
<b>Monthly Components</b>	
Basic salary	INR 14,652
House Rent Allowance	INR 5,861
Special Allowance	INR 2,866
Flexible Basket	INR 4,167
<b>Total Gross Monthly Cost (A)</b>	<b>INR 27,546</b>
<b>Total Gross Monthly Cost - Annualized (B)</b>	<b>INR 3,30,550</b>

<b>Annual Components</b>	
Provident fund	INR 21,099
Health Insurance Premium	INR 18,475
Personal Accident Insurance Premium	INR 320
Gratuity	INR 8,457
<b>Total: Annual (C)</b>	<b>INR 48,351</b>

<b>Other Components</b>	
Variable Pay	INR 21,099
<b>Total - Other Components (D)</b>	<b>INR 21,099</b>

<b>Total Annual Cost to Company (B)+(C)+(D)</b>	<b>INR 4,00,000</b>
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SOCIAL SECURITY & HEALTH BENEFITS (As Per Schemes)	
Hospitalization cost / Reimbursement Limit	INR 3,00,000
Personal Accident Insurance Coverage	INR 10,00,000

ANNUAL FLEXIBLE BASKET COMPONENTS - Not to Exceed	
Food Coupons	INR 26,400
Children Education Allowance	INR 2,400
Leave Travel Allowance	INR 29,304
Fuel Reimbursement and Car Maintenance Charges	INR 39,600
Telephone and Internet Bills Reimbursement	INR 36,000

Please check with HR team for more details.

**Note:**

TDS deduction done based on savings document submission.

Signature \_\_\_\_\_

*[Handwritten Signature]*  
Regional Director  
Accolite Digital  
Department of Engineering & Technology  
Gustamully (M), Hayabadiapur,  
Ranga Reddy (Dist.)



CONFIDENTIAL – OFFER OF EMPLOYMENT

KARNA BAHADUR BISTA

23rd May 2022

Dear KARNA BAHADUR BISTA,

Accolite Digital India Private Limited is pleased to extend you an offer for a full-time employment position as SDET Engineer. Your annual CTC will be INR 4,00,000/- and we would like to have you begin working with us on 1st September 2022.

Please see the employment terms and conditions noted in this letter and the annexure for details related to your compensation structure. Once you have reviewed the letter in full, please sign each page of this letter in acceptance of the employment terms and conditions.

We very much look forward to welcoming you to Accolite.

Warm regards,

  
Milind Mutalik  
Head HR - Employee Experience  
Accolite Digital India Pvt. Ltd

Signature \_\_\_\_\_

  
PRINCIPAL  
Accolite Digital India Pvt. Ltd  
Ranga Reddy (USA)



Accolite Digital India Private Limited, (Hereinafter, "Accolite")

**Employment Terms and Conditions**

**5. Compensation and Benefits:**

Your annual fixed compensation would be **INR 3,51,649/-**. The fixed compensation would comprise Basic, House Rent Allowance, Conveyance, Special Allowance & Flexible Benefits (Refer Annexure).

Your compensation is subject to Tax deductions by Accolite as per the prevailing income tax regulations. In addition to your Compensation, you are entitled to other benefits in accordance with prevailing benefit policies. These would include Privilege Leave, Casual Leave, Gratuity, Medical & Personal Accident Insurance etc.

**A. Variable Pay:** Additionally, based on your performance and/or other business metrics which may be notified to you from time to time in accordance with the applicable appraisal and performance review policy and rules, you may be entitled to a variable pay which will be paid out to you on an annual basis in sync with our performance appraisal cycle (April-March). Variable pay-out can range from 0% (INR 0) to 12% (INR 21,099/-) of annualized basic salary.

The variable pay is not guaranteed. You, hereby acknowledge variable pay is payable only upon achievement of the said performance and/or business metrics and therefore the management enjoys an absolute right in the matters of awarding the variable pay. You are eligible for variable pay if you are in continuous service with Accolite for a minimum period of six (10) months and remain an active employee on the date this payment is made. In the event, you decide to separate from Accolite or serving your notice period, before this variable pay is paid out, you would not be eligible to receive the variable pay.

**B. Tenure Bonus:** You will be entitled for a tenure bonus of INR 2,00,000/- This tenure bonus will be paid to you in five equal instalments, starting 30th September 2022. The pay-out cycle is as below:

Payment Month and Year	Amount
September 2022	INR 40,000/-
March 2023	INR 40,000/-
September 2023	INR 40,000/-
March 2024	INR 40,000/-
September 2024	INR 40,000/-

In the event that you resign and separate from Accolite within two years of the date of payment of the first instalment of the tenure bonus, you shall be liable to repay to Accolite the full amount that Accolite has paid as your tenure bonus and also it shall be deemed that you forego the rest of the tenure bonus that would have accrued to you otherwise.

Your compensation is subject to Tax deductions by Accolite as per the prevailing income tax regulations. In addition to your Compensation, you are entitled to other benefits in accordance with prevailing benefit policies. These would include Privilege Leave, Casual Leave, Gratuity, Medical & Personal Accident Insurance etc.

**6. Date of Joining:**

If you accept this offer before the stipulated date you must report on duty and commence your job on **1st September 2022**. In case you do not report on the agreed upon date, Accolite may deem that you have declined this offer.

Signature \_\_\_\_\_

*[Handwritten Signature]*  
**PRINCIPAL**  
**ACCREDITED PERSONNEL & TRAINING**  
**QUALITY (P) MANAGEMENT**  
**FORGEE PRIVATE LIMITED**





**7. Place of Posting & Transfers:**

You will be initially assigned to **Hyderabad**. However, Accolite, at its discretion, can transfer you to any of its subsidiary or affiliate company or client offices in India or overseas. In such cases, your employment may be governed by the terms and conditions applicable at the new location/ company.

**8. Probation:**

You shall initially be under probation for a period which ordinarily lasts for Ninety (90) days from the date of joining our service. At any time during your probationary period your services may be terminated by Accolite, by giving 15 days' notice in writing or Gross Salary in lieu thereof without assigning any reason.

Similarly, you will be required to give 90 days' notice in writing or 90 days Gross Salary in lieu therefore to Accolite in case you wish to resign / leave the services. In the event of your failing to give notice or tendering 90 days Gross Salary in lieu thereof as stated herein above, Accolite may deduct the same from the dues payable to you. The decision of Accolite Management in this regard will be final and binding on you. On satisfactory completion of your probation, your Appointment will be confirmed in writing. Accolite reserves the right to confirm your appointment even before the expiry of the said 90-day period.

Your Probationary period shall be deemed to have been extended even though no intimation is given to you in writing to that effect for such period till you are confirmed by order in writing.

**9. Conduct to be in accordance with Accolite Rules, Regulations, Policies:**

During your employment with Accolite, you shall be governed by Accolite Rules, Regulations and/or Policies that may be in force from time to time. It is deemed that you have notice of all the rules, regulations and policies and any amendments thereof when they are communicated to you via email or any other channel or is placed in a web or intranet resource that is commonly accessible to all employees such as an employee portal or a hub.

**10. Confidentiality:**

The position held by you would be of a strictly confidential nature.

You shall not disclose to any unauthorized person, either during or after your employment with Accolite, any information about the interest or business of Accolite or any affiliated companies. You shall not communicate to any public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information, data or documents, official or otherwise, relating to Accolite except with the prior written consent of an authorized officer of Accolite. Any invention, development, process, adaptation or improvement in procedure or other matters or work including any artistic, literary or other work which can be the subject matter of copyright rights whatsoever, made, developed or discovered by you either alone or jointly with any other person or persons while in employment of Accolite, in connection with or in any way affecting or relating to the business of Accolite or capable of being used or adapted for use therein or in connection therewith shall forthwith be disclosed to Accolite and shall belong to and be the absolute property of Accolite.

You will not during your employment with Accolite or at any time, thereafter, divulge or make known any information in any way whatsoever relating to Accolite or its business or of its customer and/or any other information, secret processes of data and material, which may come to your knowledge during the course of your employment. You will always maintain strict secrecy regarding any technical information, or any other information gained or acquired or imparted to you in the course of your employment.

Signature \_\_\_\_\_

Principal  
Academy of Engineering & Technology  
Guntur (V.V. Nagar) (Guntur)  
Ranga Reddy (T.S.R.)



You hereby confirm that you have disclosed, fully to Accolite, all of your business, interests whether or not they are similar to or in conflict with the businesses or activities of Accolite and all circumstances in respect of which there is or there might be, a conflict of interest between Accolite and you or any immediate relative or associate. You agree to disclose, fully to Accolite, any such interest or circumstances that may arise during your employment immediately upon such interest or circumstances arising. Upon separating your employment with Accolite, you shall forthwith return to Accolite all the assets and property of Accolite (including any leased properties), documents, files, books, papers, memos or any other property of Accolite in your possession or under you.

**11. Conflict of Interest / Non-Compete:**

Your position with Accolite calls for your whole-time employment and you will devote yourself exclusively to the business of Accolite. You will 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 of business, without the written consent of Accolite.

You agree that during this Agreement and, for two years thereafter, you will not provide to any Client for whom Accolite has contracted your efforts or any contractor of any such Client or solicit or offer to provide to any such Client or any contractor of any such Client, any software, services, or other products related to your services, whether directly or indirectly without Accolite's written consent.

**12. Background Inquires:**

The offer of employment is subject to satisfactory reference and background checks to be conducted by Accolite or through designated third parties. In the event of your joining Accolite or during the period of your employment contract with Accolite, in case of any unsuccessful reference checks, material information that may have been concealed, misrepresented, or falsified by you at or before the time of this offer, Accolite reserves the right to withdraw the offer or terminate your services with immediate effect, without notice.

**13. Business Courtesy:**

No employee may directly or indirectly accept from or provide to any representative of any organization with which Accolite has a business relationship any gift or favour other than an ordinary business courtesy or social amenity. No employee may solicit any gift or favour. This is viewed very seriously as an abuse of the trust placed by Accolite in the employee and would attract severe disciplinary action from Accolite.

**10. Harassment:**

Accolite is committed to provide a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment, actions, words, jokes, or comments based on an individual's sex, race, colour, place of origin, age, language, ethnicity, creed, religion, disability or sexual orientation will amount to violation of law and the terms of this agreement, and would attract strict disciplinary action from Accolite, and may also include termination of your service.

Signature \_\_\_\_\_

  
PRINCIPAL  
Accolite Institute of Engineering & Technology  
Gonshetty (V), Rajyalakshnagar,  
Ranga Reddy (Dist.)





### 15. General:

You will keep us informed of any changes to your residential address or civil status. Prior to commencement of your employment, you and Accolite shall together execute an Employment Agreement detailing the terms of your employment. Since you would have access to the confidential information of not only Accolite but also of other affiliated Accolite companies you shall also be obligated to enter into a Confidentiality and Non-Disclosure Agreement which covers the confidential information of such other affiliated companies.

### 12. Separation at the instance of the employee:

Your employment is "At Will" and you may resign from your position with Accolite by giving a written notice. Such notice is required to be given at least ninety (90) days in advance of your desired date of separation. Accolite may at its discretion waive this notice period for a consideration of a payment by You of the sum of money corresponding to the unserved notice period computed pro-rata on monthly payables (including salary, bonuses etc.) from the company to the employee.

In the event that the request for such waiver is initiated by You and such request has been processed by Accolite and Accolite has communicated the waiver of such notice period and the amount payable to You, you may not revoke such a request for waiver as a matter of right. Such revocation is however possible with consent of Accolite.

You agree that if you elect to resign from Accolite within one calendar year of your date of joining, your liability to recompensate Accolite may extend cumulatively up to:

m) The tenure bonus actually paid to you from Accolite till the date of resignation, in acknowledgement that the tenure bonus is consideration in lieu of your promise to be employed with Accolite for at least a year.

n) The expenditure incurred by Accolite on account of your Accolite University program, training, and development, capped at INR 1,50,000. Although the said investment in terms of your training, leadership time and the emotional and professional investment from senior employees and peers is unquantifiable, it has been capped to your advantage for the purposes of this agreement; and

o) Payables on account of unserved notice period.

A full and final statement of any sums owed to you from Accolite, or any sums owed from you to Accolite shall be provided before your date of separation. You agree that you shall deposit any sums owed, if any, to Accolite within 30 days of receiving such a statement from Accolite. Reciprocally, Accolite promises to pay any sums owed to you, if any, within 30 days of issuing such a statement.

### 13. Termination:

i. Your employment may be terminated by Accolite by providing a 90-day written notice. Such termination may be with or without cause.

J. However, in the case of a termination with cause such as any or all, of proven indiscipline; misconduct; material misrepresentation of facts and particulars relating to your identity, education or previous employment; and persistent or habitual below-par performance; Accolite may terminate your employment from such date as it may deem fit without advance notice and without needing to compensate you for the residual notice period.

Signature \_\_\_\_\_

PRINCIPAL  
Accolite Institute of Engineering & Technology  
Bhimadole (VT), Hyderabad  
Ranga Reddy (Dist.)





On acceptance of the separation notice, before you are relieved, you shall hand over to Accolite all the information and data of Accolite including, but not limited to, correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings and you shall not use, reproduce or retain any copies of these items.

**18. Age of Retirement:**

You will retire from the services of the company on the last date of the month in which you reach the age of sixty. The date of birth as recorded at the time of employment will be reckoned for this purpose.

**19. On joining, you are requested to please provide copies of the following documents, as and where applicable:**

- a. Relieving letter from your current employer
- b. Salary details of your current employment
- c. Letter(s) supporting prior work experience
- d. Certificates of educational qualifications
- e. Tax Summary sheet (or latest Form 16) as applicable from your current employer
- f. 6 passport size photographs in color.
- g. PAN Card

Signature \_\_\_\_\_

*[Handwritten Signature]*  
PRINCIPAL  
Accolite Institute of Engineering & Technology  
Campus (IT), Meyalamagar,  
Ranga Reddy (Dist.)



ANNEXURE - COMPENSATION STRUCTURE	
<b>Monthly Components</b>	
Basic salary	INR 14,552
House Rent Allowance	INR 5,861
Special Allowance	INR 2,866
Flexible Basket	INR 4,187
<b>Total Gross Monthly Cost (A)</b>	<b>INR 27,546</b>
<b>Total Gross Monthly Cost - Annualized (B)</b>	<b>INR 3,30,550</b>

<b>Annual Components</b>	
Provident fund	INR 21,099
Health Insurance Premium	INR 18,475
Personal Accident Insurance Premium	INR 320
Gratuity	INR 8,457
<b>Total: Annual (C)</b>	<b>INR 48,351</b>

<b>Other Components</b>	
Variable Pay	INR 21,099
<b>Total - Other Components (D)</b>	<b>INR 21,099</b>

<b>Total Annual Cost to Company (B)+(C)+(D)</b>	<b>INR 4,00,000</b>
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SOCIAL SECURITY & HEALTH BENEFITS (As Per Schemes)	
Hospitalization cost / Reimbursement Limit	INR 3,00,000
Personal Accident Insurance Coverage	INR 10,00,000

<b>ANNUAL FLEXIBLE BASKET COMPONENTS - Not to Exceed</b>	<b>INR 50,000</b>
Food Coupons	INR 26,400
Children Education Allowance	INR 2,400
Leave Travel Allowance	INR 29,304
Fuel Reimbursement and Car Maintenance Charges	INR 39,600
Telephone and Internet Bills Reimbursement	INR 36,000

Please check with HR team for more details.

**Note:**

TDS deduction done based on savings document submission.

Signature \_\_\_\_\_

PRINCIPAL  
K. J. Somaiya Institute of Engineering & Technology  
Bunthaply (V), Hinglajgarh,  
Rongli Waddy (Dist.)



CONFIDENTIAL – OFFER OF EMPLOYMENT

KANDIMALLA KIRAN KUMAR REDDY

23rd May 2022

Dear KANDIMALLA KIRAN KUMAR REDDY,

Accolite Digital India Private Limited is pleased to extend you an offer for a full-time employment position as **SOET Engineer**. Your annual CTC will be **INR 4,00,000/-** and we would like to have you begin working with us on **1st September 2022**.

Please see the employment terms and conditions noted in this letter and the annexure for details related to your compensation structure. Once you have reviewed the letter in full, please sign each page of this letter in acceptance of the employment terms and conditions.

We very much look forward to welcoming you to Accolite.

Warm regards,

Milind Mutalik  
Head HR - Employee Experience  
Accolite Digital India Pvt. Ltd

Signature \_\_\_\_\_

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





Accolite Digital India Private Limited, (Hereinafter, "Accolite")

**Employment Terms and Conditions**

**6. Compensation and Benefits:**

Your annual fixed compensation would be **INR 3,51,649/-**. The fixed compensation would comprise Basic, House Rent Allowance, Conveyance, Special Allowance & Flexible Benefits (Refer Annexure).

Your compensation is subject to Tax deductions by Accolite as per the prevailing income tax regulations. In addition to your Compensation, you are entitled to other benefits in accordance with prevailing benefit policies. These would include Privilege Leave, Casual Leave, Gratuity, Medical & Personal Accident Insurance etc.

**A. Variable Pay:** Additionally, based on your performance and/or other business metrics which may be notified to you from time to time in accordance with the applicable appraisal and performance review policy and rules, you may be entitled to a variable pay which will be paid out to you on an annual basis in sync with our performance appraisal cycle (April-March). Variable pay-out can range from 0% (INR 0) to 12% (INR 21,099/-) of annualized basic salary.

The variable pay is not guaranteed. You, hereby acknowledge variable pay is payable only upon achievement of the said performance and/or business metrics and therefore the management enjoys an absolute right in the matters of awarding the variable pay. You are eligible for variable pay if you are in continuous service with Accolite for a minimum period of six (11) months and remain an active employee on the date this payment is made. In the event, you decide to separate from Accolite or serving your notice period, before this variable pay is paid out, you would not be eligible to receive the variable pay.

**B. Tenure Bonus:** You will be entitled for a tenure bonus of **INR 2,00,000/-**. This tenure bonus will be paid to you in five equal instalments, starting 30th September 2022. The pay-out cycle is as below:

Payment Month and Year	Amount
September 2022	INR 40,000/-
March 2023	INR 40,000/-
September 2023	INR 40,000/-
March 2024	INR 40,000/-
September 2024	INR 40,000/-

In the event that you resign and separate from Accolite within two years of the date of payment of the first instalment of the tenure bonus, you shall be liable to repay to Accolite the full amount that Accolite has paid as your tenure bonus and also it shall be deemed that you forego the rest of the tenure bonus that would have accrued to you otherwise.

Your compensation is subject to Tax deductions by Accolite as per the prevailing income tax regulations. In addition to your Compensation, you are entitled to other benefits in accordance with prevailing benefit policies. These would include Privilege Leave, Casual Leave, Gratuity, Medical & Personal Accident Insurance etc.

**7. Date of Joining:**

If you accept this offer before the stipulated date you must report on duty and commence your job on **1st September 2022**. In case you do not report on the agreed upon date, Accolite may deem that you have declined this offer.

Signature \_\_\_\_\_  
*(Handwritten Signature)*  
 Accolite Institute of Engineering & Technology  
 Gunthoopy (V), Hayathnagar,  
 Range Reddy (Dist.)



**8. Place of Posting & Transfers:**

You will be initially assigned to **Hyderabad**. However, Accolite, at its discretion, can transfer you to any of its subsidiary or affiliate company or client offices in India or overseas. In such cases, your employment may be governed by the terms and conditions applicable at the new location/ company.

**9. Probation:**

You shall initially be under probation for a period which ordinarily lasts for Ninety (90) days from the date of joining our service. At any time during your probationary period your services may be terminated by Accolite, by giving 15 days' notice in writing or Gross Salary in lieu thereof without assigning any reason.

Similarly, you will be required to give 90 days' notice in writing or 90 days Gross Salary in lieu therefore to Accolite in case you wish to resign / leave the services. In the event of your failing to give notice or tendering 90 days Gross Salary in lieu thereof as stated herein above, Accolite may deduct the same from the dues payable to you. The decision of Accolite Management in this regard will be final and binding on you. On satisfactory completion of your probation, your Appointment will be confirmed in writing. Accolite reserves the right to confirm your appointment even before the expiry of the said 90-day period.

Your Probationary period shall be deemed to have been extended even though no intimation is given to you in writing to that effect for such period till you are confirmed by order in writing.

**10. Conduct to be in accordance with Accolite Rules, Regulations, Policies:**

During your employment with Accolite, you shall be governed by Accolite Rules, Regulations and/or Policies that may be in force from time to time. It is deemed that you have notice of all the rules, regulations and policies and any amendments thereof when they are communicated to you via email or any other channel or is placed in a web or intranet resource that is commonly accessible to all employees such as an employee portal or a hub.

**11. Confidentiality:**

The position held by you would be of a strictly confidential nature.

You shall not disclose to any unauthorized person, either during or after your employment with Accolite, any information about the interest or business of Accolite or any affiliated companies. You shall not communicate to any public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information, data or documents, official or otherwise, relating to Accolite except with the prior written consent of an authorized officer of Accolite. Any invention, development, process, adaptation or improvement in procedure or other matters or work including any artistic, literary or other work which can be the subject matter of copyright rights whatsoever, made, developed or discovered by you either alone or jointly with any other person or persons while in employment of Accolite, in connection with or in any way affecting or relating to the business of Accolite or capable of being used or adapted for use therein or in connection therewith shall forthwith be disclosed to Accolite and shall belong to and be the absolute property of Accolite.

You will not during your employment with Accolite or at any time, thereafter, divulge or make known any information in any way whatsoever relating to Accolite or its business or of its customer and/or any other information, secret processes of data and material, which may come to your knowledge during the course of your employment. You will always maintain strict secrecy regarding any technical information, or any other information gained or acquired or imparted to you in the course of your employment.

Signature \_\_\_\_\_

*Ravi*  
PRINCIPAL  
AVSCL Institute of Engineering & Technology  
Guntur (V), Rayachoti Nagar,  
Ranga Reddy (Dist.)





You hereby confirm that you have disclosed, fully to Accolite, all of your business, interests whether or not they are similar to or in conflict with the businesses or activities of Accolite and all circumstances in respect of which there is or there might be, a conflict of interest between Accolite and you or any immediate relative or associate. You agree to disclose, fully to Accolite, any such interest or circumstances that may arise during your employment immediately upon such interest or circumstances arriving. Upon separating your employment with Accolite, you shall forthwith return to Accolite all the assets and property of Accolite (including any leased properties), documents, files, books, papers, memos or any other property of Accolite in your possession or under you.

#### 12. Conflict of Interest / Non-Compete:

Your position with Accolite calls for your whole-time employment and you will devote yourself exclusively to the business of Accolite. You will 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 of business, without the written consent of Accolite.

You agree that during this Agreement and, for two years thereafter, you will not provide to any Client for whom Accolite has contracted your efforts or any contractor of any such Client or solicit or offer to provide to any such Client or any contractor of any such Client, any software, services, or other products related to your services, whether directly or indirectly without Accolite's written consent.

#### 13. Background Inquires:

The offer of employment is subject to satisfactory reference and background checks to be conducted by Accolite or through designated third parties. In the event of your joining Accolite or during the period of your employment contract with Accolite, in case of any unsuccessful reference checks, material information that may have been concealed, misrepresented, or falsified by you at or before the time of this offer, Accolite reserves the right to withdraw the offer or terminate your services with immediate effect, without notice.

#### 14. Business Courtesy:

No employee may directly or indirectly accept from or provide to any representative of any organization with which Accolite has a business relationship any gift or favour other than an ordinary business courtesy or social amenity. No employee may solicit any gift or favour. This is viewed very seriously as an abuse of the trust placed by Accolite in the employee and would attract severe disciplinary action from Accolite.

#### 10. Harassment:

Accolite is committed to provide a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment, actions, words, jokes, or comments based on an individual's sex, race, colour, place of origin, age, language, ethnicity, creed, religion, disability or sexual orientation will amount to violation of law and the terms of this agreement, and would attract strict disciplinary action from Accolite, and may also include termination of your service.

Signature \_\_\_\_\_

*[Handwritten Signature]*  
ACCOLITE DIGITAL  
Accolite Institute of Engineering & Technology  
Guntur City (H. Wipro Nagar,  
Ranga Reddy (Dist.)





## 16. General:

You will keep us informed of any changes to your residential address or civil status. Prior to commencement of your employment, you and Accolite shall together execute an Employment Agreement detailing the terms of your employment. Since you would have access to the confidential information of not only Accolite but also of other affiliated Accolite companies you shall also be obligated to enter into a Confidentiality and Non-Disclosure Agreement which covers the confidential information of such other affiliated companies.

## 12. Separation at the instance of the employee:

Your employment is "At Will" and you may resign from your position with Accolite by giving a written notice. Such notice is required to be given at least ninety (90) days in advance of your desired date of separation. Accolite may at its discretion waive this notice period for a consideration of a payment by You of the sum of money corresponding to the unserved notice period computed pro-rata on monthly payables (including salary, bonuses etc.) from the company to the employee.

In the event that the request for such waiver is initiated by You and such request has been processed by Accolite and Accolite has communicated the waiver of such notice period and the amount payable to You, you may not revoke such a request for waiver as a matter of right. Such revocation is however possible with consent of Accolite.

You agree that if you elect to resign from Accolite within one calendar year of your date of joining, your liability to recompensate Accolite may extend cumulatively up to:

p) The tenure bonus actually paid to you from Accolite till the date of resignation, in acknowledgement that the tenure bonus is consideration in lieu of your promise to be employed with Accolite for at least a year.

q) The expenditure incurred by Accolite on account of your Accolite University program, training, and development, capped at INR 1,50,000. Although the said investment in terms of your training, leadership time and the emotional and professional investment from senior employees and peers is unquantifiable, it has been capped to your advantage for the purposes of this agreement; and

r) Payables on account of unserved notice period.


A full and final statement of any sums owed to you from Accolite, or any sums owed from you to Accolite shall be provided before your date of separation. You agree that you shall deposit any sums owed, if any, to Accolite within 30 days of receiving such a statement from Accolite. Reciprocally, Accolite promises to pay any sums owed to you, if any, within 30 days of issuing such a statement.

## 13. Termination:

K. Your employment may be terminated by Accolite by providing a 90-day written notice. Such termination may be with or without cause.

L. However, in the case of a termination with cause such as any or all, of proven indiscipline; misconduct; material misrepresentation of facts and particulars relating to your identity, education or previous employment; and persistent or habitual below-par performance; Accolite may terminate your employment from such date as it may deem fit without advance notice and without needing to compensate you for the residual notice period.

Signature \_\_\_\_\_

  
RANGAPPA RADDY (Dist.)  
ACCOLITE DIGITAL INDIA PRIVATE LIMITED  
GACHIBOWLI (VI), HYDRABAD



On acceptance of the separation notice, before you are relieved, you shall hand over to Accolite all the information and data of Accolite including, but not limited to, correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings and you shall not use, reproduce or retain any copies of these items.

**19. Age of Retirement:**

You will retire from the services of the company on the last date of the month in which you reach the age of sixty. The date of birth as recorded at the time of employment will be reckoned for this purpose.

**20. On joining, you are requested to please provide copies of the following documents, as and where applicable:**

- a. Relieving letter from your current employer
- b. Salary details of your current employment
- c. Letter(s) supporting prior work experience
- d. Certificates of educational qualifications
- e. Tax Summary sheet (or latest Form 16) as applicable from your current employer
- f. 6 passport size photographs in color.
- g. PAN Card

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

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



ANNEXURE - COMPENSATION STRUCTURE	
<b>Monthly Components</b>	
Basic salary	INR 14,852
House Rent Allowance	INR 5,861
Special Allowance	INR 2,866
Flexible Basket	INR 4,167
<b>Total Gross Monthly Cost (A)</b>	<b>INR 27,546</b>
<b>Total Gross Monthly Cost - Annualized (B)</b>	<b>INR 3,30,550</b>
<b>Annual Components</b>	
Provident fund	INR 21,099
Health Insurance Premium	INR 18,475
Personal Accident Insurance Premium	INR 320
Gratuity	INR 8,457
<b>Total: Annual (C)</b>	<b>INR 48,351</b>
<b>Other Components</b>	
Variable Pay	INR 21,099
<b>Total - Other Components (D)</b>	<b>INR 21,099</b>
<b>Total Annual Cost to Company (B)+(C)+(D)</b>	<b>INR 4,00,000</b>
<b>SOCIAL SECURITY &amp; HEALTH BENEFITS (As Per Schemes)</b>	
Hospitalization cost / Reimbursement Limit	INR 3,00,000
Personal Accident Insurance Coverage	INR 10,00,000
<b>ANNUAL FLEXIBLE BASKET COMPONENTS - Not to Exceed</b>	
Food Coupons	INR 26,400
Children Education Allowance	INR 2,400
Leave Travel Allowance	INR 29,304
Fuel Reimbursement and Car Maintenance Charges	INR 39,600
Telephone and Internet Bills Reimbursement	INR 35,000

Please check with HR team for more details.

**Note:**

TDS deduction done based on savings document submission.

Signature \_\_\_\_\_

PRINCIPAL  
Accolite Institute of Engineering & Technology  
Guntur (V), Narasimharao,  
Ranga Reddy (Dist.)





CONFIDENTIAL – OFFER OF EMPLOYMENT

DEVARIGARI SATYA PRASAD

23rd May 2022

Dear DEVARIGARI SATYA PRASAD,

Accolite Digital India Private Limited is pleased to extend you an offer for a full-time employment position as SDET Engineer. Your annual CTC will be INR 4,00,000/- and we would like to have you begin working with us on 1st September 2022.

Please see the employment terms and conditions noted in this letter and the annexure for details related to your compensation structure. Once you have reviewed the letter in full, please sign each page of this letter in acceptance of the employment terms and conditions.

We very much look forward to welcoming you to Accolite.

Warm regards,

Milind Mutalik  
Head HR - Employee Experience  
Accolite Digital India Pvt. Ltd

Signature \_\_\_\_\_

Milind Mutalik  
Head HR - Employee Experience  
Accolite Digital India Pvt. Ltd



Accolite Digital India Private Limited, (Hereinafter, "Accolite")

**Employment Terms and Conditions:**

**7. Compensation and Benefits:**

Your annual fixed compensation would be **INR 3,51,649/-**. The fixed compensation would comprise Basic, House Rent Allowance, Conveyance, Special Allowance & Flexible Benefits (Refer Annexure).

Your compensation is subject to Tax deductions by Accolite as per the prevailing income tax regulations. In addition to your Compensation, you are entitled to other benefits in accordance with prevailing benefit policies. These would include Privilege Leave, Casual Leave, Gratuity, Medical & Personal Accident Insurance etc.

**A. Variable Pay:** Additionally, based on your performance and/or other business metrics which may be notified to you from time to time in accordance with the applicable appraisal and performance review policy and rules, you may be entitled to a variable pay which will be paid out to you on an annual basis in sync with our performance appraisal cycle (April-March). Variable pay-out can range from 0% (INR 0) to 12% (INR 21,099/-) of annualized basic salary.

The variable pay is not guaranteed. You, hereby acknowledge variable pay is payable only upon achievement of the said performance and/or business metrics and therefore the management enjoys an absolute right in the matters of awarding the variable pay. You are eligible for variable pay if you are in continuous service with Accolite for a minimum period of six (12) months and remain an active employee on the date this payment is made. In the event, you decide to separate from Accolite or serving your notice period, before this variable pay is paid out, you would not be eligible to receive the variable pay.

**B. Tenure Bonus:** You will be entitled for a tenure bonus of INR 2,00,000/-. This tenure bonus will be paid to you in five equal instalments, starting 30th September 2022. The pay-out cycle is as below:

Payment Month and Year	Amount
September 2022	INR 40,000/-
March 2023	INR 40,000/-
September 2023	INR 40,000/-
March 2024	INR 40,000/-
September 2024	INR 40,000/-

In the event that you resign and separate from Accolite within two years of the date of payment of the first instalment of the tenure bonus, you shall be liable to repay to Accolite the full amount that Accolite has paid as your tenure bonus and also it shall be deemed that you forego the rest of the tenure bonus that would have accrued to you otherwise.

Your compensation is subject to Tax deductions by Accolite as per the prevailing income tax regulations. In addition to your Compensation, you are entitled to other benefits in accordance with prevailing benefit policies. These would include Privilege Leave, Casual Leave, Gratuity, Medical & Personal Accident Insurance etc.

**8. Date of Joining:**

If you accept this offer before the stipulated date you must report on duty and commence your job on **1st September 2022**. In case you do not report on the agreed upon date, Accolite may deem that you have declined this offer.

Signature \_\_\_\_\_

*[Handwritten Signature]*  
**PRINCIPAL**  
Amal Institute of Engineering & Technology  
Guntur (V), Hoyalinnepur,  
Ranga Reddy (Dist.)



**9. Place of Posting & Transfers:**

You will be initially assigned to **Hyderabad**. However, Accolite, at its discretion, can transfer you to any of its subsidiary or affiliate company or client offices in India or overseas. In such cases, your employment may be governed by the terms and conditions applicable at the new location/ company.

**10. Probation:**

You shall initially be under probation for a period which ordinarily lasts for Ninety (90) days from the date of joining our service. At any time during your probationary period your services may be terminated by Accolite, by giving 15 days' notice in writing or Gross Salary in lieu thereof without assigning any reason.

Similarly, you will be required to give 90 days' notice in writing or 90 days Gross Salary in lieu therefore to Accolite in case you wish to resign / leave the services. In the event of your failing to give notice or tendering 90 days Gross Salary in lieu thereof as stated herein above, Accolite may deduct the same from the dues payable to you. The decision of Accolite Management in this regard will be final and binding on you. On satisfactory completion of your probation, your Appointment will be confirmed in writing. Accolite reserves the right to confirm your appointment even before the expiry of the said 90-day period.

Your Probationary period shall be deemed to have been extended even though no intimation is given to you in writing to that effect for such period till you are confirmed by order in writing.

**11. Conduct to be in accordance with Accolite Rules, Regulations, Policies:**

During your employment with Accolite, you shall be governed by Accolite Rules, Regulations and/or Policies that may be in force from time to time. It is deemed that you have notice of all the rules, regulations and policies and any amendments thereof when they are communicated to you via email or any other channel or is placed in a web or intranet resource that is commonly accessible to all employees such as an employee portal or a hub.

**12. Confidentiality:**

The position held by you would be of a strictly confidential nature.

You shall not disclose to any unauthorized person, either during or after your employment with Accolite, any information about the interest or business of Accolite or any affiliated companies. You shall not communicate to any public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information, data or documents, official or otherwise, relating to Accolite except with the prior written consent of an authorized officer of Accolite. Any invention, development, process, adaptation or improvement in procedure or other matters or work including any artistic, literary or other work which can be the subject matter of copyright rights whatsoever, made, developed or discovered by you either alone or jointly with any other person or persons while in employment of Accolite, in connection with or in any way affecting or relating to the business of Accolite or capable of being used or adapted for use therein or in connection therewith shall forthwith be disclosed to Accolite and shall belong to and be the absolute property of Accolite.

You will not during your employment with Accolite or at any time, thereafter, divulge or make known any information in any way whatsoever relating to Accolite or its business or of its customer and/or any other information, secret processes of data and material, which may come to your knowledge during the course of your employment. You will always maintain strict secrecy regarding any technical information, or any other information gained or acquired or imparted to you in the course of your employment.

Signature \_\_\_\_\_

Principal  
Amrita Institute of Engineering  
Surampalem (V), Nellore District  
Ranga Reddy (Dist)





You hereby confirm that you have disclosed, fully to Accolite, all of your business, interests whether or not they are similar to or in conflict with the businesses or activities of Accolite and all circumstances in respect of which there is or there might be, a conflict of interest between Accolite and you or any immediate relative or associate. You agree to disclose, fully to Accolite, any such interest or circumstances that may arise during your employment immediately upon such interest or circumstances arriving. Upon separating your employment with Accolite, you shall forthwith return to Accolite all the assets and property of Accolite (including any leased properties), documents, files, books, papers, memos or any other property of Accolite in your possession or under you.

**13. Conflict of Interest / Non-Compete:**

Your position with Accolite calls for your whole-time employment and you will devote yourself exclusively to the business of Accolite. You will 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 of business, without the written consent of Accolite.

You agree that during this Agreement and, for two years thereafter, you will not provide to any Client for whom Accolite has contracted your efforts or any contractor of any such Client or solicit or offer to provide to any such Client or any contractor of any such Client, any software, services, or other products related to your services, whether directly or indirectly without Accolite's written consent.

**14. Background Inquires:**

The offer of employment is subject to satisfactory reference and background checks to be conducted by Accolite or through designated third parties. In the event of your joining Accolite or during the period of your employment contract with Accolite, in case of any unsuccessful reference checks, material information that may have been concealed, misrepresented, or falsified by you at or before the time of this offer, Accolite reserves the right to withdraw the offer or terminate your services with immediate effect, without notice.

**15. Business Courtesy:**

No employee may directly or indirectly accept from or provide to any representative of any organization with which Accolite has a business relationship any gift or favour other than an ordinary business courtesy or social amenity. No employee may solicit any gift or favour. This is viewed very seriously as an abuse of the trust placed by Accolite in the employee and would attract severe disciplinary action from Accolite.

**10. Harassment:**

Accolite is committed to provide a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment, actions, words, jokes, or comments based on an individual's sex, race, colour, place of origin, age, language, ethnicity, creed, religion, disability or sexual orientation will amount to violation of law and the terms of this agreement, and would attract strict disciplinary action from Accolite, and may also include termination of your service.

Signature \_\_\_\_\_

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



**17. General:**

You will keep us informed of any changes to your residential address or civil status. Prior to commencement of your employment, you and Accolite shall together execute an Employment Agreement detailing the terms of your employment. Since you would have access to the confidential information of not only Accolite but also of other affiliated Accolite companies you shall also be obligated to enter into a Confidentiality and Non-Disclosure Agreement which covers the confidential information of such other affiliated companies.

**12. Separation at the instance of the employee:**

Your employment is "At Will" and you may resign from your position with Accolite by giving a written notice. Such notice is required to be given at least ninety (90) days in advance of your desired date of separation. Accolite may at its discretion waive this notice period for a consideration of a payment by You of the sum of money corresponding to the unserved notice period computed pro-rata on monthly payables (including salary, bonuses etc.) from the company to the employee.

In the event that the request for such waiver is initiated by You and such request has been processed by Accolite and Accolite has communicated the waiver of such notice period and the amount payable to You, you may not revoke such a request for waiver as a matter of right. Such revocation is however possible with consent of Accolite.

You agree that if you elect to resign from Accolite within one calendar year of your date of joining, your liability to recompensate Accolite may extend cumulatively up to:

- s) The tenure bonus actually paid to you from Accolite till the date of resignation, in acknowledgement that the tenure bonus is consideration in lieu of your promise to be employed with Accolite for at least a year.
- t) The expenditure incurred by Accolite on account of your Accolite University program, training, and development, capped at INR 1,50,000. Although the said investment in terms of your training, leadership time and the emotional and professional investment from senior employees and peers is unquantifiable, it has been capped to your advantage for the purposes of this agreement; and
- u) Payables on account of unserved notice period.

A full and final statement of any sums owed to you from Accolite, or any sums owed from you to Accolite shall be provided before your date of separation. You agree that you shall deposit any sums owed, if any, to Accolite within 30 days of receiving such a statement from Accolite. Reciprocally, Accolite promises to pay any sums owed to you, if any, within 30 days of issuing such a statement.

**13. Termination:**

M. Your employment may be terminated by Accolite by providing a 90-day written notice. Such termination may be with or without cause.

N. However, in the case of a termination with cause such as any or all, of proven indiscipline; misconduct; material misrepresentation of facts and particulars relating to your identity, education or previous employment; and persistent or habitual below-par performance; Accolite may terminate your employment from such date as it may deem fit without advance notice and without needing to compensate you for the residual notice period.

Signature \_\_\_\_\_

*Principal*  
Principal  
Avantix Institute of Engineering & Technology  
Gunthapally (V), Huzurthangal  
Ranga Reddy (Dist.)



On acceptance of the separation notice, before you are relieved, you shall hand over to Accolite all the information and data of Accolite including, but not limited to, correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings and you shall not use, reproduce or retain any copies of these items.

**20. Age of Retirement:**

You will retire from the services of the company on the last date of the month in which you reach the age of sixty. The date of birth as recorded at the time of employment will be reckoned for this purpose.

**21. On joining, you are requested to please provide copies of the following documents, as and where applicable:**

- a. Relieving letter from your current employer
- b. Salary details of your current employment
- c. Letter(s) supporting prior work experience
- d. Certificates of educational qualifications
- e. Tax Summary sheet (or latest Form 16) as applicable from your current employer
- f. 6 passport size photographs in color
- g. PAN Card

Signature \_\_\_\_\_

PRINCIPAL  
ACCOLITE INSTITUTE OF ENGINEERING & TECHNOLOGY  
GUMTHURU (R), ACRYLITE Nagar,  
Ranga Reddy (Dist.)







ANNEXURE - COMPENSATION STRUCTURE	
<b>Monthly Components</b>	
Basic salary	INR 14,852
House Rent Allowance	INR 5,861
Special Allowance	INR 2,866
Flexible Basket	INR 4,167
<b>Total Gross Monthly Cost (A)</b>	<b>INR 27,546</b>
<b>Total Gross Monthly Cost - Annualized (B)</b>	<b>INR 3,30,550</b>

<b>Annual Components</b>	
Provident fund	INR 21,099
Health Insurance Premium	INR 18,475
Personal Accident Insurance Premium	INR 320
Gratuity	INR 8,457
<b>Total: Annual (C)</b>	<b>INR 48,351</b>

<b>Other Components</b>	
Variable Pay	INR 21,099
<b>Total - Other Components (D)</b>	<b>INR 21,099</b>

<b>Total Annual Cost to Company (B)+(C)+(D)</b>	<b>INR 4,00,000</b>
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SOCIAL SECURITY & HEALTH BENEFITS [As Per Schemes]	
Hospitalization cost / Reimbursement Limit	INR 3,00,000
Personal Accident Insurance Coverage	INR 10,00,000

<b>ANNUAL FLEXIBLE BASKET COMPONENTS - Not to Exceed</b>	
Food Coupons	INR 26,400
Children Education Allowance	INR 2,400
Leave Travel Allowance	INR 29,304
Fuel Reimbursement and Car Maintenance Charges	INR 39,600
Telephone and Internet Bills Reimbursement	INR 36,000

Please check with HR team for more details.

**Note:**

TDS deduction done based on savings document submission

Signature \_\_\_\_\_

PRINCIPAL  
Accolite Institute of Engineering & Technology  
Gandhinagar, Rajgurunagar, Maharashtra  
Rajga Road, (Dist.)



CONFIDENTIAL – OFFER OF EMPLOYMENT

DASARI VIVEK

23rd May 2022

Dear DASARI VIVEK,

Accolite Digital India Private Limited is pleased to extend you an offer for a full-time employment position as **SOET Engineer**. Your annual CTC will be **INR 4,00,000/-** and we would like to have you begin working with us on **1st September 2022**.

Please see the employment terms and conditions noted in this letter and the annexure for details related to your compensation structure. Once you have reviewed the letter in full, please sign each page of this letter in acceptance of the employment terms and conditions.

We very much look forward to welcoming you to Accolite.

Warm regards,

Milind Mutalik  
Head HR - Employee Experience  
Accolite Digital India Pvt. Ltd

Signature \_\_\_\_\_

PRINCIPAL  
Accolite Institute of Engineering & Technology  
Ganthapally (V), Kayathimangur,  
Ranga Reddy (Dist.)



Accolite Digital India Private Limited, (Hereinafter, "Accolite")

**Employment Terms and Conditions**

**8. Compensation and Benefits:**

Your annual fixed compensation would be **INR 3,51,649/-**. The fixed compensation would comprise Basic, House Rent Allowance, Conveyance, Special Allowance & Flexible Benefits (Refer Annexure).

Your compensation is subject to Tax deductions by Accolite as per the prevailing income tax regulations. In addition to your Compensation, you are entitled to other benefits in accordance with prevailing benefit policies. These would include Privilege Leave, Casual Leave, Gratuity, Medical & Personal Accident Insurance etc.

**A. Variable Pay:** Additionally, based on your performance and/or other business metrics which may be notified to you from time to time in accordance with the applicable appraisal and performance review policy and rules, you may be entitled to a variable pay which will be paid out to you on an annual basis in sync with our performance appraisal cycle (April-March). Variable pay-out can range from 0% (INR 0) to 12% (INR 21,099/-) of annualized basic salary.

The variable pay is not guaranteed. You, hereby acknowledge variable pay is payable only upon achievement of the said performance and/or business metrics and therefore the management enjoys an absolute right in the matters of awarding the variable pay. You are eligible for variable pay if you are in continuous service with Accolite for a minimum period of six (13) months and remain an active employee on the date this payment is made. In the event, you decide to separate from Accolite or serving your notice period, before this variable pay is paid out, you would not be eligible to receive the variable pay.

**B. Tenure Bonus:** You will be entitled for a tenure bonus of INR 2,00,000/-. This tenure bonus will be paid to you in five equal instalments, starting 30th September 2022. The pay-out cycle is as below:

Payment Month and Year	Amount
September 2022	INR 40,000/-
March 2023	INR 40,000/-
September 2023	INR 40,000/-
March 2024	INR 40,000/-
September 2024	INR 40,000/-

In the event that you resign and separate from Accolite within two years of the date of payment of the first instalment of the tenure bonus, you shall be liable to repay to Accolite the full amount that Accolite has paid as your tenure bonus and also it shall be deemed that you forego the rest of the tenure bonus that would have accrued to you otherwise.

Your compensation is subject to Tax deductions by Accolite as per the prevailing income tax regulations. In addition to your Compensation, you are entitled to other benefits in accordance with prevailing benefit policies. These would include Privilege Leave, Casual Leave, Gratuity, Medical & Personal Accident Insurance etc.

**9. Date of Joining:**

If you accept this offer before the stipulated date you must report on duty and commence your job on **1st September 2022**. In case you do not report on the agreed upon date, Accolite may deem that you have declined this offer.

Signature \_\_\_\_\_

*Ranga Raddy*  
Ranga Raddy (M), Hyderabad  
Ranga Raddy (M)





**10. Place of Posting & Transfers:**

You will be initially assigned to **Hyderabad**. However, Accolite, at its discretion, can transfer you to any of its subsidiary or affiliate company or client offices in India or overseas. In such cases, your employment may be governed by the terms and conditions applicable at the new location/ company.

**11. Probation:**

You shall initially be under probation for a period which ordinarily lasts for Ninety (90) days from the date of joining our service. At any time during your probationary period your services may be terminated by Accolite, by giving 15 days' notice in writing or Gross Salary in lieu thereof without assigning any reason.

Similarly, you will be required to give 90 days' notice in writing or 90 days Gross Salary in lieu therefore to Accolite in case you wish to resign / leave the services. In the event of your failing to give notice or tendering 90 days Gross Salary in lieu thereof as stated herein above, Accolite may deduct the same from the dues payable to you. The decision of Accolite Management in this regard will be final and binding on you. On satisfactory completion of your probation, your Appointment will be confirmed in writing. Accolite reserves the right to confirm your appointment even before the expiry of the said 90-day period.

Your Probationary period shall be deemed to have been extended even though no intimation is given to you in writing to that effect for such period till you are confirmed by order in writing.

**12. Conduct to be in accordance with Accolite Rules, Regulations, Policies:**

During your employment with Accolite, you shall be governed by Accolite Rules, Regulations and/or Policies that may be in force from time to time. It is deemed that you have notice of all the rules, regulations and policies and any amendments thereof when they are communicated to you via email or any other channel or is placed in a web or intranet resource that is commonly accessible to all employees such as an employee portal or a hub.

**13. Confidentiality:**

The position held by you would be of a strictly confidential nature.

You shall not disclose to any unauthorized person, either during or after your employment with Accolite, any information about the interest or business of Accolite or any affiliated companies. You shall not communicate to any public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information, data or documents, official or otherwise, relating to Accolite except with the prior written consent of an authorized officer of Accolite. Any invention, development, process, adaptation or improvement in procedure or other matters or work including any artistic, literary or other work which can be the subject matter of copyright rights whatsoever, made, developed or discovered by you either alone or jointly with any other person or persons while in employment of Accolite, in connection with or in any way affecting or relating to the business of Accolite or capable of being used or adapted for use therein or in connection therewith shall forthwith be disclosed to Accolite and shall belong to and be the absolute property of Accolite.

You will not during your employment with Accolite or at any time, thereafter, divulge or make known any information in any way whatsoever relating to Accolite or its business or of its customer and/or any other information, secret processes of data and material, which may come to your knowledge during the course of your employment. You will always maintain strict secrecy regarding any technical information, or any other information gained or acquired or imparted to you in the course of your employment.

Signature

PRINCEPAL  
Principal Institute of Engineering & Technology  
Government of Karnataka  
Bangalore  
Ranga Raddy (Old)



You hereby confirm that you have disclosed, fully to Accolite, all of your business, interests whether or not they are similar to or in conflict with the businesses or activities of Accolite and all circumstances in respect of which there is or there might be, a conflict of interest between Accolite and you or any immediate relative or associate. You agree to disclose, fully to Accolite, any such interest or circumstances that may arise during your employment immediately upon such interest or circumstances arriving. Upon separating your employment with Accolite, you shall forthwith return to Accolite all the assets and property of Accolite (including any leased properties), documents, files, books, papers, memos or any other property of Accolite in your possession or under you.

**14. Conflict of Interest / Non-Compete:**

Your position with Accolite calls for your whole-time employment and you will devote yourself exclusively to the business of Accolite. You will 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 of business, without the written consent of Accolite.

You agree that during this Agreement and, for two years thereafter, you will not provide to any Client for whom Accolite has contracted your efforts or any contractor of any such Client or solicit or offer to provide to any such Client or any contractor of any such Client, any software, services, or other products related to your services, whether directly or indirectly without Accolite's written consent.

**15. Background Inquires:**

The offer of employment is subject to satisfactory reference and background checks to be conducted by Accolite or through designated third parties. In the event of your joining Accolite or during the period of your employment contract with Accolite, in case of any unsuccessful reference checks, material information that may have been concealed, misrepresented, or falsified by you at or before the time of this offer, Accolite reserves the right to withdraw the offer or terminate your services with immediate effect, without notice.

**16. Business Courtesy:**

No employee may directly or indirectly accept from or provide to any representative of any organization with which Accolite has a business relationship any gift or favour other than an ordinary business courtesy or social amenity. No employee may solicit any gift or favour. This is viewed very seriously as an abuse of the trust placed by Accolite in the employee and would attract severe disciplinary action from Accolite.

**10. Harassment:**

Accolite is committed to provide a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment, actions, words, jokes, or comments based on an individual's sex, race, colour, place of origin, age, language, ethnicity, creed, religion, disability or sexual orientation will amount to violation of law and the terms of this agreement, and would attract strict disciplinary action from Accolite, and may also include termination of your service.

Signature \_\_\_\_\_

PRINCIPAL  
ACCOLITE DIGITAL INDIA PRIVATE LIMITED  
RANGE RUDRA (D&T)





## 18. General:

You will keep us informed of any changes to your residential address or civil status. Prior to commencement of your employment, you and Accolite shall together execute an Employment Agreement detailing the terms of your employment. Since you would have access to the confidential information of not only Accolite but also of other affiliated Accolite companies you shall also be obligated to enter into a Confidentiality and Non-Disclosure Agreement which covers the confidential information of such other affiliated companies.

## 12. Separation at the instance of the employee:

Your employment is "At Will" and you may resign from your position with Accolite by giving a written notice. Such notice is required to be given at least ninety (90) days in advance of your desired date of separation. Accolite may at its discretion waive this notice period for a consideration of a payment by You of the sum of money corresponding to the unserved notice period computed pro-rata on monthly payables (including salary, bonuses etc.) from the company to the employee.

In the event that the request for such waiver is initiated by You and such request has been processed by Accolite and Accolite has communicated the waiver of such notice period and the amount payable to You, you may not revoke such a request for waiver as a matter of right. Such revocation is however possible with consent of Accolite.

You agree that if you elect to resign from Accolite within one calendar year of your date of joining, your liability to recompensate Accolite may extend cumulatively up to:

v) The tenure bonus actually paid to you from Accolite till the date of resignation, in acknowledgement that the tenure bonus is consideration in lieu of your promise to be employed with Accolite for at least a year.

w) The expenditure incurred by Accolite on account of your Accolite University program, training, and development, capped at INR 1,50,000. Although the said investment in terms of your training, leadership time and the emotional and professional investment from senior employees and peers is unquantifiable, it has been capped to your advantage for the purposes of this agreement; and

x) Payables on account of unserved notice period.

A full and final statement of any sums owed to you from Accolite, or any sums owed from you to Accolite shall be provided before your date of separation. You agree that you shall deposit any sums owed, if any, to Accolite within 30 days of receiving such a statement from Accolite. Reciprocally, Accolite promises to pay any sums owed to you, if any, within 30 days of issuing such a statement.

## 13. Termination:

G. Your employment may be terminated by Accolite by providing a 90-day written notice. Such termination may be with or without cause.

P. However, in the case of a termination with cause such as any or all, of proven indiscipline; misconduct; material misrepresentation of facts and particulars relating to your identity, education or previous employment; and persistent or habitual below-par performance; Accolite may terminate your employment from such date as it may deem fit without advance notice and without needing to compensate you for the residual notice period.

Signature \_\_\_\_\_

*Prithvi*  
Prithvi  
Prithvi  
Rudra Prady (HR)





On acceptance of the separation notice, before you are relieved, you shall hand over to Accolite all the information and data of Accolite including, but not limited to, correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings and you shall not use, reproduce or retain any copies of these items.

**21. Age of Retirement:**

You will retire from the services of the company on the last date of the month in which you reach the age of sixty. The date of birth as recorded at the time of employment will be reckoned for this purpose.

**22. On joining, you are requested to please provide copies of the following documents, as and where applicable:**

- a. Relieving letter from your current employer
- b. Salary details of your current employment
- c. Letter(s) supporting prior work experience
- d. Certificates of educational qualifications
- e. Tax Summary sheet (or latest Form 16) as applicable from your current employer
- f. 6 passport size photographs in color.
- g. PAN Card

Signature \_\_\_\_\_

*Prakash Kumar*  
Prakash Kumar  
Bansal (V), Hyderabad  
Ramesh Reddy (Dial)



ANNEXURE - COMPENSATION STRUCTURE	
<b>Monthly Components</b>	
Basic salary	INR 14,652
House Rent Allowance	INR 5,861
Special Allowance	INR 2,866
Flexible Basket	INR 4,167
<b>Total Gross Monthly Cost (A)</b>	<b>INR 27,546</b>
<b>Total Gross Monthly Cost - Annualized (B)</b>	<b>INR 3,30,550</b>
<b>Annual Components</b>	
Provident fund	INR 21,099
Health Insurance Premium	INR 18,475
Personal Accident Insurance Premium	INR 320
Gratuity	INR 8,457
<b>Total: Annual (C)</b>	<b>INR 48,351</b>
<b>Other Components</b>	
Variable Pay	INR 21,099
<b>Total - Other Components (D)</b>	<b>INR 21,099</b>
<b>Total Annual Cost to Company (B)+(C)+(D)</b>	<b>INR 4,00,000</b>
<b>SOCIAL SECURITY &amp; HEALTH BENEFITS [As Per Schemes]</b>	
Hospitalization cost / Reimbursement Limit	INR 3,00,000
Personal Accident Insurance Coverage	INR 10,00,000
<b>ANNUAL FLEXIBLE BASKET COMPONENTS - Not to Exceed</b>	
Food Coupons	INR 26,400
Children Education Allowance	INR 2,400
Leave Travel Allowance	INR 29,304
Fuel Reimbursement and Car Maintenance Charges	INR 39,600
Telephone and Internet Bills Reimbursement	INR 36,000

Please check with HR team for more details:

**Note:**

TDS deduction done based on savings document submission

Signature \_\_\_\_\_

*Principal*  
Accolite Institute of Skills & Technology  
B-10, Sector-10, Gurgaon  
Rajendra Kumar (Sign)



**CONFIDENTIAL – OFFER OF EMPLOYMENT**

**DARESH ADARSH**

**23rd May 2022**

Dear **DARESH ADARSH**,

Accolite Digital India Private Limited is pleased to extend you an offer for a full-time employment position as **SDET Engineer**. Your annual CTC will be **INR 4,00,000/-** and we would like to have you begin working with us on **1st September 2022**.

Please see the employment terms and conditions noted in this letter and the annexure for details related to your compensation structure. Once you have reviewed the letter in full, please sign each page of this letter in acceptance of the employment terms and conditions.

We very much look forward to welcoming you to Accolite.

Warm regards,

  
**Milind Mutalik**  
Head HR - Employee Experience  
Accolite Digital India Pvt. Ltd

Signature \_\_\_\_\_





Accolite Digital India Private Limited, (Hereinafter, "Accolite")

**Employment Terms and Conditions**

**9. Compensation and Benefits:**

Your annual fixed compensation would be **INR 3,51,649/-**. The fixed compensation would comprise Basic, House Rent Allowance, Conveyance, Special Allowance & Flexible Benefits (Refer Annexure).

Your compensation is subject to Tax deductions by Accolite as per the prevailing income tax regulations. In addition to your Compensation, you are entitled to other benefits in accordance with prevailing benefit policies. These would include Privilege Leave, Casual Leave, Gratuity, Medical & Personal Accident Insurance etc.

**A. Variable Pay:** Additionally, based on your performance and/or other business metrics which may be notified to you from time to time in accordance with the applicable appraisal and performance review policy and rules, you may be entitled to a variable pay which will be paid out to you on an annual basis in sync with our performance appraisal cycle (April-March). Variable pay-out can range from 0% (INR 0) to 12% (INR 21,099/-) of annualized basic salary.

The variable pay is not guaranteed. You, hereby acknowledge variable pay is payable only upon achievement of the said performance and/or business metrics and therefore the management enjoys an absolute right in the matters of awarding the variable pay. You are eligible for variable pay if you are in continuous service with Accolite for a minimum period of six (14) months and remain an active employee on the date this payment is made. In the event, you decide to separate from Accolite or serving your notice period, before this variable pay is paid out, you would not be eligible to receive the variable pay.

**B. Tenure Bonus:** You will be entitled for a tenure bonus of INR 2,00,000/- . This tenure bonus will be paid to you in five equal instalments, starting 30th September 2022. The pay-out cycle is as below:

Payment Month and Year	Amount
September 2022	INR 40,000/-
March 2023	INR 40,000/-
September 2023	INR 40,000/-
March 2024	INR 40,000/-
September 2024	INR 40,000/-

In the event that you resign and separate from Accolite within two years of the date of payment of the first instalment of the tenure bonus, you shall be liable to repay to Accolite the full amount that Accolite has paid as your tenure bonus and also it shall be deemed that you forego the rest of the tenure bonus that would have accrued to you otherwise.

Your compensation is subject to Tax deductions by Accolite as per the prevailing income tax regulations. In addition to your Compensation, you are entitled to other benefits in accordance with prevailing benefit policies. These would include Privilege Leave, Casual Leave, Gratuity, Medical & Personal Accident Insurance etc.

**10. Date of Joining:**

If you accept this offer before the stipulated date you must report on duty and commence your job on **1st September 2022**. In case you do not report on the agreed upon date, Accolite may deem that you have declined this offer.

Signature \_\_\_\_\_

*PRITHVI*  
 Accolite Digital India Private Limited  
 Quantitative Analysting & Technology  
 Hyderabad (H), Hyderabad  
 Rajarajeshwari (Dist.)



#### 11. Place of Posting & Transfers:

You will be initially assigned to **Hyderabad**. However, Accolite, at its discretion, can transfer you to any of its subsidiary or affiliate company or client offices in India or overseas. In such cases, your employment may be governed by the terms and conditions applicable at the new location/ company.

#### 12. Probation:

You shall initially be under probation for a period which ordinarily lasts for Ninety (90) days from the date of joining our service. At any time during your probationary period your services may be terminated by Accolite, by giving 15 days' notice in writing or Gross Salary in lieu thereof without assigning any reason.

Similarly, you will be required to give 90 days' notice in writing or 90 days Gross Salary in lieu therefore to Accolite in case you wish to resign / leave the services. In the event of your failing to give notice or tendering 90 days Gross Salary in lieu thereof as stated herein above, Accolite may deduct the same from the dues payable to you. The decision of Accolite Management in this regard will be final and binding on you. On satisfactory completion of your probation, your Appointment will be confirmed in writing. Accolite reserves the right to confirm your appointment even before the expiry of the said 90-day period.

Your Probationary period shall be deemed to have been extended even though no intimation is given to you in writing to that effect for such period till you are confirmed by order in writing.

#### 13. Conduct to be in accordance with Accolite Rules, Regulations, Policies:

During your employment with Accolite, you shall be governed by Accolite Rules, Regulations and/or Policies that may be in force from time to time. It is deemed that you have notice of all the rules, regulations and policies and any amendments thereof when they are communicated to you via email or any other channel or is placed in a web or intranet resource that is commonly accessible to all employees such as an employee portal or a hub.

#### 14. Confidentiality:

The position held by you would be of a strictly confidential nature.

You shall not disclose to any unauthorized person, either during or after your employment with Accolite, any information about the interest or business of Accolite or any affiliated companies. You shall not communicate to any public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information, data or documents, official or otherwise, relating to Accolite except with the prior written consent of an authorized officer of Accolite. Any invention, development, process, adaptation or improvement in procedure or other matters or work including any artistic, literary or other work which can be the subject matter of copyright rights whatsoever, made, developed or discovered by you either alone or jointly with any other person or persons while in employment of Accolite, in connection with or in any way affecting or relating to the business of Accolite or capable of being used or adapted for use therein or in connection therewith shall forthwith be disclosed to Accolite and shall belong to and be the absolute property of Accolite.

You will not during your employment with Accolite or at any time, thereafter, divulge or make known any information in any way whatsoever relating to Accolite or its business or of its customer and/or any other information, secret processes of data and material, which may come to your knowledge during the course of your employment. You will always maintain strict secrecy regarding any technical information, or any other information gained or acquired or imparted to you in the course of your employment.

Signature \_\_\_\_\_

*[Handwritten signature in blue ink]*  
Srinivasulu Reddy  
Srinivasulu Reddy & Associates  
Chartered Accountants  
Banga Roady (Dist.)





You hereby confirm that you have disclosed, fully to Accolite, all of your business, interests whether or not they are similar to or in conflict with the businesses or activities of Accolite and all circumstances in respect of which there is or there might be, a conflict of interest between Accolite and you or any immediate relative or associate. You agree to disclose, fully to Accolite, any such interest or circumstances that may arise during your employment immediately upon such interest or circumstances arriving. Upon separating your employment with Accolite, you shall forthwith return to Accolite all the assets and property of Accolite (including any leased properties), documents, files, books, papers, memos or any other property of Accolite in your possession or under you.

**15. Conflict of Interest / Non-Compete:**

Your position with Accolite calls for your whole-time employment and you will devote yourself exclusively to the business of Accolite. You will 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 of business, without the written consent of Accolite.

You agree that during this Agreement and, for two years thereafter, you will not provide to any Client for whom Accolite has contracted your efforts or any contractor of any such Client or solicit or offer to provide to any such Client or any contractor of any such Client, any software, services, or other products related to your services, whether directly or indirectly without Accolite's written consent.

**16. Background Inquires:**

The offer of employment is subject to satisfactory reference and background checks to be conducted by Accolite or through designated third parties, in the event of your joining Accolite or during the period of your employment contract with Accolite, in case of any unsuccessful reference checks, material information that may have been concealed, misrepresented, or falsified by you at or before the time of this offer, Accolite reserves the right to withdraw the offer or terminate your services with immediate effect, without notice.

**17. Business Courtesy:**

No employee may directly or indirectly accept from or provide to any representative of any organization with which Accolite has a business relationship any gift or favour other than an ordinary business courtesy or social amenity. No employee may solicit any gift or favour. This is viewed very seriously as an abuse of the trust placed by Accolite in the employee and would attract severe disciplinary action from Accolite.

**18. Harassment:**

Accolite is committed to provide a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment, actions, words, jokes, or comments based on an individual's sex, race, colour, place of origin, age, language, ethnicity, creed, religion, disability or sexual orientation will amount to violation of law and the terms of this agreement, and would attract strict disciplinary action from Accolite, and may also include termination of your service.

Signature \_\_\_\_\_

*Signature of [Name] in blue ink*  
Ranga Reddy (Dist.)





#### 11. General:

You will keep us informed of any changes to your residential address or civil status. Prior to commencement of your employment, you and Accolite shall together execute an Employment Agreement detailing the terms of your employment. Since you would have access to the confidential information of not only Accolite but also of other affiliated Accolite companies you shall also be obligated to enter into a Confidentiality and Non-Disclosure Agreement which covers the confidential information of such other affiliated companies.

#### 12. Separation at the instance of the employee:

Your employment is "At Will" and you may resign from your position with Accolite by giving a written notice. Such notice is required to be given at least ninety (90) days in advance of your desired date of separation. Accolite may at its discretion waive this notice period for a consideration of a payment by You of the sum of money corresponding to the unserved notice period computed pro-rata on monthly payables (including salary, bonuses etc.) from the company to the employee.

In the event that the request for such waiver is initiated by You and such request has been processed by Accolite and Accolite has communicated the waiver of such notice period and the amount payable to You, you may not revoke such a request for waiver as a matter of right. Such revocation is however possible with consent of Accolite.

You agree that if you elect to resign from Accolite within one calendar year of your date of joining, your liability to recompensate Accolite may extend cumulatively up to:

y) The tenure bonus actually paid to you from Accolite till the date of resignation, in acknowledgement that the tenure bonus is consideration in lieu of your promise to be employed with Accolite for at least a year.

z) The expenditure incurred by Accolite on account of your Accolite University program, training, and development, capped at INR 1,50,000. Although the said investment in terms of your training, leadership time and the emotional and professional investment from senior employees and peers is unquantifiable, it has been capped to your advantage for the purposes of this agreement; and

aa) Payables on account of unserved notice period.

A full and final statement of any sums owed to you from Accolite, or any sums owed from you to Accolite shall be provided before your date of separation. You agree that you shall deposit any sums owed, if any, to Accolite within 30 days of receiving such a statement from Accolite. Reciprocally, Accolite promises to pay any sums owed to you, if any, within 30 days of issuing such a statement.

#### 13. Termination:

Q. Your employment may be terminated by Accolite by providing a 90-day written notice. Such termination may be with or without cause.

R. However, in the case of a termination with cause such as any or all, of proven indiscipline; misconduct; material misrepresentation of facts and particulars relating to your identity, education or previous employment; and persistent or habitual below-par performance; Accolite may terminate your employment from such date as it may deem fit without advance notice and without needing to compensate you for the residual notice period.

Signature \_\_\_\_\_



On acceptance of the separation notice, before you are relieved, you shall hand over to Accolite all the information and data of Accolite including, but not limited to, correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings and you shall not use, reproduce or retain any copies of these items.

**22. Age of Retirement:**

You will retire from the services of the company on the last date of the month in which you reach the age of sixty. The date of birth as recorded at the time of employment will be reckoned for this purpose.

**23. On joining, you are requested to please provide copies of the following documents, as and where applicable:**

- a. Relieving letter from your current employer
- b. Salary details of your current employment
- c. Letter(s) supporting prior work experience
- d. Certificates of educational qualifications
- e. Tax Summary sheet (or latest Form 16) as applicable from your current employer
- f. 6 passport size photographs in color
- g. PAN Card

Signature \_\_\_\_\_

*[Handwritten signature in blue ink]*  
Ranga Reddy (HMS)



ANNEXURE - COMPENSATION STRUCTURE	
<b>Monthly Components</b>	
Basic salary	INR 14,552
House Rent Allowance	INR 5,861
Special Allowance	INR 2,866
Flexible Basket	INR 4,167
<b>Total Gross Monthly Cost (A)</b>	<b>INR 27,546</b>
<b>Total Gross Monthly Cost - Annualized (B)</b>	<b>INR 3,30,550</b>

<b>Annual Components</b>	
Provident fund	INR 21,099
Health Insurance Premium	INR 18,475
Personal Accident Insurance Premium	INR 320
Gratuity	INR 8,457
<b>Total: Annual (C)</b>	<b>INR 48,351</b>

<b>Other Components</b>	
Variable Pay	INR 21,099
<b>Total - Other Components (D)</b>	<b>INR 21,099</b>

<b>Total Annual Cost to Company (B)+(C)+(D)</b>	<b>INR 4,00,000</b>
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SOCIAL SECURITY & HEALTH BENEFITS [As Per Schemes]	
Hospitalization cost / Reimbursement Limit	INR 3,00,000
Personal Accident Insurance Coverage	INR 10,00,000

<b>ANNUAL FLEXIBLE BASKET COMPONENTS - Not to Exceed</b>	
Food Coupons	INR 26,400
Children Education Allowance	INR 2,400
Leave Travel Allowance	INR 29,304
Fuel Reimbursement and Car Maintenance Charges	INR 39,600
Telephone and Internet Bills Reimbursement	INR 36,000

Please check with HR team for more details.

**Note:**

TDS deduction done based on savings document submission

Signature \_\_\_\_\_

  
28/07/2024  
Accolite Institute of Engineering & Technology  
Gundlupally (M), Rayachoti Nagar,  
Ranga Reddy (Dist)





CONFIDENTIAL – OFFER OF EMPLOYMENT

CHUKKA NAVARATHNA

23rd May 2022

Dear CHUKKA NAVARATHNA,

Accolite Digital India Private Limited is pleased to extend you an offer for a full-time employment position as SDET Engineer. Your annual CTC will be INR 4,00,000/- and we would like to have you begin working with us on 1st September 2022.

Please see the employment terms and conditions noted in this letter and the annexure for details related to your compensation structure. Once you have reviewed the letter in full, please sign each page of this letter in acceptance of the employment terms and conditions.

We very much look forward to welcoming you to Accolite.

Warm regards,

Milind Mutalik  
Head HR - Employee Experience  
Accolite Digital India Pvt. Ltd

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



Accolite Digital India Private Limited, (Hereinafter, "Accolite")

**Employment Terms and Conditions**

**10. Compensation and Benefits:**

Your annual fixed compensation would be **INR 3,51,649/-**. The fixed compensation would comprise Basic, House Rent Allowance, Conveyance, Special Allowance & Flexible Benefits (Refer Annexure).

Your compensation is subject to Tax deductions by Accolite as per the prevailing income tax regulations. In addition to your Compensation, you are entitled to other benefits in accordance with prevailing benefit policies. These would include Privilege Leave, Casual Leave, Gratuity, Medical & Personal Accident Insurance etc.

**A. Variable Pay:** Additionally, based on your performance and/or other business metrics which may be notified to you from time to time in accordance with the applicable appraisal and performance review policy and rules, you may be entitled to a variable pay which will be paid out to you on an annual basis in sync with our performance appraisal cycle (April-March). Variable pay-out can range from 0% (INR 0) to 12% (INR 21,099/-) of annualized basic salary.

The variable pay is not guaranteed. You, hereby acknowledge variable pay is payable only upon achievement of the said performance and/or business metrics and therefore the management enjoys an absolute right in the matters of awarding the variable pay. You are eligible for variable pay if you are in continuous service with Accolite for a minimum period of six (15) months and remain an active employee on the date this payment is made. In the event, you decide to separate from Accolite or serving your notice period, before this variable pay is paid out, you would not be eligible to receive the variable pay.

**B. Tenure Bonus:** You will be entitled for a tenure bonus of INR 2,00,000/-. This tenure bonus will be paid to you in five equal instalments, starting 30th September 2022. The pay-out cycle is as below:

Payment Month and Year	Amount
September 2022	INR 40,000/-
March 2023	INR 40,000/-
September 2023	INR 40,000/-
March 2024	INR 40,000/-
September 2024	INR 40,000/-

In the event that you resign and separate from Accolite within two years of the date of payment of the first instalment of the tenure bonus, you shall be liable to repay to Accolite the full amount that Accolite has paid as your tenure bonus and also it shall be deemed that you forego the rest of the tenure bonus that would have accrued to you otherwise.

Your compensation is subject to Tax deductions by Accolite as per the prevailing income tax regulations. In addition to your Compensation, you are entitled to other benefits in accordance with prevailing benefit policies. These would include Privilege Leave, Casual Leave, Gratuity, Medical & Personal Accident Insurance etc.

**11. Date of Joining:**

If you accept this offer before the stipulated date you must report on duty and commence your job on **1st September 2022**. In case you do not report on the agreed upon date, Accolite may deem that you have declined this offer.

Signature \_\_\_\_\_

*[Handwritten Signature]*  
 Anand Venkatesh of Engineering & Technology  
 Graduate (P), Hyderabad  
 Rangpa Building (2012)



**12. Place of Posting & Transfers:**

You will be initially assigned to **Hyderabad**. However, Accolite, at its discretion, can transfer you to any of its subsidiary or affiliate company or client offices in India or overseas. In such cases, your employment may be governed by the terms and conditions applicable at the new location/ company.

**13. Probation:**

You shall initially be under probation for a period which ordinarily lasts for Ninety (90) days from the date of joining our service. At any time during your probationary period your services may be terminated by Accolite, by giving 15 days' notice in writing or Gross Salary in lieu thereof without assigning any reason.

Similarly, you will be required to give 90 days' notice in writing or 90 days Gross Salary in lieu therefore to Accolite in case you wish to resign / leave the services. In the event of your failing to give notice or tendering 90 days Gross Salary in lieu thereof as stated herein above, Accolite may deduct the same from the dues payable to you. The decision of Accolite Management in this regard will be final and binding on you. On satisfactory completion of your probation, your Appointment will be confirmed in writing. Accolite reserves the right to confirm your appointment even before the expiry of the said 90-day period.

Your Probationary period shall be deemed to have been extended even though no intimation is given to you in writing to that effect for such period till you are confirmed by order in writing.

**14. Conduct to be in accordance with Accolite Rules, Regulations, Policies:**

During your employment with Accolite, you shall be governed by Accolite Rules, Regulations and/or Policies that may be in force from time to time. It is deemed that you have notice of all the rules, regulations and policies and any amendments thereof when they are communicated to you via email or any other channel or is placed in a web or intranet resource that is commonly accessible to all employees such as an employee portal or a hub.

**15. Confidentiality:**

The position held by you would be of a strictly confidential nature.

You shall not disclose to any unauthorized person, either during or after your employment with Accolite, any information about the interest or business of Accolite or any affiliated companies. You shall not communicate to any public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information, data or documents, official or otherwise, relating to Accolite except with the prior written consent of an authorized officer of Accolite. Any invention, development, process, adaptation or improvement in procedure or other matters or work including any artistic, literary or other work which can be the subject matter of copyright rights whatsoever, made, developed or discovered by you either alone or jointly with any other person or persons while in employment of Accolite, in connection with or in any way affecting or relating to the business of Accolite or capable of being used or adapted for use therein or in connection therewith shall forthwith be disclosed to Accolite and shall belong to and be the absolute property of Accolite.

You will not during your employment with Accolite or at any time, thereafter, divulge or make known any information in any way whatsoever relating to Accolite or its business or of its customer and/or any other information, secret processes of data and material, which may come to your knowledge during the course of your employment. You will always maintain strict secrecy regarding any technical information, or any other information gained or acquired or imparted to you in the course of your employment.

Signature \_\_\_\_\_





You hereby confirm that you have disclosed, fully to Accolite, all of your business, interests whether or not they are similar to or in conflict with the businesses or activities of Accolite and all circumstances in respect of which there is or there might be, a conflict of interest between Accolite and you or any immediate relative or associate. You agree to disclose, fully to Accolite, any such interest or circumstances that may arise during your employment immediately upon such interest or circumstances arising. Upon separating your employment with Accolite, you shall forthwith return to Accolite all the assets and property of Accolite (including any leased properties), documents, files, books, papers, memos or any other property of Accolite in your possession or under you.

**16. Conflict of Interest / Non-Compete:**

Your position with Accolite calls for your whole-time employment and you will devote yourself exclusively to the business of Accolite. You will 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 of business, without the written consent of Accolite.

You agree that during this Agreement and, for two years thereafter, you will not provide to any Client for whom Accolite has contracted your efforts or any contractor of any such Client or solicit or offer to provide to any such Client or any contractor of any such Client, any software, services, or other products related to your services, whether directly or indirectly without Accolite's written consent.

**17. Background Inquires:**

The offer of employment is subject to satisfactory reference and background checks to be conducted by Accolite or through designated third parties. In the event of your joining Accolite or during the period of your employment contract with Accolite, in case of any unsuccessful reference checks, material information that may have been concealed, misrepresented, or falsified by you at or before the time of this offer, Accolite reserves the right to withdraw the offer or terminate your services with immediate effect, without notice.

**18. Business Courtesy:**

No employee may directly or indirectly accept from or provide to any representative of any organization with which Accolite has a business relationship any gift or favour other than an ordinary business courtesy or social amenity. No employee may solicit any gift or favour. This is viewed very seriously as an abuse of the trust placed by Accolite in the employee and would attract severe disciplinary action from Accolite.

**10. Harassment:**

Accolite is committed to provide a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment, actions, words, jokes, or comments based on an individual's sex, race, colour, place of origin, age, language, ethnicity, creed, religion, disability or sexual orientation will amount to violation of law and the terms of this agreement, and would attract strict disciplinary action from Accolite, and may also include termination of your service.

Signature \_\_\_\_\_

*[Handwritten Signature]*  
PT. S. S. S. S. S.  
Accolite Institute of Engineering & Technology  
Gummaluru (VT), Rayachoti,  
Rangareddy District, Hyderabad.



## 20. General:

You will keep us informed of any changes to your residential address or civil status. Prior to commencement of your employment, you and Accolite shall together execute an Employment Agreement detailing the terms of your employment. Since you would have access to the confidential information of not only Accolite but also of other affiliated Accolite companies you shall also be obligated to enter into a Confidentiality and Non-Disclosure Agreement which covers the confidential information of such other affiliated companies.

## 12. Separation at the instance of the employee:

Your employment is "At Will" and you may resign from your position with Accolite by giving a written notice. Such notice is required to be given at least ninety (90) days in advance of your desired date of separation. Accolite may at its discretion waive this notice period for a consideration of a payment by You of the sum of money corresponding to the unserved notice period computed pro-rata on monthly payables (including salary, bonuses etc.) from the company to the employee.

In the event that the request for such waiver is initiated by You and such request has been processed by Accolite and Accolite has communicated the waiver of such notice period and the amount payable to You, you may not revoke such a request for waiver as a matter of right. Such revocation is however possible with consent of Accolite.

You agree that if you elect to resign from Accolite within one calendar year of your date of joining, your liability to recompensate Accolite may extend cumulatively up to:

ab) The tenure bonus actually paid to you from Accolite till the date of resignation, in acknowledgement that the tenure bonus is consideration in lieu of your promise to be employed with Accolite for at least a year.

ac) The expenditure incurred by Accolite on account of your Accolite University program, training, and development, capped at INR 1,50,000. Although the said investment in terms of your training, leadership time and the emotional and professional investment from senior employees and peers is unquantifiable, it has been capped to your advantage for the purposes of this agreement; and

ad) Payables on account of unserved notice period.

A full and final statement of any sums owed to you from Accolite, or any sums owed from you to Accolite shall be provided before your date of separation. You agree that you shall deposit any sums owed, if any, to Accolite within 30 days of receiving such a statement from Accolite. Reciprocally, Accolite promises to pay any sums owed to you, if any, within 30 days of issuing such a statement.

## 13. Termination:

5. Your employment may be terminated by Accolite by providing a 90-day written notice. Such termination may be with or without cause.

7. However, in the case of a termination with cause such as any or all, of proven indiscipline; misconduct; material misrepresentation of facts and particulars relating to your identity, education or previous employment; and persistent or habitual below-par performance; Accolite may terminate your employment from such date as it may deem fit without advance notice and without needing to compensate you for the residual notice period.

Signature \_\_\_\_\_

PRINCIPAL  
All India Institute of Education  
Ganthapally (V), Hayathnagar,  
Ranga Reddy (Dist.)



On acceptance of the separation notice, before you are relieved, you shall hand over to Accolite all the information and data of Accolite including, but not limited to, correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings and you shall not use, reproduce or retain any copies of these items.

**23. Age of Retirement:**

You will retire from the services of the company on the last date of the month in which you reach the age of sixty. The date of birth as recorded at the time of employment will be reckoned for this purpose.

**24. On joining, you are requested to please provide copies of the following documents, as and where applicable:**

- a. Relieving letter from your current employer
- b. Salary details of your current employment
- c. Letter(s) supporting prior work experience
- d. Certificates of educational qualifications
- e. Tax Summary sheet (or latest Form 16) as applicable from your current employer
- f. 6 passport size photographs in color.
- g. PAN Card

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

*[Handwritten Signature]*  
General Manager (Engineering & Technology)  
R&D Group (V) Hyderabad  
Rohini Road (Old)





ANNEXURE - COMPENSATION STRUCTURE	
<b>Monthly Components</b>	
Basic salary	INR 14,852
House Rent Allowance	INR 5,861
Special Allowance	INR 2,866
Flexible Basket	INR 4,187
<b>Total Gross Monthly Cost (A)</b>	<b>INR 27,546</b>
<b>Total Gross Monthly Cost - Annualized (B)</b>	<b>INR 3,30,550</b>
<b>Annual Components</b>	
Provident fund	INR 21,099
Health Insurance Premium	INR 18,475
Personal Accident Insurance Premium	INR 320
Gratuity	INR 8,457
<b>Total: Annual (C)</b>	<b>INR 48,351</b>
<b>Other Components</b>	
Variable Pay	INR 21,099
<b>Total - Other Components (D)</b>	<b>INR 21,099</b>
<b>Total Annual Cost to Company (B)+(C)+(D)</b>	<b>INR 4,00,000</b>
<b>SOCIAL SECURITY &amp; HEALTH BENEFITS (As Per Schemes)</b>	
Hospitalization cost / Reimbursement Limit	INR 5,00,000
Personal Accident Insurance Coverage	INR 10,00,000
<b>ANNUAL FLEXIBLE BASKET COMPONENTS - Not to Exceed</b>	
Food Coupons	INR 26,400
Children Education Allowance	INR 2,400
Leave Travel Allowance	INR 29,304
Fuel Reimbursement and Car Maintenance Charges	INR 39,600
Telephone and Internet Bills Reimbursement	INR 36,000

Please check with HR team for more details.

**Note:**

TDS deduction done based on savings document submission

Signature \_\_\_\_\_

*[Handwritten Signature]*  
PRINCIPAL  
Accolite Institute of Engineering & Technology  
Gandhinagar (N), Havelanagar,  
Bangalore (Dist.)



CONFIDENTIAL – OFFER OF EMPLOYMENT

CHINTHA PALLI SRILATHA

23rd May 2022

Dear CHINTHA PALLI SRILATHA,

Accolite Digital India Private Limited is pleased to extend you an offer for a full-time employment position as **SOET Engineer**. Your annual CTC will be **INR 4,00,000/-** and we would like to have you begin working with us on **1st September 2022**.

Please see the employment terms and conditions noted in this letter and the annexure for details related to your compensation structure. Once you have reviewed the letter in full, please sign each page of this letter in acceptance of the employment terms and conditions.

We very much look forward to welcoming you to Accolite.

Warm regards,

Milind Mutalik  
Head HR - Employee Experience  
Accolite Digital India Pvt. Ltd

Signature \_\_\_\_\_

*Handwritten signature and stamp*  
APPROVED  
Milind Mutalik  
Head HR - Employee Experience  
Accolite Digital India Pvt. Ltd



Accolite Digital India Private Limited, (Hereinafter, "Accolite")

**Employment Terms and Conditions:**

**11. Compensation and Benefits:**

Your annual fixed compensation would be **INR 3,51,649/-**. The fixed compensation would comprise Basic, House Rent Allowance, Conveyance, Special Allowance & Flexible Benefits (Refer Annexure).

Your compensation is subject to Tax deductions by Accolite as per the prevailing income tax regulations. In addition to your Compensation, you are entitled to other benefits in accordance with prevailing benefit policies. These would include Privilege Leave, Casual Leave, Gratuity, Medical & Personal Accident Insurance etc.

**A. Variable Pay:** Additionally, based on your performance and/or other business metrics which may be notified to you from time to time in accordance with the applicable appraisal and performance review policy and rules, you may be entitled to a variable pay which will be paid out to you on an annual basis in sync with our performance appraisal cycle (April-March). Variable pay-out can range from 0% (INR 0) to 12% (INR 21,099/-) of annualized basic salary.

The variable pay is not guaranteed. You, hereby acknowledge variable pay is payable only upon achievement of the said performance and/or business metrics and therefore the management enjoys an absolute right in the matters of awarding the variable pay. You are eligible for variable pay if you are in continuous service with Accolite for a minimum period of six (6) months and remain an active employee on the date this payment is made. In the event, you decide to separate from Accolite or serving your notice period, before this variable pay is paid out, you would not be eligible to receive the variable pay.

**B. Tenure Bonus:** You will be entitled for a tenure bonus of INR 2,00,000/-. This tenure bonus will be paid to you in five equal instalments, starting 30th September 2022. The pay-out cycle is as below:

Payment Month and Year	Amount
September 2022	INR 40,000/-
March 2023	INR 40,000/-
September 2023	INR 40,000/-
March 2024	INR 40,000/-
September 2024	INR 40,000/-

In the event that you resign and separate from Accolite within two years of the date of payment of the first instalment of the tenure bonus, you shall be liable to repay to Accolite the full amount that Accolite has paid as your tenure bonus and also it shall be deemed that you forego the rest of the tenure bonus that would have accrued to you otherwise.

Your compensation is subject to Tax deductions by Accolite as per the prevailing income tax regulations. In addition to your Compensation, you are entitled to other benefits in accordance with prevailing benefit policies. These would include Privilege Leave, Casual Leave, Gratuity, Medical & Personal Accident Insurance etc.

**12. Date of Joining:**

If you accept this offer before the stipulated date you must report on duty and commence your job on **1st September 2022**. In case you do not report on the agreed upon date, Accolite may deem that you have declined this offer.

Signature \_\_\_\_\_

*Principal*  
Principal  
VIT-AP Institute of Engineering & Technology  
Guntur (V), NARASARAOPETA  
Ranga Reddy (Dist)





**13. Place of Posting & Transfers:**

You will be initially assigned to **Hyderabad**. However, Accolite, at its discretion, can transfer you to any of its subsidiary or affiliate company or client offices in India or overseas. In such cases, your employment may be governed by the terms and conditions applicable at the new location/ company.

**14. Probation:**

You shall initially be under probation for a period which ordinarily lasts for Ninety (90) days from the date of joining our service. At any time during your probationary period your services may be terminated by Accolite, by giving 15 days' notice in writing or Gross Salary in lieu thereof without assigning any reason.

Similarly, you will be required to give 90 days' notice in writing or 90 days Gross Salary in lieu therefore to Accolite in case you wish to resign / leave the services. In the event of your failing to give notice or tendering 90 days Gross Salary in lieu thereof as stated herein above, Accolite may deduct the same from the dues payable to you. The decision of Accolite Management in this regard will be final and binding on you. On satisfactory completion of your probation, your Appointment will be confirmed in writing. Accolite reserves the right to confirm your appointment even before the expiry of the said 90-day period.

Your Probationary period shall be deemed to have been extended even though no intimation is given to you in writing to that effect for such period till you are confirmed by order in writing.

**15. Conduct to be in accordance with Accolite Rules, Regulations, Policies:**

During your employment with Accolite, you shall be governed by Accolite Rules, Regulations and/or Policies that may be in force from time to time. It is deemed that you have notice of all the rules, regulations and policies and any amendments thereof when they are communicated to you via email or any other channel or is placed in a web or intranet resource that is commonly accessible to all employees such as an employee portal or a hub.

**16. Confidentiality:**

The position held by you would be of a strictly confidential nature.

You shall not disclose to any unauthorized person, either during or after your employment with Accolite, any information about the interest or business of Accolite or any affiliated companies. You shall not communicate to any public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information, data or documents, official or otherwise, relating to Accolite except with the prior written consent of an authorized officer of Accolite. Any invention, development, process, adaptation or improvement in procedure or other matters or work including any artistic, literary or other work which can be the subject matter of copyright rights whatsoever, made, developed or discovered by you either alone or jointly with any other person or persons while in employment of Accolite, in connection with or in any way affecting or relating to the business of Accolite or capable of being used or adapted for use therein or in connection therewith shall forthwith be disclosed to Accolite and shall belong to and be the absolute property of Accolite.

You will not during your employment with Accolite or at any time, thereafter, divulge or make known any information in any way whatsoever relating to Accolite or its business or of its customer and/or any other information, secret processes of data and material, which may come to your knowledge during the course of your employment. You will always maintain strict secrecy regarding any technical information, or any other information gained or acquired or imparted to you in the course of your employment.

Signature \_\_\_\_\_

**PRINCIPAL**  
Accolite Institute of Engineering & Technology  
Synthesis (V), Hyderabad, India  
Bangalore Road (Dist)



You hereby confirm that you have disclosed, fully to Accolite, all of your business, interests whether or not they are similar to or in conflict with the businesses or activities of Accolite and all circumstances in respect of which there is or there might be, a conflict of interest between Accolite and you or any immediate relative or associate. You agree to disclose, fully to Accolite, any such interest or circumstances that may arise during your employment immediately upon such interest or circumstances arriving. Upon separating your employment with Accolite, you shall forthwith return to Accolite all the assets and property of Accolite (including any leased properties), documents, files, books, papers, memos or any other property of Accolite in your possession or under you.

**17. Conflict of Interest / Non-Compete:**

Your position with Accolite calls for your whole-time employment and you will devote yourself exclusively to the business of Accolite. You will 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 of business, without the written consent of Accolite.

You agree that during this Agreement and, for two years thereafter, you will not provide to any Client for whom Accolite has contracted your efforts or any contractor of any such Client or solicit or offer to provide to any such Client or any contractor of any such Client, any software, services, or other products related to your services, whether directly or indirectly without Accolite's written consent.

**18. Background Inquires:**

The offer of employment is subject to satisfactory reference and background checks to be conducted by Accolite or through designated third parties. In the event of your joining Accolite or during the period of your employment contract with Accolite, in case of any unsuccessful reference checks, material information that may have been concealed, misrepresented, or falsified by you at or before the time of this offer, Accolite reserves the right to withdraw the offer or terminate your services with immediate effect, without notice.

**19. Business Courtesy:**

No employee may directly or indirectly accept from or provide to any representative of any organization with which Accolite has a business relationship any gift or favour other than an ordinary business courtesy or social amenity. No employee may solicit any gift or favour. This is viewed very seriously as an abuse of the trust placed by Accolite in the employee and would attract severe disciplinary action from Accolite.

**10. Harassment:**

Accolite is committed to provide a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment, actions, words, jokes, or comments based on an individual's sex, race, colour, place of origin, age, language, ethnicity, creed, religion, disability or sexual orientation will amount to violation of law and the terms of this agreement, and would attract strict disciplinary action from Accolite, and may also include termination of your service.

Signature \_\_\_\_\_

PRINCIPAL  
Aryabhat Institute of Engineering & Technology  
Gunthapally (M. Narsimha Rao,  
Ranga Reddy (Dist.)





## 21. General:

You will keep us informed of any changes to your residential address or civil status. Prior to commencement of your employment, you and Accolite shall together execute an Employment Agreement detailing the terms of your employment. Since you would have access to the confidential information of not only Accolite but also of other affiliated Accolite companies you shall also be obligated to enter into a Confidentiality and Non-Disclosure Agreement which covers the confidential information of such other affiliated companies.

## 12. Separation at the instance of the employee:

Your employment is "At Will" and you may resign from your position with Accolite by giving a written notice. Such notice is required to be given at least ninety (90) days in advance of your desired date of separation. Accolite may at its discretion waive this notice period for a consideration of a payment by You of the sum of money corresponding to the unserved notice period computed pro-rata on monthly payables (including salary, bonuses etc.) from the company to the employee.

In the event that the request for such waiver is initiated by You and such request has been processed by Accolite and Accolite has communicated the waiver of such notice period and the amount payable to You, you may not revoke such a request for waiver as a matter of right. Such revocation is however possible with consent of Accolite.

You agree that if you elect to resign from Accolite within one calendar year of your date of joining, your liability to recompensate Accolite may extend cumulatively up to:

- ae) The tenure bonus actually paid to you from Accolite till the date of resignation, in acknowledgement that the tenure bonus is consideration in lieu of your promise to be employed with Accolite for at least a year.
- af) The expenditure incurred by Accolite on account of your Accolite University program, training, and development, capped at INR 1,50,000. Although the said investment in terms of your training, leadership time and the emotional and professional investment from senior employees and peers is unquantifiable, it has been capped to your advantage for the purposes of this agreement; and
- ag) Payables on account of unserved notice period.

A full and final statement of any sums owed to you from Accolite, or any sums owed from you to Accolite shall be provided before your date of separation. You agree that you shall deposit any sums owed, if any, to Accolite within 30 days of receiving such a statement from Accolite. Reciprocally, Accolite promises to pay any sums owed to you, if any, within 30 days of issuing such a statement.

## 13. Termination:

U. Your employment may be terminated by Accolite by providing a 90-day written notice. Such termination may be with or without cause.

V. However, in the case of a termination with cause such as any or all, of proven indiscipline; misconduct; material misrepresentation of facts and particulars relating to your identity, education or previous employment; and persistent or habitual below-par performance; Accolite may terminate your employment from such date as it may deem fit without advance notice and without needing to compensate you for the residual notice period.

PRINCIPAL  
Anandhi Institute of Engineering & Technology  
Gunthakota (V), Hayathnagar  
Signature \_\_\_\_\_  
Kanga Reddy (Dist.)





On acceptance of the separation notice, before you are relieved, you shall hand over to Accolite all the information and data of Accolite including, but not limited to, correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings and you shall not use, reproduce or retain any copies of these items.

**24. Age of Retirement:**

You will retire from the services of the company on the last date of the month in which you reach the age of sixty. The date of birth as recorded at the time of employment will be reckoned for this purpose.

**25. On joining, you are requested to please provide copies of the following documents, as and where applicable:**

- a. Relieving letter from your current employer
- b. Salary details of your current employment
- c. Letter(s) supporting prior work experience
- d. Certificates of educational qualifications
- e. Tax Summary sheet (or latest Form 16) as applicable from your current employer
- f. 6 passport size photographs in color.
- g. PAN Card

PRINCIPAL  
Accolite Signature Engineering & Technology  
Guntur (V), Hayadonger,  
Ranga Reddy (Dist.)



ANNEXURE - COMPENSATION STRUCTURE	
<b>Monthly Components</b>	
Basic salary	INR 14,652
House Rent Allowance	INR 5,861
Special Allowance	INR 2,866
Flexible Basket	INR 4,167
<b>Total Gross Monthly Cost (A)</b>	<b>INR 27,546</b>
<b>Total Gross Monthly Cost - Annualized (B)</b>	<b>INR 3,30,550</b>

<b>Annual Components</b>	
Provident fund	INR 21,099
Health Insurance Premium	INR 18,475
Personal Accident Insurance Premium	INR 320
Gratuity	INR 8,457
<b>Total: Annual (C)</b>	<b>INR 48,351</b>

<b>Other Components</b>	
Variable Pay	INR 21,099
<b>Total - Other Components (D)</b>	<b>INR 21,099</b>

<b>Total Annual Cost to Company (B)+(C)+(D)</b>	<b>INR 4,00,000</b>
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SOCIAL SECURITY & HEALTH BENEFITS (As Per Schemes)	
Hospitalization cost / Reimbursement Limit	INR 3,00,000
Personal Accident Insurance Coverage	INR 10,00,000

<b>ANNUAL FLEXIBLE BASKET COMPONENTS - Not to Exceed</b>	<b>INR 50,000</b>
Food Coupons	INR 28,400
Children Education Allowance	INR 2,400
Leave Travel Allowance	INR 29,304
Fuel Reimbursement and Car Maintenance Charges	INR 39,600
Telephone and Internet Bills Reimbursement	INR 36,000

Please check with HR team for more details.

**Note:**

TDS deduction done based on savings document submission.

Signature \_\_\_\_\_

PROVIDENT  
ACCOLITE DIGITAL  
Gurugram (N), Haryana  
Ranga Reddy (Dist.)



CONFIDENTIAL – OFFER OF EMPLOYMENT

ALLAKONDA PRANAY KUMAR

23rd May 2022

Dear ALLAKONDA PRANAY KUMAR,

Accolite Digital India Private Limited is pleased to extend you an offer for a full-time employment position as SDET Engineer. Your annual CTC will be INR 4,00,000/- and we would like to have you begin working with us on 1st September 2022.

Please see the employment terms and conditions noted in this letter and the annexure for details related to your compensation structure. Once you have reviewed the letter in full, please sign each page of this letter in acceptance of the employment terms and conditions.

We very much look forward to welcoming you to Accolite.

Warm regards,

Milind Mutalik  
Head HR - Employee Experience  
Accolite Digital India Pvt. Ltd

Signature \_\_\_\_\_

*Milind Mutalik*  
Milind Mutalik  
Accolite Digital India Private Limited  
Ranga Reddy (Dist)





Accolite Digital India Private Limited, (Hereinafter, "Accolite")

**Employment Terms and Conditions**

**12. Compensation and Benefits:**

Your annual fixed compensation would be **INR 3,51,649/-**. The fixed compensation would comprise Basic, House Rent Allowance, Conveyance, Special Allowance & Flexible Benefits (Refer Annexure).

Your compensation is subject to Tax deductions by Accolite as per the prevailing income tax regulations. In addition to your Compensation, you are entitled to other benefits in accordance with prevailing benefit policies. These would include Privilege Leave, Casual Leave, Gratuity, Medical & Personal Accident Insurance etc.

**A. Variable Pay:** Additionally, based on your performance and/or other business metrics which may be notified to you from time to time in accordance with the applicable appraisal and performance review policy and rules, you may be entitled to a variable pay which will be paid out to you on an annual basis in sync with our performance appraisal cycle (April-March). Variable pay-out can range from 0% (INR 0) to 12% (INR 21,099/-) of annualized basic salary.

The variable pay is not guaranteed. You, hereby acknowledge variable pay is payable only upon achievement of the said performance and/or business metrics and therefore the management enjoys an absolute right in the matters of awarding the variable pay. You are eligible for variable pay if you are in continuous service with Accolite for a minimum period of six (17) months and remain an active employee on the date this payment is made. In the event, you decide to separate from Accolite or serving your notice period, before this variable pay is paid out, you would not be eligible to receive the variable pay.

**B. Tenure Bonus:** You will be entitled for a tenure bonus of **INR 2,00,000/-**. This tenure bonus will be paid to you in five equal instalments, starting 30th September 2022. The pay-out cycle is as below:

Payment Month and Year	Amount
September 2022	INR 40,000/-
March 2023	INR 40,000/-
September 2023	INR 40,000/-
March 2024	INR 40,000/-
September 2024	INR 40,000/-

In the event that you resign and separate from Accolite within two years of the date of payment of the first instalment of the tenure bonus, you shall be liable to repay to Accolite the full amount that Accolite has paid as your tenure bonus and also it shall be deemed that you forego the rest of the tenure bonus that would have accrued to you otherwise.

Your compensation is subject to Tax deductions by Accolite as per the prevailing income tax regulations. In addition to your Compensation, you are entitled to other benefits in accordance with prevailing benefit policies. These would include Privilege Leave, Casual Leave, Gratuity, Medical & Personal Accident Insurance etc.

**13. Date of Joining:**

If you accept this offer before the stipulated date you must report on duty and commence your job on **1st September 2022**. In case you do not report on the agreed upon date, Accolite may deem that you have declined this offer.

Signature \_\_\_\_\_

*Handwritten signature in blue ink*  
 Authorised Representative of Employee & Technology  
 Ranga Reddy (SLL)



**14. Place of Posting & Transfers:**

You will be initially assigned to **Hyderabad**. However, Accolite, at its discretion, can transfer you to any of its subsidiary or affiliate company or client offices in India or overseas. In such cases, your employment may be governed by the terms and conditions applicable at the new location/ company.

**15. Probation:**

You shall initially be under probation for a period which ordinarily lasts for Ninety (90) days from the date of joining our service. At any time during your probationary period your services may be terminated by Accolite, by giving 15 days' notice in writing or Gross Salary in lieu thereof without assigning any reason.

Similarly, you will be required to give 90 days' notice in writing or 90 days Gross Salary in lieu therefore to Accolite in case you wish to resign / leave the services. In the event of your failing to give notice or tendering 90 days Gross Salary in lieu thereof as stated herein above, Accolite may deduct the same from the dues payable to you. The decision of Accolite Management in this regard will be final and binding on you. On satisfactory completion of your probation, your Appointment will be confirmed in writing. Accolite reserves the right to confirm your appointment even before the expiry of the said 90-day period.

Your Probationary period shall be deemed to have been extended even though no intimation is given to you in writing to that effect for such period till you are confirmed by order in writing.

**16. Conduct to be in accordance with Accolite Rules, Regulations, Policies:**

During your employment with Accolite, you shall be governed by Accolite Rules, Regulations and/or Policies that may be in force from time to time. It is deemed that you have notice of all the rules, regulations and policies and any amendments thereof when they are communicated to you via email or any other channel or is placed in a web or intranet resource that is commonly accessible to all employees such as an employee portal or a hub.

**17. Confidentiality:**

The position held by you would be of a strictly confidential nature.

You shall not disclose to any unauthorized person, either during or after your employment with Accolite, any information about the interest or business of Accolite or any affiliated companies. You shall not communicate to any public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information, data or documents, official or otherwise, relating to Accolite except with the prior written consent of an authorized officer of Accolite. Any invention, development, process, adaptation or improvement in procedure or other matters or work including any artistic, literary or other work which can be the subject matter of copyright rights whatsoever, made, developed or discovered by you either alone or jointly with any other person or persons while in employment of Accolite, in connection with or in any way affecting or relating to the business of Accolite or capable of being used or adapted for use therein or in connection therewith shall forthwith be disclosed to Accolite and shall belong to and be the absolute property of Accolite.

You will not during your employment with Accolite or at any time, thereafter, divulge or make known any information in any way whatsoever relating to Accolite or its business or of its customer and/or any other information, secret processes of data and material, which may come to your knowledge during the course of your employment. You will always maintain strict secrecy regarding any technical information, or any other information gained or acquired or imparted to you in the course of your employment.

Signature \_\_\_\_\_

Principal  
Accolite Digital India Private Limited  
Gachibowli, Hyderabad,  
Ranga Reddy (Dist.)





You hereby confirm that you have disclosed, fully to Accolite, all of your business, interests whether or not they are similar to or in conflict with the businesses or activities of Accolite and all circumstances in respect of which there is or there might be, a conflict of interest between Accolite and you or any immediate relative or associate. You agree to disclose, fully to Accolite, any such interest or circumstances that may arise during your employment immediately upon such interest or circumstances arising. Upon separating your employment with Accolite, you shall forthwith return to Accolite all the assets and property of Accolite (including any leased properties), documents, files, books, papers, memos or any other property of Accolite in your possession or under you.

**18. Conflict of Interest / Non-Compete:**

Your position with Accolite calls for your whole-time employment and you will devote yourself exclusively to the business of Accolite. You will 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 of business, without the written consent of Accolite.

You agree that during this Agreement and, for two years thereafter, you will not provide to any Client for whom Accolite has contracted your efforts or any contractor of any such Client or solicit or offer to provide to any such Client or any contractor of any such Client, any software, services, or other products related to your services, whether directly or indirectly without Accolite's written consent.

**19. Background Inquires:**

The offer of employment is subject to satisfactory reference and background checks to be conducted by Accolite or through designated third parties. In the event of your joining Accolite or during the period of your employment contract with Accolite, in case of any unsuccessful reference checks, material information that may have been concealed, misrepresented, or falsified by you at or before the time of this offer, Accolite reserves the right to withdraw the offer or terminate your services with immediate effect, without notice.

**20. Business Courtesy:**

No employee may directly or indirectly accept from or provide to any representative of any organization with which Accolite has a business relationship any gift or favour other than an ordinary business courtesy or social amenity. No employee may solicit any gift or favour. This is viewed very seriously as an abuse of the trust placed by Accolite in the employee and would attract severe disciplinary action from Accolite.

**10. Harassment:**

Accolite is committed to provide a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment, actions, words, jokes, or comments based on an individual's sex, race, colour, place of origin, age, language, ethnicity, creed, religion, disability or sexual orientation will amount to violation of law and the terms of this agreement, and would attract strict disciplinary action from Accolite, and may also include termination of your service.

Signature \_\_\_\_\_

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





## 22. General:

You will keep us informed of any changes to your residential address or civil status. Prior to commencement of your employment, you and Accolite shall together execute an Employment Agreement detailing the terms of your employment. Since you would have access to the confidential information of not only Accolite but also of other affiliated Accolite companies you shall also be obligated to enter into a Confidentiality and Non-Disclosure Agreement which covers the confidential information of such other affiliated companies.

## 12. Separation at the instance of the employee:

Your employment is "At Will" and you may resign from your position with Accolite by giving a written notice. Such notice is required to be given at least ninety (90) days in advance of your desired date of separation. Accolite may at its discretion waive this notice period for a consideration of a payment by You of the sum of money corresponding to the unserved notice period computed pro-rata on monthly payables (including salary, bonuses etc.) from the company to the employee.

In the event that the request for such waiver is initiated by You and such request has been processed by Accolite and Accolite has communicated the waiver of such notice period and the amount payable to You, you may not revoke such a request for waiver as a matter of right. Such revocation is however possible with consent of Accolite.

You agree that if you elect to resign from Accolite within one calendar year of your date of joining, your liability to recompensate Accolite may extend cumulatively up to:

- ah) The tenure bonus actually paid to you from Accolite till the date of resignation, in acknowledgement that the tenure bonus is consideration in lieu of your promise to be employed with Accolite for at least a year.
- ai) The expenditure incurred by Accolite on account of your Accolite University program, training, and development, capped at INR 1,50,000. Although the said investment in terms of your training, leadership time and the emotional and professional investment from senior employees and peers is unquantifiable, it has been capped to your advantage for the purposes of this agreement; and
- aj) Payables on account of unserved notice period.

A full and final statement of any sums owed to you from Accolite, or any sums owed from you to Accolite shall be provided before your date of separation. You agree that you shall deposit any sums owed, if any, to Accolite within 30 days of receiving such a statement from Accolite. Reciprocally, Accolite promises to pay any sums owed to you, if any, within 30 days of issuing such a statement.

## 13. Termination:

W. Your employment may be terminated by Accolite by providing a 90-day written notice. Such termination may be with or without cause.

X. However, in the case of a termination with cause such as any or all, of proven indiscipline; misconduct; material misrepresentation of facts and particulars relating to your identity, education or previous employment; and persistent or habitual below-par performance; Accolite may terminate your employment from such date as it may deem fit without advance notice and without needing to compensate you for the residual notice period.

Signature \_\_\_\_\_

*[Handwritten Signature]*  
Principal  
Gyan Ganga Institute of English  
Gandhinagar, Hyderabad  
Ranga Reddy (Dist.)



On acceptance of the separation notice, before you are relieved, you shall hand over to Accolite all the information and data of Accolite including, but not limited to, correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings and you shall not use, reproduce or retain any copies of these items.

**25. Age of Retirement:**

You will retire from the services of the company on the last date of the month in which you reach the age of sixty. The date of birth as recorded at the time of employment will be reckoned for this purpose.

**26. On joining, you are requested to please provide copies of the following documents, as and where applicable:**

- a. Relieving letter from your current employer
- b. Salary details of your current employment
- c. Letter(s) supporting prior work experience
- d. Certificates of educational qualifications
- e. Tax Summary sheet (or latest Form 16) as applicable from your current employer
- f. 6 passport size photographs in color.
- g. PAN Card

Signature \_\_\_\_\_

*PRINCE*  
Accolite Digital India Private Limited  
Gen. Ranga Reddy (V), Hayathnagar,  
Ranga Reddy (Dist.)



ANNEXURE - COMPENSATION STRUCTURE	
<b>Monthly Components</b>	
Basic salary	INR 14,652
House Rent Allowance	INR 5,861
Special Allowance	INR 2,886
Flexible Basket	INR 4,167
<b>Total Gross Monthly Cost (A)</b>	<b>INR 27,546</b>
<b>Total Gross Monthly Cost - Annualized (B)</b>	<b>INR 3,30,550</b>

<b>Annual Components</b>	
Provident fund	INR 21,099
Health Insurance Premium	INR 18,475
Personal Accident Insurance Premium	INR 320
Gratuity	INR 8,457
<b>Total: Annual (C)</b>	<b>INR 48,351</b>

<b>Other Components</b>	
Variable Pay	INR 21,099
<b>Total - Other Components (D)</b>	<b>INR 21,099</b>

<b>Total Annual Cost to Company (B)+(C)+(D)</b>	<b>INR 4,00,000</b>
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SOCIAL SECURITY & HEALTH BENEFITS [As Per Schemes]	
Hospitalization cost / Reimbursement Limit	INR 3,00,000
Personal Accident Insurance Coverage	INR 10,00,000

<b>ANNUAL FLEXIBLE BASKET COMPONENTS - Not to Exceed</b>	
Food Coupons	INR 26,400
Children Education Allowance	INR 2,400
Leave Travel Allowance	INR 29,304
Fuel Reimbursement and Car Maintenance Charges	INR 39,600
Telephone and Internet Bills Reimbursement	INR 36,000

Please check with HR team for more details.

**Note:**

TDS deduction done based on savings document submission

Signature \_\_\_\_\_

PRINCIPAL  
Accolite Institute of Engineering & Technology  
Gunthapally (V), Heyothnagar,  
Ranga Reddy (Dist.)





## Offer Letter for Employment

To,  
**PATIBANDA LAKSHMI SAIMANOJ,**

**Sub: Offer Letter for Employment**

**Dear PATIBANDA LAKSHMI SAIMANOJ,**

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.  
Gunshetty, T.Y. / Kuvempu, ANAPUR, RA. 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, 5th Block,  
Koramangala, Bengaluru,  
Karnataka - 560095**Contact Bhilai:**  
☎ +91-788-4083007/8**Contact Bengaluru:**  
☎ +91-80-41660003  
☎ +91-81023521023

GLB/2022/021

www.globussoft.com

30/06/2022

Ref. No.

Date

## Offer Letter for Employment

To,  
**BADAVATH PRAVEEN,**

**Sub: Offer Letter for Employment**

**Dear BADAVATH PRAVEEN,**

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

*[Handwritten Signature]*  
PRINCIPAL  
Avanthi Institute of Engg. & Tech  
Gandhinagar, V2, Abadipalem, Hyderabad

**STPI**

Registered Unit of STPI. An ISO 9001:2008 Certified Company.

100% Export Oriented Unit: AAHF-G150SHEM001, Import Export Code (IEC) No. 6305000127



**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

GLB/2022/026

www.globussoft.com

30/06/2022

Ref. No. \_\_\_\_\_

Date \_\_\_\_\_

### Offer Letter for Employment

To,  
**VADDE SRINIVASULU,**

**Sub: Offer Letter for Employment**

**Dear VADDE SRINIVASULU,**

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  
Ginthole, CVR, Anaparthi, Nellore Dist., AP

**STPI**

Registered Unit of STPI. An ISO 9001:2008 Certified Company.

100% Export Oriented Unit: AAHFG1505HEM001, Import Export Code (IEC) No. 6306000127



## Offer Letter for Employment

To,  
**LAKAVATH DEVARAJ,**

**Sub: Offer Letter for Employment**

**Dear LAKAVATH DEVARAJ,**

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

*[Handwritten Signature]*  
PRINCIPAL  
Avanthi Institute of Engg & Tech  
Hyderabad  
[Stamp]

## Offer Letter for Employment

To,  
**ISUKAPATLA ASHISHCHANDAN,**

**Sub: Offer Letter for Employment**

**Dear ISUKAPATLA ASHISHCHANDAN,**

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.  
Guntur (V), Ass. Dist. of Guntur, Andhra Pradesh





Corporate Office  
Plot No. 6/3/639/640  
2nd Floor  
Golden Edifice  
Khairatabad  
Hyderabad - 500004

Letter of Intent

May 18, 2022

Dear GANDLA RAMYA,

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.1,80,000/- (One Lakh Eighty 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 be 3 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 2<sup>nd</sup> 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

(P. RADHA KRISHNA )  
Leader - IT & Infrastructure

  
Avanti Education & Tech.  
Guntur, N. Andhra Pradesh, India





Letter of Intent

May 18, 2022

Dear M RAMESH,

**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.1,80,000/- ( One Lakh Eighty 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 be 3 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 2<sup>nd</sup> 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

(P. RAJNA KRISHNA )  
Leader - IT & Infrastructure

  
PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Maha



Letter of Intent

May 18, 2022

Dear MARAM ASHOK 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.1,80,000/- (One Lakh Eighty 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 be 3 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 2<sup>nd</sup> 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

(P. RADHA KRISHNA )  
Leader - IT & Infrastructure

PRINCIPAL,  
Avanhi Institute of Engg. & Tech.  
Gundlupeta, Andhra Pradesh (Mdi), R.R. Dist.



Corporate Office:  
Plot No. 6/3/638/640  
2nd Floor  
Golden Edifice  
Khairatabad  
Hyderabad - 500004

Letter of Intent

May 18, 2022

Dear MASANAM VENUKUMAR,

**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.1,80,000/- ( One Lakh Eighty 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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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

(P. RADHA KRISHNA )  
Leader - IT & Infrastructure

  
PRINCIPAL  
Avanti Institute of Engg. & Tech.  
Guntur (V), Andhra Pradesh (M.S.) S.R. Co.



Letter of Intent

May 18, 2022

Dear TADIVAKA PAVAN TEJA,

**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.1,80,000/- ( One Lakh Eighty 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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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:

(P. RADHA KRISHNA )  
Leader - IT & Infrastructure



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

Letter of Intent

May 18, 2022

Dear YANALA PRASANNA,

**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.1,80,000/- ( One Lakh Eighty 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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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:

(P. RADHA KRISHNA )  
Leader - IT & Infrastructure



PRINCIPAL  
Avanthi Institute of Engg. & Tech  
Santhosh (N), Madhavaram (M), RR Dist

Letter of Intent

May 18, 2022

Dear B VENKATA SAI KRISHNA,

**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.1,80,000/- ( One Lakh Eighty 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 be 3 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 2<sup>nd</sup> 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:

(P. RADRA KRISHNA )  
Leader - IT & Infrastructure



PRINCIPAL  
Avanthi Institute of Engg. & Tech.  
Gundlupeta, Andhra Pradesh, India





Letter of Intent

May 18, 2022

Dear NIMMALA ROHITH 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.1,80,000/- ( One Lakh Eighty Thousands only) which excludes other benefits like Food expenses & TA/DA allowance.

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For Maha Electronics:

(P. RADHA KRISHNA )  
Leader - IT & Infrastructure

PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Gandhinagar, Hyderabad (M.R.R. Dist)

Letter of Intent

May 18, 2022

Dear VEMULA RAJESH,

**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.1,80,000/- ( One Lakh Eighty 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:

(P. RADHA KRISHNA )  
Leader - IT & Infrastructure



P. Radha Krishna  
Avanti Institute of Engg & Tech  
Sambalpur, Odisha - 751005



Letter of Intent

May 18, 2022

Dear KOTHAPALLI VAMSHI,

**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.1,80,000/- ( One Lakh Eighty Thousands only) which excludes other benefits like Food expenses & TA/DA allowance.

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For Maha Electronics

(P. RADHA KRISHNA )  
Leader - IT & Infrastructure

Avanti  
Gurba  
R.R.C.





Letter of Intent

May 18, 2022

Dear BOODU SAIKUMAR,

**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.1,80,000/- (One Lakh Eighty Thousands only) which excludes other benefits like Food expenses & TA/DA allowance.

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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.

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

For Maha Electronics

(P. RADHA KRISHNA )  
Leader - IT & Infrastructure

  
Authorized  
Signature

2022  
21.05.2022



Corporate Office:  
Plot No. 6/3/638/640  
2nd Floor  
Golden Edifice  
Khairatabad  
Hyderabad - 500004

Letter of Intent

May 18, 2022

Dear N VENKATA SAI KRISHNA KARTHIK,

**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.1,80,000/- ( One Lakh Eighty 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

(P. RAJHA KRISHNA )  
Leader - IT & Infrastructure

PRINCIPAL  
Avanti Institute of Engg. & Tech.  
Ganthapally (V), Keesala, Jangal (Dist), RR Dist.



Corporate Office:  
Plot No. 6/3/639/640  
2nd Floor  
Golden Edifice  
Khairatabad  
Hyderabad - 500004

Letter of Intent

May 18, 2022

Dear N VENKATA SAI KRISHNA KARTHIK,

**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.1,80,000/- ( One Lakh Eighty Thousands only) which excludes other benefits like Food expenses & TA/DA allowance.

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For Maha Electronics

(P. RADHA KRISHNA )  
Leader - IT & Infrastructure

PRINCIPAL  
Avanti Institute of Engg. & Tech.  
Gundlupudi, N. Narayanpet, 500004, R.R. Dist.





Corporate Office,  
Plot No. 6/3/639/640  
2nd Floor  
Golden Edifice  
Khairatabad  
Hyderabad - 500004

Letter of Intent

May 18, 2022

Dear THUPAKULA RUPARANI,

**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.1,80,000/- ( One Lakh Eighty Thousands only) which excludes other benefits like Food expenses & TA/DA allowance.

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For Maha Electronics

(P. RADHA KRISHNA )  
Leader - IT & Infrastructure

  
PRINCIPAL  
Avanti Institute of Engg. & Tech.  
Gandhinagar, Hyderabad - 500015  
Contact: 011-26100000 (M), 011-26100001 (R), 011-26100002 (C)

Letter of Intent

May 18, 2022

Dear J RAGHUVARMA 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.1,80,000/- ( One Lakh Eighty Thousands only) which excludes other benefits like Food expenses & TA/DA allowance.

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For Maha Electronics

(P. RADHA KRISHNA )  
Leader - IT & Infrastructure



PRINCIPAL  
Avanhi Institute of Engg. & Tech  
Gandhinagar, Hyderabad (MS) 500 082



Corporate Office  
Plot No. 6/3/639/640  
2nd Floor  
Golden Edifice  
Khairatabad  
Hyderabad - 500004

Letter of Intent

May 18, 2022

Dear R SANDEEP 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.1,80,000/- ( One Lakh Eighty Thousands only) which excludes other benefits like Food expenses & TA/DA allowance.

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For Maha Electronics

(P. RADHA KRISHNA )  
Leader - IT & Infrastructure

PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Gandhinagar (M), Adilapet (M), & R. Dist





Corporate Office:  
Plot No. 6/3/639/640  
2nd Floor  
Golden Edifice  
Khairatabad  
Hyderabad - 500004

Letter of Intent

May 18, 2022

Dear BEESA NAVEEN,

**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.1,80,000/- ( One Lakh Eighty Thousands only) which excludes other benefits like Food expenses & TA/DA allowance.

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For Maha Electronics:

(P. RADHA KRISHNA )  
Leader - IT & Infrastructure

  
PRINCIPAL  
Avanti Institute of Engg. & Tech.  
Gandhinagar, Hyderabad (Ms.) R.R. Dist.



Corporate Office  
Plot No. 6/3/639/640  
2nd Floor  
Golden Edifice  
Khairatabad  
Hyderabad - 500004

Letter of Intent

May 18, 2022

Dear DAYYALA VIDYASAGAR,

**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.1,80,000/- ( One Lakh Eighty Thousands only) which excludes other benefits like Food expenses & TA/DA allowance.

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For Maha Electronics

(P. RADHA KRISHNA )  
Leader - IT & Infrastructure

  
PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Guntur (V. Road, Jamma Palle), R.R. Dist.



Corporate Office:  
Plot No 6/3/639/640  
2nd Floor  
Golden Edifice  
Khairatabad  
Hyderabad - 500004

Letter of Intent

May 18, 2022

Dear KUNSOOTH JAYANTH 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.1,80,000/- ( One Lakh Eighty Thousands only) which excludes other benefits like Food expenses & TA/DA allowance.

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For Maha Electronics

(P. RADHA KRISHNA )  
Leader - IT & Infrastructure

  
Avanti  
Guntur  
Maha Electronics  
R.R. Dist





31 March 2022

**PERSONAL & CONFIDENTIAL**

Dear E SAI CHARAN REDDY,

It is a pleasure to offer you **Internship** with Dura Automotive Services India Pvt. Ltd. (the "Company") in our Hyderabad facility on contract. Please note some of the basic details of our offer of employment, which are set out below.

Compensation

Your Monthly Stipend is fixed at **Rs. 15,420/- (Rupees Fifteen Thousand four hundred and twenty Only)**. Your compensation will be taxed in accordance with applicable Indian laws.

Expenses

The Company will promptly reimburse you for all reasonable expenses you incur in connection with your duties with the Company and in accordance with Company policy.

Other Contingencies

You understand that the offer of internship is also contingent upon your securing any necessary work authorizations from appropriate government authorities, if applicable.

This offer of internship is for a fixed term of 6 months. After that, Company can convert you to a Full Time Employee with a Yearly CTC of **Rs. 4,50,000/- (Rupees Four Lakh Fifty Thousand Only)**. If Company is not happy with your performance during the internship, Company will have the right to terminate the offered employment with or without notice and with or without cause.

Please sign the duplicate offer letter, and return to Ms. Swathi Mallampalli at the address mentioned above or e-mail it to [Mallampalli@durgauto.com](mailto:Mallampalli@durgauto.com) on or before **5th April 2022**, as a token of your acceptance and mentioning the date of your joining DURA. Please feel free to contact me should you have any questions.

We look forward to a mutually beneficial relationship.

Very truly yours,

**Swetha Guda**  
**HR Specialist**

  
Avanfil Institute of Engg. & Tech.  
Guntur (V), Anaparthi (M), R.R. Dist

Dura Automotive Services (I) Pvt Ltd (India Engineering Center) The Platina, Block-A, 4th Floor- 401,402.  
Adjacent to Radisson Hotel, Gachibowli, Ranga Reddy District, Hyderabad - 500 032 Tel +91 40 44327999

**SALARY BREAK-UP****Date: 31 March 2022****Name: E SAI CHARAN REDDY**  
**Designation: GET**

Particulars	Per Month (Rs)	Per Annum (Rs)
Basic	3,500	42,000
HRA	1,400	16,800
Conveyance	1,600	19,200
Special Allowance	8,920	1,07,040
Medical Reimbursement	-	-
LTA	-	-
<b>Subtotal (A): Salary &amp; Allowances</b>	<b>15,420</b>	<b>1,85,040</b>
B: PF	1,682	20,189
B: ESI	732	8,789
<b>CTC: (A+B)</b>	<b>17,834</b>	<b>2,14,018</b>
<b>Take Home (Excl IT &amp; PT)* in INR:</b>		<b>13,467</b>

Total pay per Annum (Rupees Two Lakh Fourteen Thousand and Eighteen Only)

**Note:****Take Home is without deductions of Income Tax and Professional Tax****Swetha Guda**  
HR Specialist

PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Gunthakota (V), A.S. District (M.D.), R.R. Dist.



31 March 2022

**PERSONAL & CONFIDENTIAL**

Dear **KASOJU SHRAVYA,**

It is a pleasure to offer you **Internship** with Dura Automotive Services India Pvt. Ltd. (the "Company") in our Hyderabad facility on contract. Please note some of the basic details of our offer of employment, which are set out below.

Compensation

Your Monthly Stipend is fixed at **Rs. 15,420/- (Rupees Fifteen Thousand four hundred and twenty Only)**. Your compensation will be taxed in accordance with applicable Indian laws.

Expenses

The Company will promptly reimburse you for all reasonable expenses you incur in connection with your duties with the Company and in accordance with Company policy.

Other Contingencies

You understand that the offer of internship is also contingent upon your securing any necessary work authorizations from appropriate government authorities, if applicable.

This offer of internship is for a fixed term of 6 months. After that, Company can convert you to a Full Time Employee with a Yearly CTC of **Rs. 4,50,000/- (Rupees Four Lakh Fifty Thousand Only)**. If Company is not happy with your performance during the internship, Company will have the right to terminate the offered employment with or without notice and with or without cause.

Please sign the duplicate offer letter, and return to Ms. Swathi Mallampalli at the address mentioned above or e-mail it to [Mallampalli@duraauto.com](mailto:Mallampalli@duraauto.com) on or before **5th April 2022**, as a token of your acceptance and mentioning the date of your joining DURA. Please feel free to contact me should you have any questions.

We look forward to a mutually beneficial relationship.

Very truly yours,

**Swetha Guda**  
**HR Specialist**

**PRINCIPAL**  
Avanthi Institute of Engg. & Tech.  
Guntur (V), Addaboini (M), R.R. 36

**Dura Automotive Services (I) Pvt Ltd (India Engineering Center)** The Platina, Block A, 4th Floor- 401,402.  
Adjacent to Radisson Hotel, Gachibowli, Ranga Reddy District, Hyderabad - 500 032 Tel +91 40 44327999



**SALARY BREAK-UP**

Date: 31 March 2022

Name: KASOJU SHRAVYA  
Designation: GET

Particulars	Per Month (Rs)	Per Annum (Rs)
Basic	3,500	42,000
HRA	1,400	16,800
Conveyance	1,600	19,200
Special Allowance	8,920	1,07,040
Medical Reimbursement	-	-
LTA	-	-
<b>Subtotal (A): Salary &amp; Allowances</b>	<b>15,420</b>	<b>1,85,040</b>
B: PF	1,682	20,189
B: ESI	732	8,789
<b>CTC: (A+B)</b>	<b>17,834</b>	<b>2,14,018</b>
<b>Take Home (Excl IT &amp; PT)* in INR:</b>		<b>13,467</b>

Total pay per Annum (Rupees Two Lakh Fourteen Thousand and Eighteen Only)

**Note:****Take Home is without deductions of Income Tax and Professional Tax**Swetha Guda  
HR Specialist  
Avanhi Lakshmi, Engg. & Tech.  
Guntur (V), Development (Hill), R.R. 124



31 March 2022

**PERSONAL & CONFIDENTIAL**

Dear **KATKAM MEGHANA**,

It is a pleasure to offer you **Internship** with Dura Automotive Services India Pvt. Ltd. (the "Company") in our Hyderabad facility on contract. Please note some of the basic details of our offer of employment, which are set out below.

Compensation

Your Monthly Stipend is fixed at **Rs. 15,420/- (Rupees Fifteen Thousand four hundred and twenty Only)**. Your compensation will be taxed in accordance with applicable Indian laws.

Expenses

The Company will promptly reimburse you for all reasonable expenses you incur in connection with your duties with the Company and in accordance with Company policy.

Other Contingencies

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We look forward to a mutually beneficial relationship.

Very truly yours,

**Swetha Guda**  
**HR Specialist**

  
PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Gundlapudi (V), Alubuxoni (M), R.R. Dist

Dura Automotive Services (I) Pvt Ltd (India Engineering Center) The Platina, Block A, 4th Floor- 401,402,  
Adjacent to Radisson Hotel, Gachibowli, Ranga Reddy District, Hyderabad - 500 032 Tel +91 40 44327999

**SALARY BREAK-UP**

Date: 31 March 2022

Name: KATKAM MEGHANA  
Designation: GET

Particulars	Per Month (Rs)	Per Annum (Rs)
Basic	3,500	42,000
HRA	1,400	16,800
Conveyance	1,600	19,200
Special Allowance	8,920	1,07,040
Medical Reimbursement	-	-
LTA	-	-
<b>Subtotal (A): Salary &amp; Allowances</b>	<b>15,420</b>	<b>1,85,040</b>
B: PF	1,682	20,189
B: ESI	732	8,789
<b>CTC: (A+B)</b>	<b>17,834</b>	<b>2,14,018</b>
<b>Take Home (Excl IT &amp; PT)* in INR:</b>		<b>13,467</b>

Total pay per Annum (Rupees Two Lakh Fourteen Thousand and Eighteen Only)

**Note:****Take Home is without deductions of Income Tax and Professional Tax**Swetha Guda  
HR Specialist  
PRINCIPAL  
Avanhi Institute of Engg. & Tech  
Gunthapally (V), Abulapuram (M), R.R. 20





31 March 2022

**PERSONAL & CONFIDENTIAL**

**Dear M SAI KRISHNA,**

It is a pleasure to offer you **Internship** with Dura Automotive Services India Pvt. Ltd. (the "Company") in our Hyderabad facility on contract. Please note some of the basic details of our offer of employment, which are set out below.

Compensation

Your Monthly Stipend is fixed at **Rs. 15,420/- (Rupees Fifteen Thousand four hundred and twenty Only)**. Your compensation will be taxed in accordance with applicable Indian laws.

Expenses

The Company will promptly reimburse you for all reasonable expenses you incur in connection with your duties with the Company and in accordance with Company policy.

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This offer of internship is for a fixed term of 6 months. After that, Company can convert you to a Full Time Employee with a Yearly CTC of **Rs. 4,50,000/- (Rupees Four Lakh Fifty Thousand Only)**. If Company is not happy with your performance during the internship, Company will have the right to terminate the offered employment with or without notice and with or without cause.

Please sign the duplicate offer letter, and return to Ms. Swathi Mallampalli at the address mentioned above or e-mail it to [Mallampalli@duraauto.com](mailto:Mallampalli@duraauto.com) on or before **5th April 2022**, as a token of your acceptance and mentioning the date of your joining DURA. Please feel free to contact me should you have any questions.

We look forward to a mutually beneficial relationship.

Very truly yours,

**Swetha Guda**  
**HR Specialist**

Dura Automotive Services (I) Pvt Ltd (India Engineering Center) The Platina, Block A, 4th Floor- 401,402.  
Adjacent to Radisson Hotel, Gachibowli, Ranga Reddy District, Hyderabad - 500 032 Tel +91 40 44327999

PRINCIPAL  
Avanathi Institute of Engg. & Tech  
Guntur, Andhra Pradesh, India

**SALARY BREAK-UP****Date: 31 March 2022****Name: M SAI KRISHNA**  
**Designation: GET**

Particulars	Per Month (Rs)	Per Annum (Rs)
Basic	3,500	42,000
HRA	1,400	16,800
Conveyance	1,600	19,200
Special Allowance	8,920	1,07,040
Medical Reimbursement	-	-
LTA	-	-
<b>Subtotal (A): Salary &amp; Allowances</b>	<b>15,420</b>	<b>1,85,040</b>
B: PF	1,682	20,189
B: ESI	732	8,789
<b>CTC: (A+B)</b>	<b>17,834</b>	<b>2,14,018</b>
<b>Take Home (Excl IT &amp; PT)* in INR:</b>		<b>13,467</b>

Total pay per Annum (Rupees Two Lakh Fourteen Thousand and Eighteen Only)

**Note:****Take Home is without deductions of Income Tax and Professional Tax****Swetha Guda**  
HR Specialist

PRINCIPAL

Aventil Institute of Engg. & Tech.  
Gunthapally (V), Abul Hasan Ali Nadwi (M.D.), R.R. Dist



31 March 2022

**PERSONAL & CONFIDENTIAL**

Dear POLAKA SRIJA,

It is a pleasure to offer you **Internship** with Dura Automotive Services India Pvt. Ltd. (the "Company") in our Hyderabad facility on contract. Please note some of the basic details of our offer of employment, which are set out below.

Compensation

Your Monthly Stipend is fixed at **Rs. 15,420/- (Rupees Fifteen Thousand four hundred and twenty Only)**. Your compensation will be taxed in accordance with applicable Indian laws.

Expenses

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Please sign the duplicate offer letter, and return to Ms. Swathi Mallampalli at the address mentioned above or e-mail it to [Mallampalli@duraauto.com](mailto:Mallampalli@duraauto.com) on or before **5th April 2022**, as a token of your acceptance and mentioning the date of your joining DURA. Please feel free to contact me should you have any questions.

We look forward to a mutually beneficial relationship.

Very truly yours,

**Swetha Guda**  
**HR Specialist**

  
Principal  
Avanhi Institute of Engg. & Tech  
Guntur, Andhra Pradesh (M), A.P. 526 002

**Dura Automotive Services (I) Pvt Ltd (India Engineering Center)** The Platina, Block A, 4th Floor- 401,402.  
Adjacent to Radisson Hotel, Gachibowli, Ranga Reddy District, Hyderabad - 500 032 Tel +91 40 44327999



**SALARY BREAK-UP****Date: 31 March 2022****Name: POLAKA SRIJA**  
**Designation: GET**

Particulars	Per-Month (Rs)	Per Annum (Rs)
Basic	3,500	42,000
HRA	1,400	16,800
Conveyance	1,600	19,200
Special Allowance	8,920	1,07,040
Medical Reimbursement	-	-
LTA	-	-
<b>Subtotal (A): Salary &amp; Allowances</b>	<b>15,420</b>	<b>1,85,040</b>
B: PF	1,682	20,189
B: ESI	732	8,789
<b>CTC: (A+B)</b>	<b>17,834</b>	<b>2,14,018</b>
<b>Take Home (Excl IT &amp; PT)* in INR</b>		<b>13,467</b>

Total pay per Annum (Rupees Two Lakh Fourteen Thousand and Eighteen Only)

**Note:****Take Home is without deductions of Income Tax and Professional Tax****Swetha Guda**  
HR Specialist**PRINCIPAL**Avanhi Institute of Engg. & Tech  
Gurudev - (1), 100A, Poram Road, Hyderabad -

31 March 2022

**PERSONAL & CONFIDENTIAL**

Dear **TEEGALA SAI KUMAR,**

It is a pleasure to offer you **Internship** with Dura Automotive Services India Pvt. Ltd. (the "Company") in our Hyderabad facility on contract. Please note some of the basic details of our offer of employment, which are set out below.

Compensation

Your Monthly Stipend is fixed at **Rs. 15,420/- (Rupees Fifteen Thousand four hundred and twenty Only)**. Your compensation will be taxed in accordance with applicable Indian laws.

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We look forward to a mutually beneficial relationship.

Very truly yours,

**Swetha Guda**  
**HR Specialist**



PRINCIPAL  
Avanthi Institute of Engg. & Tech  
Gandhinagar, Hyderabad - 500084

**Dura Automotive Services (I) Pvt Ltd (India Engineering Center)** The Platina, Block A, 4th Floor- 401,402.  
Adjacent to Radisson Hotel, Gachibowli, Ranga Reddy District, Hyderabad - 500 032 Tel +91 40 44327999

**SALARY BREAK-UP****Date: 31 March 2022****Name: TEEGALA SAI KUMAR**  
**Designation: GET**

Particulars.	Per Month (Rs)	Per Annum (Rs)
Basic	3,500	42,000
HRA	1,400	16,800
Conveyance	1,600	19,200
Special Allowance	8,920	1,07,040
Medical Reimbursement	-	-
LTA	-	-
<b>Subtotal (A): Salary &amp; Allowances</b>	<b>15,420</b>	<b>1,85,040</b>
B: PF	1,682	20,189
B: ESI	732	8,789
<b>CTC: (A+B)</b>	<b>17,834</b>	<b>2,14,018</b>
<b>Take Home (Excl IT &amp; PT)* in INR:</b>		<b>13,467</b>

Total pay per Annum (Rupees Two Lakh Fourteen Thousand and Eighteen Only)

**Note:****Take Home is without deductions of Income Tax and Professional Tax****Swetha Guda**  
HR Specialist  
**PRINCIPAL**  
Avanhi Institute of Engg. & Tech  
Gunshetty (V), Abidnagar (M), R.F.





31 March 2022

**PERSONAL & CONFIDENTIAL**

**Dear THOTA BHAVANA,**

It is a pleasure to offer you **Internship** with Dura Automotive Services India Pvt. Ltd. (the "Company") in our Hyderabad facility on contract. Please note some of the basic details of our offer of employment, which are set out below.

Compensation

Your Monthly Stipend is fixed at **Rs. 15,420/- (Rupees Fifteen Thousand four hundred and twenty Only)**. Your compensation will be taxed in accordance with applicable Indian laws.

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We look forward to a mutually beneficial relationship.

Very truly yours,

**Swetha Guda**  
**HR Specialist**

**Dura Automotive Services (I) Pvt Ltd (India Engineering Center)** The Platina, Block A, 4th Floor- 401,402,  
Adjacent to Radisson Hotel, Gachibowli, Ranga Reddy District, Hyderabad - 500 032 Tel +91 40 44327999

  
PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Gandhinagar (V), Nizampet (M.D.), R.R. L...

**SALARY BREAK-UP****Date: 31 March 2022****Name: THOTA BHAVANA****Designation: GET**

Particulars	Per Month (Rs)	Per Annum (Rs)
Basic	3,500	42,000
HRA	1,400	16,800
Conveyance	1,600	19,200
Special Allowance	8,920	1,07,040
Medical Reimbursement	-	-
LTA	-	-
<b>Subtotal (A): Salary &amp; Allowances</b>	<b>15,420</b>	<b>1,85,040</b>
B: PF	1,682	20,189
B: ESI	732	8,789
<b>CTC: (A+B)</b>	<b>17,834</b>	<b>2,14,018</b>
<b>Take Home (Excl IT &amp; PT)* in INR</b>		<b>13,467</b>

Total pay per Annum (Rupees Two Lakh Fourteen Thousand and Eighteen Only)

**Note:****Take Home is without deductions of Income Tax and Professional Tax****Swetha Guda**  
HR Specialist  
PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
Gunthapally (V), Abotupeta (M), RR. Dist.

31 March 2022

**PERSONAL & CONFIDENTIAL**

Dear **YELLU DINESH REDDY,**

It is a pleasure to offer you **Internship** with Dura Automotive Services India Pvt. Ltd. (the "Company") in our Hyderabad facility on contract. Please note some of the basic details of our offer of employment, which are set out below.

Compensation

Your Monthly Stipend is fixed at **Rs. 15,420/- (Rupees Fifteen Thousand four hundred and twenty Only)**. Your compensation will be taxed in accordance with applicable Indian laws.

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Please sign the duplicate offer letter, and return to Ms. Swathi Mallampalli at the address mentioned above or e-mail it to [Mallampalli@duramot.com](mailto:Mallampalli@duramot.com) on or before **5th April 2022**, as a token of your acceptance and mentioning the date of your joining DURA. Please feel free to contact me should you have any questions.

We look forward to a mutually beneficial relationship.

Very truly yours,

**Swetha Guda**  
**HR Specialist**

  
PRINCIPAL  
Aventhi Institute of Engg. & Tech  
Gunthapally (V), Anekalpet (M), R.R. L.

**Dura Automotive Services (I) Pvt Ltd (India Engineering Center)** The Platina, Block A, 4th Floor- 401,402.  
Adjacent to Radisson Hotel, Gachibowli, Ranga Reddy District, Hyderabad - 500 032 Tel +91 40 44327999



**SALARY BREAK-UP**

Date: 31 March 2022

Name: **YELLU DINESH REDDY**

Designation: GET

Particulars	Per Month (Rs)	Per Annum (Rs)
Basic	3,500	42,000
HRA	1,400	16,800
Conveyance	1,600	19,200
Special Allowance	8,920	1,07,040
Medical Reimbursement	-	-
LTA	-	-
<b>Subtotal (A): Salary &amp; Allowances</b>	<b>15,420</b>	<b>1,85,040</b>
B: PF	1,682	20,189
B: ESI	732	8,789
<b>CTC: (A+B)</b>	<b>17,834</b>	<b>2,14,018</b>
<b>Take Home (Excl IT &amp; PT)* in INR:</b>		<b>13,467</b>

Total pay per Annum (Rupees Two Lakh Fourteen Thousand and Eighteen Only)

**Note:****Take Home is without deductions of Income Tax and Professional Tax****Swetha Guda**

HR Specialist

31 March 2022

**PERSONAL & CONFIDENTIAL**

Dear CHENNU PAVANI,

It is a pleasure to offer you **Internship** with Dura Automotive Services India Pvt. Ltd. (the "Company") in our Hyderabad facility on contract. Please note some of the basic details of our offer of employment, which are set out below.

Compensation

Your Monthly Stipend is fixed at **Rs. 15,420/- (Rupees Fifteen Thousand four hundred and twenty Only)**. Your compensation will be taxed in accordance with applicable Indian laws.

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Very truly yours,

**Swetha Guda**  
**HR Specialist**

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Adjacent to Radisson Hotel, Gachibowli, Ranga Reddy District, Hyderabad - 500 032 Tel +91 40 44327999



**PRINCIPAL**  
Avanthy Institute of Engg. & Tech  
Guntur, Andhra Pradesh, India

**SALARY BREAK-UP****Date: 31 March 2022****Name: CHENNU PAVANI**  
**Designation: GET**

Particulars	Per Month (Rs)	Per Annum (Rs)
Basic	3,500	42,000
HRA	1,400	16,800
Conveyance	1,600	19,200
Special Allowance	8,920	1,07,040
Medical Reimbursement	-	-
LTA	-	-
<b>Subtotal (A): Salary &amp; Allowances</b>	<b>15,420</b>	<b>1,85,040</b>
B: PF	1,682	20,189
B: ESI	732	8,789
<b>CTC: (A+B)</b>	<b>17,834</b>	<b>2,14,018</b>
<b>Take Home (Excl IT &amp; PT)* in INR:</b>		<b>13,467</b>

Total pay per Annum (Rupees Two Lakh Fourteen Thousand and Eighteen Only)

**Note:****Take Home is without deductions of Income Tax and Professional Tax****Swetha Guda**  
HR Specialist  
**PRINCIPAL**  
Avanhi Institute of Engg. & Tech  
Gurthapaly (V), Abulkeerpet (M), R2



31 March 2022

**PERSONAL & CONFIDENTIAL**

Dear **GOPAGONI BHARATH,**

It is a pleasure to offer you **Internship** with Dura Automotive Services India Pvt. Ltd. (the "Company") in our Hyderabad facility on contract. Please note some of the basic details of our offer of employment, which are set out below.

Compensation

Your Monthly Stipend is fixed at **Rs. 15,420/- (Rupees Fifteen Thousand four hundred and twenty Only)**. Your compensation will be taxed in accordance with applicable Indian laws.

Expenses

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We look forward to a mutually beneficial relationship.

Very truly yours,

**Swetha Guda**  
**HR Specialist**



**PRINCIPAL**  
Avanthy Institute of Engg. & T.  
Guntur (V), Abulapurmet (Mtd), R.H.

**SALARY BREAK-UP****Date: 31 March 2022****Name: GOPAGONI BHARATH  
Designation: GET**

Particulars	Per Month (Rs)	Per Annum (Rs)
Basic	3,500	42,000
HRA	1,400	16,800
Conveyance	1,600	19,200
Special Allowance	8,920	1,07,040
Medical Reimbursement	-	-
LTA	-	-
<b>Subtotal (A): Salary &amp; Allowances</b>	<b>15,420</b>	<b>1,85,040</b>
B: PF	1,682	20,189
B: ESI	732	8,789
<b>CTC: (A+B)</b>	<b>17,834</b>	<b>2,14,018</b>
<b>Take Home (Excl IT &amp; PT)* m INR:</b>		<b>13,467</b>

Total pay per Annum (Rupees Two Lakh Fourteen Thousand and Eighteen Only)

**Note:****Take Home is without deductions of Income Tax and Professional Tax****Swetha Guda  
HR Specialist**  
PRINCIPAL  
Avanhi Institute of Engg. & Tech  
Gentapally (V), Anaparthi (M), R.R. Dist

31 March 2022

**PERSONAL & CONFIDENTIAL**

Dear **GANDHE PRAVIN**,

It is a pleasure to offer you **Internship** with Dura Automotive Services India Pvt. Ltd. (the "Company") in our Hyderabad facility on contract. Please note some of the basic details of our offer of employment, which are set out below.

Compensation

Your Monthly Stipend is fixed at **Rs. 15,420/- (Rupees Fifteen Thousand four hundred and twenty Only)**. Your compensation will be taxed in accordance with applicable Indian laws.

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You understand that the offer of internship is also contingent upon your securing any necessary work authorizations from appropriate government authorities, if applicable.

This offer of internship is for a fixed term of 6 months. After that, Company can convert you to a Full Time Employee with a Yearly CTC of **Rs. 4,50,000/- (Rupees Four Lakh Fifty Thousand Only)**. If Company is not happy with your performance during the internship, Company will have the right to terminate the offered employment with or without notice and with or without cause.

Please sign the duplicate offer letter, and return to Ms. Swathi Mallampalli at the address mentioned above or e-mail it to [Mallampalli@duraauto.com](mailto:Mallampalli@duraauto.com) on or before **5th April 2022**, as a token of your acceptance and mentioning the date of your joining DURA. Please feel free to contact me should you have any questions.

We look forward to a mutually beneficial relationship.

Very truly yours,

**Swetha Guda**  
HR Specialist



PRINCIPAL  
Avanith Institute of Engg. &  
Gunahepaty (V) Andhra Pradesh (INDIA)



**SALARY BREAK-UP**

Date: 31 March 2022

Name: GANDHE PRAVIN

Designation: GET

Particulars	Per Month (Rs)	Per Annum (Rs)
Basic	3,500	42,000
HRA	1,400	16,800
Conveyance	1,600	19,200
Special Allowance	8,920	1,07,040
Medical Reimbursement	-	-
LTA	-	-
<b>Subtotal (A): Salary &amp; Allowances</b>	<b>15,420</b>	<b>1,85,040</b>
B: PF	1,682	20,189
B: ESI	732	8,789
<b>CTC: (A+B)</b>	<b>17,834</b>	<b>2,14,018</b>
<b>Take Home (Excl IT &amp; PT)* in INR:</b>		<b>13,467</b>

Total pay per Annum (Rupees Two Lakh Fourteen Thousand and Eighteen Only)

**Note:****Take Home is without deductions of Income Tax and Professional Tax**Swetha Guda  
HR Specialist**PRINCIPAL**Avanhi Institute of Engg. & Tech.  
Guntur, V.V. Road, Guntur, R.P. Dist.

31 March 2022

**PERSONAL & CONFIDENTIAL**

Dear **PITTALA SAIRAVALLI**,

It is a pleasure to offer you **Internship** with Dura Automotive Services India Pvt. Ltd. (the "Company") in our Hyderabad facility on contract. Please note some of the basic details of our offer of employment, which are set out below.

Compensation

Your Monthly Stipend is fixed at **Rs. 15,420/- (Rupees Fifteen Thousand four hundred and twenty Only)**. Your compensation will be taxed in accordance with applicable Indian laws.

Expenses

The Company will promptly reimburse you for all reasonable expenses you incur in connection with your duties with the Company and in accordance with Company policy.

Other Contingencies

You understand that the offer of internship is also contingent upon your securing any necessary work authorizations from appropriate government authorities, if applicable.

This offer of internship is for a fixed term of 6 months. After that, Company can convert you to a Full Time Employee with a Yearly CTC of **Rs. 4,50,000/- (Rupees Four Lakh Fifty Thousand Only)**. If Company is not happy with your performance during the internship, Company will have the right to terminate the offered employment with or without notice and with or without cause.

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We look forward to a mutually beneficial relationship.

Very truly yours,

**Swetha Guda**  
HR Specialist

**Dura Automotive Services (I) Pvt Ltd (India Engineering Center)** The Platina, Block A, 4th Floor- 401,402,  
Adjacent to Radisson Hotel, Gachibowli, Ranga Reddy District, Hyderabad - 500 032 Tel +91 40 44327999



Principal  
Avanathi Institute of Engg. & Tech  
Guntur (V), Andhra Pradesh (India), R.R. Dist

**SALARY BREAK-UP**

Date: 31 March 2022

Name: PITTALA SAIRAVALI

Designation: GET

Particulars	Per Month (Rs)	Per Annum (Rs)
Basic	3,500	42,000
HRA	1,400	16,800
Conveyance	1,600	19,200
Special Allowance	8,920	1,07,040
Medical Reimbursement	-	-
LTA	-	-
<b>Subtotal (A): Salary &amp; Allowances</b>	<b>15,420</b>	<b>1,85,040</b>
B: PF	1,682	20,189
B: ESI	732	8,789
<b>CTC: (A+B)</b>	<b>17,834</b>	<b>2,14,018</b>
<b>Take Home (Excl IT &amp; PT)* in INR:</b>		<b>13,467</b>

Total pay per Annum (Rupees Two Lakh Fourteen Thousand and Eighteen Only)

**Note:****Take Home is without deductions of Income Tax and Professional Tax**Swetha Guda  
HR Specialist  
PRINCIPAL  
Avenithi Institute of Engg. & Tech  
Gurthosy (V) Addaboina, Janga Reddy Dist, Hyderabad



31 March 2022

**PERSONAL & CONFIDENTIAL**

Dear **Y KONDAREDDY**,

It is a pleasure to offer you **Internship** with Dura Automotive Services India Pvt. Ltd. (the "Company") in our Hyderabad facility on contract. Please note some of the basic details of our offer of employment, which are set out below.

Compensation

Your Monthly Stipend is fixed at **Rs. 15,420/- (Rupees Fifteen Thousand four hundred and twenty Only)**. Your compensation will be taxed in accordance with applicable Indian laws.

Expenses

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We look forward to a mutually beneficial relationship.

Very truly yours,

**Swetha Guda**  
HR Specialist

**Dura Automotive Services (I) Pvt Ltd (India Engineering Center)** The Platina, Block A, 4th Floor- 401,402.  
Adjacent to Radisson Hotel, Gachibowli, Ranga Reddy District, Hyderabad - 500 032 Tel +91 40 44327999



Avanhi Institute of Engg. & Tech.  
Gundhampally (V), Secunderabad (Dist), R.R. Dist

**SALARY BREAK-UP**

Date: 31 March 2022

Name: Y KONDAREDDY

Designation: GET

Particulars	Per Month (Rs)	Per Annum (Rs)
Basic	3,500	42,000
HRA	1,400	16,800
Conveyance	1,600	19,200
Special Allowance	8,920	1,07,040
Medical Reimbursement	-	-
LTA	-	-
<b>Subtotal (A): Salary &amp; Allowances</b>	<b>15,420</b>	<b>1,85,040</b>
B: PF	1,682	20,189
B: ESI	732	8,789
<b>CTC: (A+B)</b>	<b>17,834</b>	<b>2,14,018</b>
<b>Take Home (Excl IT &amp; PT)* in INR:</b>		<b>13,467</b>

Total pay per Annum (Rupees Two Lakh Fourteen Thousand and Eighteen Only)

**Note:****Take Home is without deductions of Income Tax and Professional Tax**Swetha Guda  
HR Specialist  
PRINCIPAL  
Avanhi Institute of Engg. & Tech  
Sundhipeeti (V) Nellore District (A.P.)



31 March 2022

**PERSONAL & CONFIDENTIAL**

**Dear K KARTHIK KUMAR,**

It is a pleasure to offer you **Internship** with Dura Automotive Services India Pvt. Ltd. (the "Company") in our Hyderabad facility on contract. Please note some of the basic details of our offer of employment, which are set out below.

Compensation

Your Monthly Stipend is fixed at **Rs. 15,420/- (Rupees Fifteen Thousand four hundred and twenty Only)**. Your compensation will be taxed in accordance with applicable Indian laws.

Expenses

The Company will promptly reimburse you for all reasonable expenses you incur in connection with your duties with the Company and in accordance with Company policy.

Other Contingencies

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We look forward to a mutually beneficial relationship.

Very truly yours,

**Swetha Guda**  
**HR Specialist**

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Adjacent to Radisson Hotel, Gachibowli, Ranga Reddy District, Hyderabad - 500 032 Tel +91 40 44327999

  
PRINCIPAL  
Avenithi Institute of Engg. & Tech  
Genthapalli (S), Anekalpet (M), R.R. &



**SALARY BREAK-UP**

Date: 31 March 2022

Name: **K KARTHIK KUMAR**

Designation: GET

Particulars	Per Month (Rs)	Per Annum (Rs)
Basic	3,500	42,000
HRA	1,400	16,800
Conveyance	1,600	19,200
Special Allowance	8,920	1,07,040
Medical Reimbursement	-	-
LTA	-	-
<b>Subtotal (A): Salary &amp; Allowances</b>	<b>15,420</b>	<b>1,85,040</b>
B: PF	1,682	20,189
B: ESI	732	8,789
<b>CTC: (A+B)</b>	<b>17,834</b>	<b>2,14,018</b>
<b>Take Home (Excl IT &amp; PT)* in INR</b>		<b>13,467</b>

Total pay per Annum (Rupees Two Lakh Fourteen Thousand and Eighteen Only)

**Note:****Take Home is without deductions of Income Tax and Professional Tax****Swetha Guda**

HR Specialist



PRINCIPAL

Avanhi Institute of Engg. &  
Gunthepally (V), Tadipatri (M), AP

31 March 2022

**PERSONAL & CONFIDENTIAL**

Dear **NOMULA GOVARDHAN,**

It is a pleasure to offer you **Internship** with Dura Automotive Services India Pvt. Ltd. (the "Company") in our Hyderabad facility on contract. Please note some of the basic details of our offer of employment, which are set out below.

Compensation

Your Monthly Stipend is fixed at **Rs. 15,420/- (Rupees Fifteen Thousand four hundred and twenty Only)**. Your compensation will be taxed in accordance with applicable Indian laws.

Expenses

The Company will promptly reimburse you for all reasonable expenses you incur in connection with your duties with the Company and in accordance with Company policy.

Other Contingencies

You understand that the offer of internship is also contingent upon your securing any necessary work authorizations from appropriate government authorities, if applicable.

This offer of internship is for a fixed term of 6 months. After that, Company can convert you to a Full Time Employee with a Yearly CTC of **Rs. 4,50,000/- (Rupees Four Lakh Fifty Thousand Only)**. If Company is not happy with your performance during the internship, Company will have the right to terminate the offered employment with or without notice and with or without cause.

Please sign the duplicate offer letter, and return to Ms. Swathi Mallampalli at the address mentioned above or e-mail it to [Mallampalli@duraauto.com](mailto:Mallampalli@duraauto.com) on or before **5th April 2022**, as a token of your acceptance and mentioning the date of your joining DURA. Please feel free to contact me should you have any questions.

We look forward to a mutually beneficial relationship.

Very truly yours,

**Swetha Guda**  
HR Specialist



Swathi Mallampalli  
Avanhi Institute of Engg. & Tech.  
Sunthepally (V), Wanaparthy (M.D), R.R. Dist.

**SALARY BREAK-UP****Date: 31 March 2022****Name: NOMULA GOVARDHAN**  
**Designation: GET**

Particulars	Per Month (Rs)	Per Annum (Rs)
Basic	3,500	42,000
HRA	1,400	16,800
Conveyance	1,600	19,200
Special Allowance	8,920	1,07,040
Medical Reimbursement	-	-
LTA	-	-
<b>Subtotal (A): Salary &amp; Allowances</b>	<b>15,420</b>	<b>1,85,040</b>
B: PF	1,682	20,189
B: ESI	732	8,789
<b>CTC: (A+B)</b>	<b>17,834</b>	<b>2,14,018</b>
<b>Take Home (Excl IT &amp; PT)* in INR:</b>		<b>13,467</b>

Total pay per Annum (Rupees Two Lakh Fourteen Thousand and Eighteen Only)

**Note:****Take Home is without deductions of Income Tax and Professional Tax****Swetha Guda**  
HR Specialist  
PRINCIPAL  
Avanhi Institute of Engg. & Tech,  
Guntur (V), West Godavari District, Andhra Pradesh





31 March 2022

**PERSONAL & CONFIDENTIAL**

**Dear PUUTTA SWATHI,**

It is a pleasure to offer you **Internship** with Dura Automotive Services India Pvt. Ltd. (the "Company") in our Hyderabad facility on contract. Please note some of the basic details of our offer of employment, which are set out below.

Compensation

Your Monthly Stipend is fixed at **Rs. 15,420/- (Rupees Fifteen Thousand four hundred and twenty Only)**. Your compensation will be taxed in accordance with applicable Indian laws.

Expenses

The Company will promptly reimburse you for all reasonable expenses you incur in connection with your duties with the Company and in accordance with Company policy.

Other Contingencies

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Please sign the duplicate offer letter, and return to Ms. Swathi Mallampalli at the address mentioned above or e-mail it to [Mallampalli@duraauto.com](mailto:Mallampalli@duraauto.com) on or before **5th April 2022**, as a token of your acceptance and mentioning the date of your joining DURA. Please feel free to contact me should you have any questions.

We look forward to a mutually beneficial relationship.

Very truly yours,

**Swetha Guda**  
**HR Specialist**

**Dura Automotive Services (I) Pvt Ltd (India Engineering Center)** The Platina, Block A, 4th Floor- 401,402.  
Adjacent to Radisson Hotel, Gachibowli, Ranga Reddy District, Hyderabad - 500 032 Tel +91 40 44327999

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Genther  
PRINCIPAL  
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(149) 100

**SALARY BREAK-UP****Date: 31 March 2022****Name: PUUTTA SWATHI****Designation: GET**

Particulars	Per Month (Rs)	Per Annum (Rs)
Basic	3,500	42,000
HRA	1,400	16,800
Conveyance	1,600	19,200
Special Allowance	8,920	1,07,040
Medical Reimbursement	-	-
LTA	-	-
<b>Subtotal (A): Salary &amp; Allowances</b>	<b>15,420</b>	<b>1,85,040</b>
B: PF	1,682	20,189
B: ESI	732	8,789
<b>CTC: (A+B)</b>	<b>17,834</b>	<b>2,14,018</b>
<b>Take Home (Excl IT &amp; PT)* in INR:</b>		<b>13,467</b>

Total pay per Annum (Rupees Two Lakh Fourteen Thousand and Eighteen Only)

**Note:****Take Home is without deductions of Income Tax and Professional Tax****Swetha Guda**  
HR Specialist  
PRINCIPAL  
Avanhi Institute of Engg & Tech  
Guntur, Andhra Pradesh

31 March 2022

**PERSONAL & CONFIDENTIAL**

**Dear MUNDLA ANUSHA,**

It is a pleasure to offer you **Internship** with Dura Automotive Services India Pvt. Ltd. (the "Company") in our Hyderabad facility on contract. Please note some of the basic details of our offer of employment, which are set out below.

Compensation

Your Monthly Stipend is fixed at **Rs. 15,420/- (Rupees Fifteen Thousand four hundred and twenty Only)**. Your compensation will be taxed in accordance with applicable Indian laws.

Expenses

The Company will promptly reimburse you for all reasonable expenses you incur in connection with your duties with the Company and in accordance with Company policy.

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We look forward to a mutually beneficial relationship.

Very truly yours,

**Swetha Guda**  
**HR Specialist**



**Swathi Mallampalli**  
Avanhi Institute of Engg. & Tech.  
Gunthepally (V), Ashutapuram (M), R.R. Dist.



**SALARY BREAK-UP****Date: 31 March 2022****Name: MUNDLA ANUSHA**  
**Designation: GET**

Particulars	Per Month (Rs)	Per Annum (Rs)
Basic	3,500	42,000
HRA	1,400	16,800
Conveyance	1,600	19,200
Special Allowance	8,920	1,07,040
Medical Reimbursement	-	-
LTA	-	-
<b>Subtotal (A): Salary &amp; Allowances</b>	<b>15,420</b>	<b>1,85,040</b>
B: PF	1,682	20,189
B: ESI	732	8,789
<b>CTC: (A+B)</b>	<b>17,834</b>	<b>2,14,018</b>
<b>Take Home (Excl IT &amp; PT)* in INR:</b>		<b>13,467</b>

Total pay per Annum (Rupees Two Lakh Fourteen Thousand and Eighteen Only)

**Note:****Take Home is without deductions of Income Tax and Professional Tax****Swetha Guda**  
HR Specialist**PRINCIPAL**Avanti Institute of Engg. & Tech.  
Guntur (V), Andhra Pradesh (M.S.), P.R. Dist.



31 March 2022

**PERSONAL & CONFIDENTIAL**

Dear A SHIVAM,

It is a pleasure to offer you **Internship** with Dura Automotive Services India Pvt. Ltd. (the "Company") in our Hyderabad facility on contract. Please note some of the basic details of our offer of employment, which are set out below.

Compensation

Your Monthly Stipend is fixed at **Rs. 15,420/- (Rupees Fifteen Thousand four hundred and twenty Only)**. Your compensation will be taxed in accordance with applicable Indian laws.

Expenses

The Company will promptly reimburse you for all reasonable expenses you incur in connection with your duties with the Company and in accordance with Company policy.

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We look forward to a mutually beneficial relationship.

Very truly yours,

**Swetha Guda**  
**HR Specialist**

**PRINCIPAL**  
Aventis Institute of Engg. & Tech.  
Guntur (V), Guntur District, A.P. India

**Dura Automotive Services (I) Pvt Ltd (India Engineering Center)** The Platina, Block A, 4th Floor-401,402.  
Adjacent to Radisson Hotel, Gachibowli, Ranga Reddy District, Hyderabad - 500 032 Tel +91 40 44327999

**SALARY BREAK-UP****Date: 31 March 2022****Name: A SHIVAM****Designation: GET**

Particulars:	Per Month (Rs)	Per Annum (Rs)
Basic:	3,500	42,000
HRA	1,400	16,800
Conveyance:	1,600	19,200
Special Allowance:	8,920	1,07,040
Medical Reimbursement	-	-
LTA	-	-
<b>Subtotal (A): Salary &amp; Allowances</b>	<b>15,420</b>	<b>1,85,040</b>
B: PF	1,682	20,189
B: ESI	732	8,789
<b>CTC: (A+B)</b>	<b>17,834</b>	<b>2,14,018</b>
<b>Take Home (Excl IT &amp; PT)* in INR:</b>		<b>13,467</b>

Total pay per Annum (Rupees Two Lakh Fourteen Thousand and Eighteen Only)

**Note:****Take Home is without deductions of Income Tax and Professional Tax****Swetha Guda**

HR Specialist

  
PRINCIPALAvantii Institute of Engg. & Tech.  
Gandhinagar (G), Hyderabad (R.R.T.)





31 March 2022

**PERSONAL & CONFIDENTIAL**

Dear **B SANDEEP SAILOO**,

It is a pleasure to offer you **Internship** with Dura Automotive Services India Pvt. Ltd. (the "Company") in our Hyderabad facility on contract. Please note some of the basic details of our offer of employment, which are set out below.

Compensation

Your Monthly Stipend is fixed at **Rs. 15,420/- (Rupees Fifteen Thousand four hundred and twenty Only)**. Your compensation will be taxed in accordance with applicable Indian laws.

Expenses

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We look forward to a mutually beneficial relationship.

Very truly yours,

**Swetha Guda**  
**HR Specialist**

  
PERSONAL  
Aventh Institute of Engg. & Tech.  
Guntur (V), Add. Sumpati (Mdl.), R.R. Dist.

**Dura Automotive Services (I) Pvt Ltd (India Engineering Center)** The Platina, Block A, 4th Floor-401,402.  
Adjacent to Radisson Hotel, Gachibowli, Ranga Reddy District, Hyderabad - 500 032 Tel +91 40 44327999

**SALARY BREAK-UP**

Date: 31 March 2022

Name: **B SANDEEP SAILOO**

Designation: GET

Particulars	Per Month (Rs)	Per Annum (Rs)
Basic	3,500	42,000
HRA	1,400	16,800
Conveyance	1,600	19,200
Special Allowance	8,920	1,07,040
Medical Reimbursement	-	-
LTA	-	-
<b>Subtotal (A): Salary &amp; Allowances</b>	<b>15,420</b>	<b>1,85,040</b>
B: PF	1,682	20,189
B: ESI	732	8,789
<b>CTC: (A+B)</b>	<b>17,834</b>	<b>2,14,018</b>
<b>Take Home (Excl IT &amp; PT)* in INR:</b>		<b>13,467</b>

Total pay per Annum (Rupees Two Lakh Fourteen Thousand and Eighteen Only)

**Note:****Take Home is without deductions of Income Tax and Professional Tax****Swetha Guda**

HR Specialist

OFFICIAL  
Avantis Institute of Engg. & Tech.  
Guntur (V) - West Godavari Dist. R.R. Dist.

31 March 2022

**PERSONAL & CONFIDENTIAL**

**Dear G MANOHAR,**

It is a pleasure to offer you **Internship** with Dura Automotive Services India Pvt. Ltd. (the "Company") in our Hyderabad facility on contract. Please note some of the basic details of our offer of employment, which are set out below.

Compensation

Your Monthly Stipend is fixed at **Rs. 15,420/- (Rupees Fifteen Thousand four hundred and twenty Only)**. Your compensation will be taxed in accordance with applicable Indian laws.

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We look forward to a mutually beneficial relationship.

Very truly yours,

**Swetha Guda**  
**HR Specialist**

**Dura Automotive Services (I) Pvt Ltd (India Engineering Center)** The Platina, Block A, 4th Floor- 401,402  
Adjacent to Radisson Hotel, Gachibowli, Ranga Reddy District, Hyderabad - 500 032 Tel +91 40 44327999

  
PRINCIPAL  
Avanhi Institute of Engg. & Tech  
Gachibowli (V), Ranga Reddy District (M.C.), R.R. Dist.



**SALARY BREAK-UP**

Date: 31 March 2022

Name: G MANOHAR  
Designation: GET

Particulars	Per Month (Rs)	Per Annum (Rs)
Basic	3,500	42,000
HRA	1,400	16,800
Conveyance	1,600	19,200
Special Allowance	8,920	1,07,040
Medical Reimbursement	-	-
LTA	-	-
<b>Subtotal (A): Salary &amp; Allowances</b>	<b>15,420</b>	<b>1,85,040</b>
B: PF	1,682	20,189
B: ESI	732	8,789
<b>CTC: (A+B)</b>	<b>17,834</b>	<b>2,14,018</b>
<b>Take Home (Excl IT &amp; PT)* in INR:</b>		<b>13,467</b>

Total pay per Annum (Rupees Two Lakh Fourteen Thousand and Eighteen Only)

**Note:****Take Home is without deductions of Income Tax and Professional Tax**Swetha Guda  
HR Specialist  
Principal  
Ingg. & Tech.  
Gurukul (Aut.) R.R. Dist.



31 March 2022

**PERSONAL & CONFIDENTIAL**

Dear PUTLA SRINIVAS,

It is a pleasure to offer you **Internship** with Dura Automotive Services India Pvt. Ltd. (the "Company") in our Hyderabad facility on contract. Please note some of the basic details of our offer of employment, which are set out below.

Compensation

Your Monthly Stipend is fixed at **Rs. 15,420/- (Rupees Fifteen Thousand four hundred and twenty Only)**. Your compensation will be taxed in accordance with applicable Indian laws.

Expenses

The Company will promptly reimburse you for all reasonable expenses you incur in connection with your duties with the Company and in accordance with Company policy.

Other Contingencies

You understand that the offer of internship is also contingent upon your securing any necessary work authorizations from appropriate government authorities, if applicable.

This offer of internship is for a fixed term of 6 months. After that, Company can convert you to a Full Time Employee with a Yearly CTC of **Rs. 4,50,000/- (Rupees Four Lakh Fifty Thousand Only)**. If Company is not happy with your performance during the internship, Company will have the right to terminate the offered employment with or without notice and with or without cause.

Please sign the duplicate offer letter, and return to Ms. Swathi Mallampalli at the address mentioned above or e-mail it to [Mallampalli@duraauto.com](mailto:Mallampalli@duraauto.com) on or before **5th April 2022**, as a token of your acceptance and mentioning the date of your joining DURA. Please feel free to contact me should you have any questions.

We look forward to a mutually beneficial relationship.

Very truly yours,

**Swetha Guda**  
**HR Specialist**

PRINCIPAL  
Avanthi Institute of Engg. & Tech.  
Guntur, Andhra Pradesh (India), R.R. Dist.

Dura Automotive Services (I) Pvt Ltd (India Engineering Center) The Platina, Block A, 4th Floor- 401,402,  
Adjacent to Radisson Hotel, Gachibowli, Ranga Reddy District, Hyderabad - 500 032 Tel +91 40 44327999

**SALARY BREAK-UP****Date: 31 March 2022****Name: PUTLA SRINIVAS**  
**Designation: GET**

Particulars:	Per Month (Rs)	Per Annum (Rs)
Basic	3,500	42,000
HRA	1,400	16,800
Conveyance	1,600	19,200
Special Allowance	8,920	1,07,040
Medical Reimbursement	-	-
LTA	-	-
<b>Subtotal (A): Salary &amp; Allowances</b>	<b>15,420</b>	<b>1,85,040</b>
B: PF	1,682	20,189
B: ESI	732	8,789
<b>CTC: (A+B)</b>	<b>17,834</b>	<b>2,14,018</b>
<b>Take Home (Excl IT &amp; PT)* in INR:</b>		<b>13,467</b>

Total pay per Annum (Rupees Two Lakh Fourteen Thousand and Eighteen Only)

**Note:****Take Home is without deductions of Income Tax and Professional Tax****Swetha Guda**  
HR Specialist  
Ganthapati V. Subrahmanya (M), R.R. Dist.  
Avanhi Institute of Engg. & Tech.





**Letter of Intent**

Doc Ref. No.: QC20220039

Date of Issue: 12<sup>th</sup> April 2022

Dear **MARAM NAGARJUNA 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](mailto: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: \_\_\_\_\_

**QuEST Global Engineering Services Private Limited**

**Reg. off. Address:** AEQUS Special Economic Zone, No.437/A, Plot No.2 Hattaragi Village, Hukkeri Taluk, Belgaum KA 591245 IN CIN: U74900KA2014PTC076219

**Communication address:** Embassy Tech Village, Building 7B, Primrose, Outer ring Road, Devarabeesanahalli, Varthur Hobli, Bangalore East Taluk, Bangalore - 560 103 Ph: +91-80-67090000; Fax: +91-80-67093200; Email: [info@quest-global.com](mailto:info@quest-global.com)  
[www.quest-global.com](http://www.quest-global.com)

**PRINCIPAL**  
Avanhi Institute of Engg. & Tech.  
Guntur City (N) Andhra Pradesh (INDIA) H.R. Dept

*\*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)
<b>Monthly Salary Components</b>		
(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
<b>(H) MONTHLY GROSS SALARY: (H = A+B+C+D+E+F+G)</b>	<b>20,405</b>	<b>2,44,860</b>
<b>Retirement Benefits</b>		
(I) PF	1,800	21,600
(J) Gratuity	722	8,664
<b>(K) RETIREMENT BENEFITS: (K = I+J)</b>	<b>2,522</b>	<b>30,264</b>
<b>Benefits</b>		
(L) Medical Insurance Premium	673	8,076
(M) BONUS/Ex.GRATIA	1,400	16,800
<b>(N) Fixed Compensation: (N = H+K+L+M)</b>	<b>25,000</b>	<b>3,00,000</b>
<b>(P) TOTAL COST TO COMPANY (TCC)</b>		<b>3,00,000</b>

A one-time joining bonus of INR 25,000 shall be paid upon successful completion of one-year service with QuEST.

**QuEST Global Engineering Services Private Limited**

**Reg. off. Address:** AEQUS Special Economic Zone, No.437/A, Plot No.2 Hattaragi Village, Hukkeri Taluk, Belgaum KA 591245 IN CIN: U74900KA2014PTC076219

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[www.quest-global.com](http://www.quest-global.com)

PRINCIPAL  
Avanathi Institute of Engg. & Tech  
Gundlupet (V): Abdullapurmet (Tal): R.S. Tal





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.

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### QuEST Global Engineering Services Private Limited

**Reg. off. Address:** AEQUS Special Economic Zone, No.437/A, Plot No.2 Hattaragi Village, Hukkeri Taluk, Belgaum KA 591245|INCIN:U74900KA2014PTC076219

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*Avinash  
Ganapathy (V. Technology Analyst (S&T) - R.R. Unit*





### Letter of Intent

Doc Ref. No.: QC20220040

Date of issue: 12<sup>th</sup> April 2022

Dear V T N S ADHI NARAYANA 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](mailto: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: \_\_\_\_\_

QuEST Global Engineering Services Private Limited

**Reg. off. Address:** AEQUS Special Economic Zone, No.437/A, Plot No.2 Hattaragi Village, Hukkeri Taluk, Belgaum KA 591245 IN CIN: U74900KA2014PTC076219

**Communication address:** Embassy Tech Village, Building 7B, Primrose, Outer ring Road, Devarabeesanahalli, Varthur Hobli, Bangalore East Taluk, Bangalore - 560 103 Ph: +91-80-67090000; Fax: +91-80-67093200; Email: [info@quest-global.com](mailto:info@quest-global.com)  
[www.quest-global.com](http://www.quest-global.com)

*[Signature]*  
PRINCIPAL  
Avanthi Institute of Engg. & Tech.  
Gundlupaly (V), Gundlupaly (M), R.R. Dist.

*\*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)
<b>Monthly Salary Components</b>		
(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
<b>(H) MONTHLY GROSS SALARY: (H = A+B+C+D+E+F+G)</b>	<b>20,405</b>	<b>2,44,860</b>
<b>Retirement Benefits</b>		
(I) PF	1,800	21,600
(J) Gratuity	722	8,664
<b>(K) RETIREMENT BENEFITS: (K = I+J)</b>	<b>2,522</b>	<b>30,264</b>
<b>Benefits</b>		
(L) Medical Insurance Premium	673	8,076
(M) BONUS/Ex.GRATIA	1,400	16,800
<b>(N) Fixed Compensation: (N = H+K+L+M)</b>	<b>25,000</b>	<b>3,00,000</b>
<b>(P) TOTAL COST TO COMPANY (TCC)</b>		<b>3,00,000</b>

A one-time joining bonus of INR 25,000 shall be paid upon successful completion of one-year service with QuEST.

**QuEST Global Engineering Services Private Limited**

**Reg. off. Address:** AEQUS Special Economic Zone, No.437/A, Plot No.2 Hattaragi Village, Hukkeri Taluk, Belgaum KA 591245 IN CIN: U74900KA2014PTC076219

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[www.quest-global.com](http://www.quest-global.com)

  
**PRINCIPAL**  
 Avanthi Institute of Engg. & Tech.  
 Gandhinagar (Vijayanagara Taluk), K.R. Road





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.

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### QuEST Global Engineering Services Private Limited

**Reg. off. Address:** AEQUUS Special Economic Zone, No.437/A, Plot No.2 Hattaragi Village, Hukkeri Taluk, Belgaum KA 591245 IN CIN:U74900KA2014PTC076219

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[www.quest-global.com](http://www.quest-global.com)

PRINCIPAL  
Avanthy Institute of Engg. & Tech,  
Gunthakal: 17, Abbalajurhal (4th), R.P. Road





**Letter of Intent**

Doc Ref. No.:QC20220041

Date of Issue: 12<sup>th</sup> April 2022

Dear **BOINAPALLY VENKATESH**,

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](mailto: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: \_\_\_\_\_

**QuEST Global Engineering Services Private Limited**

**Reg. off. Address:** AEQUS Special Economic Zone, No.437/A, Plot No.2 Hattaragi Village, Hukkeri Taluk, Belgaum KA 591245 IN CIN:U74900KA2014PTC076219

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[www.quest-global.com](http://www.quest-global.com)

**PRINCIPAL**  
Avanthy Institute of Engg. & Tech.  
Gundlupaly (V), Abdulapurmet (M), R.R. Dist.

*\*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)
<b>Monthly Salary Components</b>		
(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
<b>(H) MONTHLY GROSS SALARY: (H = A+B+C+D+E+F+G)</b>	<b>20,405</b>	<b>2,44,860</b>
<b>Retirement Benefits</b>		
(I) PF	1,800	21,600
(J) Gratuity	722	8,664
<b>(K) RETIREMENT BENEFITS: (K = I+J)</b>	<b>2,522</b>	<b>30,264</b>
<b>Benefits</b>		
(L) Medical Insurance Premium	673	8,076
(M) BONUS/Ex.GRATIA	1,400	16,800
<b>(N) Fixed Compensation: (N = H+K+L+M)</b>	<b>25,000</b>	<b>3,00,000</b>
<b>(P) TOTAL COST TO COMPANY (TCC)</b>		<b>3,00,000</b>

A one-time joining bonus of INR 25,000 shall be paid upon successful completion of one-year service with QuEST.

**QuEST Global Engineering Services Private Limited**

**Reg. off. Address:** AEQUUS Special Economic Zone, No.437/A, Plot No.2 Hattaragi Village, Hukkeri Taluk, Belgaum KA 591245 IN CIN:U74900KA2014PTC076219

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[www.quest-global.com](http://www.quest-global.com)

PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Gantharthy (V), Alcotla (Taluk of S); RTI, C.A.





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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Employee Deposit Linked Insurance cover as per statutory requirement

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**QuEST Global Engineering Services Private Limited**

**Reg. off. Address:** AEQUUS Special Economic Zone, No.437/A, Plot No.2 Hattaragi Village, Hukkeri Taluk, Belgaum KA 591245INCIN:U74900KA2014PTC076219

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[www.quest-global.com](http://www.quest-global.com)

**PRINCIPAL**  
Avanithi Institute of Engg. & Tech.  
Guntapally (V), Abdulsapurmet (M.D.), R.R. Dist.





**Letter of Intent**

Doc Ref. No.:QC20220042

Date of Issue: 12<sup>th</sup> April 2022

Dear **BOBBALA DEEPA**,

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](mailto: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: \_\_\_\_\_

**QuEST Global Engineering Services Private Limited**

**Reg. off. Address:** AEQUS Special Economic Zone, No.437/A, Plot No.2 Hattaragi Village, Hukkeri Taluk, Belgaum KA 591245 IN CIN: U74900KA2014PTC076219

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[www.quest-global.com](http://www.quest-global.com)

*[Signature]*  
**PRINCIPAL**  
Avanhi Institute of Engg. & Tech.  
Gandhinagar, (U), Adalapanthi (M), 28, 014

\*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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<b>Benefits</b>		
(L) Medical Insurance Premium	673	8,076
(M) BONUS/Ex GRATIA	1,400	16,800
<b>(N) Fixed Compensation: (N = H+K+L+M)</b>	<b>25,000</b>	<b>3,00,000</b>
<b>(P) TOTAL COST TO COMPANY (TCC)</b>		<b>3,00,000</b>

A one-time joining bonus of INR 25,000 shall be paid upon successful completion of one-year service with QuEST.

**QuEST Global Engineering Services Private Limited**

**Reg. off. Address:** AEQUS Special Economic Zone, No.437/A, Plot No.2 Hattaragi Village, Hukkeri Taluk, Belgaum KA 591245(INCIN:U74900KA2014PTC076219)

**Communication address:** Embassy Tech Village, Building 7B, Primrose, Outer ring Road, Devarabeesanahalli, Varthur Hobli, Bangalore East Taluk, Bangalore - 560 103 Ph: +91-80-67090000; Fax: +91-80-67093200, Email: info@quest-global.com  
[www.quest-global.com](http://www.quest-global.com)

  
 Approved by  
 Director of Engineering & Tech  
 University of South India, U.S.S. Dr.





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), Addalapuram (M), R.R. Dist.





**Letter of Intent**

Doc Ref. No. :QC20220043

Date of Issue: 12<sup>th</sup> April 2022

Dear **MAMIDALA SREEJA**,

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](mailto: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: \_\_\_\_\_

**QuEST Global Engineering Services Private Limited**

**Reg. off. Address:** AEQUS Special Economic Zone, No.437/A, Plot No.2 Hattaragi Village, Hukkeri Taluk, Belgaum KA 591245INCIN:U74900KA2014PTC076219

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[www.quest-global.com](http://www.quest-global.com)

**PRINCIPAL**  
Avan...  
QuEST Global Engineering Services Pvt. Ltd.

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**Annexure - I**  
**Compensation & Benefit Details**

Items	Monthly Salary (Amount in INR)	Annual Salary (Amount in INR)
<b>Monthly Salary Components</b>		
(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
<b>(H) MONTHLY GROSS SALARY: (H = A+B+C+D+E+F+G)</b>	<b>20,405</b>	<b>2,44,860</b>
<b>Retirement Benefits</b>		
(I) PF	1,800	21,600
(J) Gratuity	722	8,664
<b>(K) RETIREMENT BENEFITS: (K = I+J)</b>	<b>2,522</b>	<b>30,264</b>
<b>Benefits</b>		
(L) Medical Insurance Premium	673	8,076
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<b>(N) Fixed Compensation: (N = H+K+L+M)</b>	<b>25,000</b>	<b>3,00,000</b>
<b>(P) TOTAL COST TO COMPANY (TCC)</b>		<b>3,00,000</b>

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**QuEST Global Engineering Services Private Limited**

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**PRINCIPAL**  
 Avanihi Institute of Engg. & Tech,  
 Gunthupaly (V), Abdolapurmet (TA), R.R. Dist.





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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**QuEST Global Engineering Services Private Limited**

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[www.quest-global.com](http://www.quest-global.com)

PRINCIPAL  
Avanith Institute of Engg. & Tech.  
Gandhagar IV, Abolapuram (2d), P.R. Dist.





**Letter of Intent**

Doc Ref. No.: QC20220044

Date of issue: 12<sup>th</sup> April 2022

Dear A KUPENDER 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](mailto: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: \_\_\_\_\_

**QuEST Global Engineering Services Private Limited**

**Reg. off. Address:** AEQUS Special Economic Zone, No.437/A, Plot No.2 Hattaragi Village, Hukkeri Taluk, Belgaum KA 591245|INCIN:U74900KA2014PTC076219

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[www.quest-global.com](http://www.quest-global.com)

*[Signature]*  
PRINCIPAL

Avanhi Institute of Engg. & Tech.  
Gandhinagar (V), A.S. Road, (M.S.), R.R. Dist.

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**Annexure - I  
Compensation & Benefit Details**

Items	Monthly Salary (Amount in INR)	Annual Salary (Amount in INR)
<b>Monthly Salary Components</b>		
(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
<b>(H) MONTHLY GROSS SALARY: (H = A+B+C+D+E+F+G)</b>	<b>20,405</b>	<b>2,44,860</b>
<b>Retirement Benefits</b>		
(I) PF	1,800	21,600
(J) Gratuity	722	8,664
<b>(K) RETIREMENT BENEFITS: (K = I+J)</b>	<b>2,522</b>	<b>30,264</b>
<b>Benefits</b>		
(L) Medical Insurance Premium	673	8,076
(M) BONUS/Ex.GRATIA	1,400	16,800
<b>(N) Fixed Compensation: (N = H+K+L+M)</b>	<b>25,000</b>	<b>3,00,000</b>
<b>(P) TOTAL COST TO COMPANY (TCC)</b>		<b>3,00,000</b>

A one-time joining bonus of INR 25,000 shall be paid upon successful completion of one-year service with QuEST.

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[www.quest-global.com](http://www.quest-global.com)

PRINCIPAL  
Avanithi Institute of Engg. & Tech.  
Gunturapally (V), Akudipamati (M), R.R. Dist.





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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Employee Deposit Linked Insurance cover as per statutory requirement

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[www.quest-global.com](http://www.quest-global.com)

  
PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Guntur (V. Paduram) Dist. R.R. 7-1





**Letter of Intent**

Doc Ref. No.:QC20220045

Date of Issue: 12<sup>th</sup> April 2022

Dear VADDEPALLI JAGADEESH,

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](mailto: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: \_\_\_\_\_

**QuEST Global Engineering Services Private Limited**

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*Avanthi*  
PRINCIPAL  
Avanthi Institute of Engg. & Tech  
Guntur (V), Andhra Pradesh (AP), R.R. Dist.

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**Annexure - I**  
**Compensation & Benefit Details**

Items	Monthly Salary (Amount in INR)	Annual Salary (Amount in INR)
<b>Monthly Salary Components</b>		
(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
<b>(H) MONTHLY GROSS SALARY: (H = A+B+C+D+E+F+G)</b>	<b>20,405</b>	<b>2,44,860</b>
<b>Retirement Benefits</b>		
(I) PF	1,800	21,600
(J) Gratuity	722	8,664
<b>(K) RETIREMENT BENEFITS: (K = I+J)</b>	<b>2,522</b>	<b>30,264</b>
<b>Benefits</b>		
(L) Medical Insurance Premium	673	8,076
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PRINCIPAL  
Aventhi Institute of Engg. & Tech.  
Gurugoddy (V), Adityapuram (M), R.R. Coll.





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### QuEST Global Engineering Services Private Limited

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[www.quest-global.com](http://www.quest-global.com)

  
**PRINCIPAL**  
Avanhi Institute of Engg. & T  
Gouthajy (V), Abdulqumit (Mtl), R.H.





**Letter of intent**

Doc Ref. No.: QC20220046

Date of Issue: 12<sup>th</sup> April 2022

Dear DODLAPATI SRIKANTH,

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.

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For QuEST Global Engineering Services Private Limited

*Neha Das*

Neha Das  
Deputy Manager - University Relations

Candidate Signature: \_\_\_\_\_

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PRINCIPAL  
Aparna Institute of Engg. & Tech  
Bangalore

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**QuEST Global Engineering Services Private Limited**

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 PRINCIPAL  
 Avanthi Institute of Engg. & Tech  
 Gunthapally (V), A.S. Nagar (M), R.R.





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.

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**QuEST Global Engineering Services Private Limited**

**Reg. off. Address:** AEQUS Special Economic Zone, No.437/A, Plot No.2 Hattaragi Village, Hukkeri Taluk, Belgaum KA  
591245INCIN:U74900KA2014PTCG76219

**Communication address:** Embassy Tech Village, Building 7B, Primrose, Outer ring Road, Devarabeesanahalli,  
Varthur Hobli, Bangalore East Taluk, Bangalore - 560 103 Ph: +91-80-67090000; Fax: +91-80-67093200; Email:  
info@quest-global.com  
[www.quest-global.com](http://www.quest-global.com)

  
PRINCIPAL  
Avanhi Institute of Engg. & Tech,  
Ganthapaly (V), Subbarama Nagar





**Letter of Intent**

Doc Ref. No.: QC20220047

Date of Issue: 12<sup>th</sup> April 2022

Dear **TANGELLA AISHWARYA**,

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](mailto: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: \_\_\_\_\_

**QuEST Global Engineering Services Private Limited**

**Reg. off. Address:** AEQUS Special Economic Zone, No.437/A, Plot No.2 Hattaragi Village, Hukkeri Taluk, Belgaum KA 591245 IN CIN:U74900KA2014PTC076219

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[www.quest-global.com](http://www.quest-global.com)

*[Signature]*  
**PRINCIPAL**  
Avant! Institute of Engg. & Tech.  
Gundlupet, (V), Anekal Taluk, R.R. Co.



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**Annexure - I  
Compensation & Benefit Details**

Items	Monthly Salary (Amount in INR)	Annual Salary (Amount in INR)
<b>Monthly Salary Components</b>		
(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
<b>(H) MONTHLY GROSS SALARY: (H = A+B+C+D+E+F+G)</b>	<b>20,405</b>	<b>2,44,860</b>
<b>Retirement Benefits</b>		
(I) PF	1,800	21,600
(J) Gratuity	722	8,664
<b>(K) RETIREMENT BENEFITS: (K = I+J)</b>	<b>2,522</b>	<b>30,264</b>
<b>Benefits</b>		
(L) Medical Insurance Premium	673	8,076
(M) BONUS/EX.GRATIA	1,400	16,800
<b>(N) Fixed Compensation: (N = H+K+L+M)</b>	<b>25,000</b>	<b>3,00,000</b>
<b>(P) TOTAL COST TO COMPANY (TCC)</b>		<b>3,00,000</b>

A one-time joining bonus of INR 25,000 shall be paid upon successful completion of one-year service with QuEST.

**QuEST Global Engineering Services Private Limited**

**Reg. off. Address:** AEQUS Special Economic Zone, No.437/A, Plot No.2 Hattaragi Village, Hukkeri Taluk, Belgaum KA 591245INCIN:U74900KA2014PTC076219

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[www.quest-global.com](http://www.quest-global.com)

  
 Avanthi, Director, Engg. & Tech,  
 Global (C, Bangalore) PVT. LTD.





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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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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### QuEST Global Engineering Services Private Limited

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[www.quest-global.com](http://www.quest-global.com)

  
PRINCIPAL  
Avanthi Institute of Engg. & Tech,  
Gandhinagar (S), Bangalore, India, KA - 4





**Letter of Intent**

Doc Ref. No.:QC20220048

Date of Issue: 12<sup>th</sup> April 2022

Dear JOSHI ANIRUDH CHARY,

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](mailto: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: \_\_\_\_\_

**QuEST Global Engineering Services Private Limited**

**Reg. off. Address:** AEQUS Special Economic Zone, No.437/A, Plot No.2 Hattaragi Village, Hukkeri Taluk, Belgaum KA 591245(INCIN:U74900KA2014PTC076219)

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[www.quest-global.com](http://www.quest-global.com)

*[Signature]*  
PRINCIPAL  
Avarathi Institute of Engg. & Tech.  
Guntur (V), A32, Rajamahendravaram, A.P.

*\*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)
<b>Monthly Salary Components</b>		
(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
<b>(H) MONTHLY GROSS SALARY: (H = A+B+C+D+E+F+G)</b>	<b>20,405</b>	<b>2,44,860</b>
<b>Retirement Benefits</b>		
(I) PF	1,800	21,600
(J) Gratuity	722	8,664
<b>(K) RETIREMENT BENEFITS: (K = I+J)</b>	<b>2,522</b>	<b>30,264</b>
<b>Benefits</b>		
(L) Medical Insurance Premium	673	8,076
(M) BONUS/Ex.GRATIA	1,400	16,800
<b>(N) Fixed Compensation: (N = H+K+L+M)</b>	<b>25,000</b>	<b>3,00,000</b>
<b>(P) TOTAL COST TO COMPANY (TCC)</b>		<b>3,00,000</b>

A one-time joining bonus of INR 25,000 shall be paid upon successful completion of one-year service with QuEST.

**QuEST Global Engineering Services Private Limited**

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[www.quest-global.com](http://www.quest-global.com)

  
**PRINCIPAL**  
 Avanthi Institute of Engg. & Tech,  
 Gunthapur (V), Bangalore (KA) 560103





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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### QuEST Global Engineering Services Private Limited

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[www.quest-global.com](http://www.quest-global.com)

  
PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
Gunturpally (K), Addichipuri (K), ER East





**Letter of Intent**

Doc Ref. No.: QC20220049

Date of Issue: 12<sup>th</sup> April 2022

Dear BHUKYA KALYAN,

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:

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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](mailto: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: \_\_\_\_\_

**QuEST Global Engineering Services Private Limited**

**Reg. off. Address:** AEQU Special Economic Zone, No.437/A, Plot No.2 Hattaragi Village, Hukkeri Taluk, Belgaum KA 591245 IN CIN: U74900KA2014PTC076219

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[www.quest-global.com](http://www.quest-global.com)

*[Signature]*  
PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Gumthipaly (V. 26, Mysuru (KA), R.R.E.S.

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**Annexure - I**  
**Compensation & Benefit Details**

Items	Monthly Salary (Amount in INR)	Annual Salary (Amount in INR)
<b>Monthly Salary Components</b>		
(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
<b>(H) MONTHLY GROSS SALARY: (H = A+B+C+D+E+F+G)</b>	<b>20,405</b>	<b>2,44,860</b>
<b>Retirement Benefits</b>		
(I) PF	1,800	21,600
(J) Gratuity	722	8,664
<b>(K) RETIREMENT BENEFITS: (K = I+J)</b>	<b>2,522</b>	<b>30,264</b>
<b>Benefits</b>		
(L) Medical Insurance Premium	673	8,076
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<b>(N) Fixed Compensation: (N = H+K+L+M)</b>	<b>25,000</b>	<b>3,00,000</b>
<b>(P) TOTAL COST TO COMPANY (TCC)</b>		<b>3,00,000</b>

A one-time joining bonus of INR 25,000 shall be paid upon successful completion of one-year service with QuEST.

**QuEST Global Engineering Services Private Limited**

**Reg. off. Address:** AEQU5 Special Economic Zone, No.437/A, Plot No.2 Hattaragi Village, Hukkeri Taluk, Belgaum KA 591245 INCIN:U74900KA2014PTC076219

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[www.quest-global.com](http://www.quest-global.com)

**PRINCIPAL**  
Avanthy Institute of Engg. & Tech  
Gubbi, Karnataka





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591245INCIN:U74900KA2014PTC076219

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info@quest-global.com  
[www.quest-global.com](http://www.quest-global.com)

  
**PRINCIPAL**  
Avanhi Institute of Engg. & Tech,  
Gumthalur (V) Maddur Taluk (M.D), R.R. ...





**Letter of Intent**

Doc Ref. No.:QC20220050

Date of Issue: 12<sup>th</sup> April 2022

Dear **P RITHVIK 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.

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For QuEST Global Engineering Services Private Limited

*Neha Das*

**Neha Das**  
Deputy Manager - University Relations

Candidate Signature: \_\_\_\_\_

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[www.quest-global.com](http://www.quest-global.com)

*Principal*  
Aventhi Institute of Engg. & Tech  
Gummaçy (G) - Tumkur (M) - B.R. Dist

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[www.quest-global.com](http://www.quest-global.com)

  
**PRINCIPAL**  
 Avanthi Institute of Engg. & Tech.  
 Gantharohi, Bangalore East Taluk, Bangalore - 560 103





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Employee Deposit Linked Insurance cover as per statutory requirement

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### QuEST Global Engineering Services Private Limited

**Reg. off. Address:** AEQUS Special Economic Zone, No.437/A, Plot No.2 Hattaragi Village, Hukkeri Taluk, Belgaum KA 591245 IN CIN:U74900KA2014PTC076219

**Communication address:** Embassy Tech Village, Building 7B, Primrose, Outer ring Road, Devarabeesanahalli, Varthur Hobli, Bangalore East Taluk, Bangalore - 560 103 Ph: +91-80-67090000; Fax: +91-80-67093200; Email: [info@quest-global.com](mailto:info@quest-global.com)  
[www.quest-global.com](http://www.quest-global.com)

*Al*  
Avanish Kumar, Director & Tech.  
Gurtejpal Singh, Director & HR. Eng.





**Letter of Intent**

Doc Ref. No.: QC20220051

Date of Issue: 12<sup>th</sup> April 2022

Dear **MEKALA NARENDER**,

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](mailto: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: \_\_\_\_\_

**QuEST Global Engineering Services Private Limited**

**Reg. off. Address:** AEQUS Special Economic Zone, No.437/A, Plot No.2 Hattaragi Village, Hukkeri Taluk, Belgaum KA 591245INCIN:U74900KA2014PTC076219

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[www.quest-global.com](http://www.quest-global.com)

*[Signature]*  
**PRINCIPAL**  
Avanthe Institute of Engg. & Tech.  
Guntur (V) - 1500001 (Andhra Pradesh)



**\*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)
<b>Monthly Salary Components</b>		
(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
<b>(H) MONTHLY GROSS SALARY: (H = A+B+C+D+E+F+G)</b>	<b>20,405</b>	<b>2,44,860</b>
<b>Retirement Benefits</b>		
(I) PF	1,800	21,600
(J) Gratuity	722	8,664
<b>(K) RETIREMENT BENEFITS: (K = I+J)</b>	<b>2,522</b>	<b>30,264</b>
<b>Benefits</b>		
(L) Medical Insurance Premium	673	8,076
(M) BONUS/Ex.GRATIA	1,400	16,800
<b>(N) Fixed Compensation: (N = H+K+L+M)</b>	<b>25,000</b>	<b>3,00,000</b>
<b>(P) TOTAL COST TO COMPANY (TCC)</b>		<b>3,00,000</b>

A one-time joining bonus of INR 25,000 shall be paid upon successful completion of one-year service with QuEST.

**QuEST Global Engineering Services Private Limited**

**Reg. off. Address:** AEQUUS Special Economic Zone, No.437/A, Plot No.2 Hattaragi Village, Hukkeri Taluk, Belgaum KA. 591245 IN CIN:U74900KA2014PTC076219

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[www.quest-global.com](http://www.quest-global.com)

  
**PRINCIPAL**  
 Avenith Institute of Engg. & Tech.  
 GunShanoli (V), Avindlur (T), R.R. Dist





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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**QuEST Global Engineering Services Private Limited**

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[www.quest-global.com](http://www.quest-global.com)

  
Principal  
Avanhi Institute of Engg. & Tech.  
Guntur (V), A.P. Dist. Guntur, R.R. 24





**Letter of Intent**

Doc Ref. No.: QC20220052

Date of Issue: 12<sup>th</sup> April 2022

Dear GOGULA DIVYA,

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](mailto: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: \_\_\_\_\_

**QuEST Global Engineering Services Private Limited**

**Reg. off. Address:** AEQUS Special Economic Zone, No.437/A, Plot No.2 Hattaragi Village, Hukkeri Taluk, Belgaum KA 591245 IN CIN:U74900KA2014PTC076219

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[www.quest-global.com](http://www.quest-global.com)

*[Signature]*  
PRINCIPAL  
Avanathi Institute of Engg. & Tech  
Gandhapalli (V) Akividu Taluk (D.D.) R.R. 2

**\*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)
<b>Monthly Salary Components</b>		
(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
<b>(H) MONTHLY GROSS SALARY: (H = A+B+C+D+E+F+G)</b>	<b>20,405</b>	<b>2,44,860</b>
<b>Retirement Benefits</b>		
(I) PF	1,800	21,600
(J) Gratuity	722	8,664
<b>(K) RETIREMENT BENEFITS: (K = I+J)</b>	<b>2,522</b>	<b>30,264</b>
<b>Benefits</b>		
(L) Medical Insurance Premium	673	8,076
(M) BONUS/Ex.GRATIA	1,400	16,800
<b>(N) Fixed Compensation: (N = H+K+L+M)</b>	<b>25,000</b>	<b>3,00,000</b>
<b>(P) TOTAL COST TO COMPANY (TCC)</b>		<b>3,00,000</b>

A one-time joining bonus of INR 25,000 shall be paid upon successful completion of one-year service with QuEST.

**QuEST Global Engineering Services Private Limited**

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[www.quest-global.com](http://www.quest-global.com)

  
**PRINCIPAL**  
 Avanthi Institute of Engg. & Tech  
 Gunthakota (V), Adichunchanurga (Taluk), R.R. Dist.





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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### QuEST Global Engineering Services Private Limited

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info@quest-global.com  
[www.quest-global.com](http://www.quest-global.com)

  
Avaniti International Engg. & Tech.  
Gundlupaly CV, A-2-22-11 (Mid), R.R. Dist.





**Letter of Intent**

Doc Ref. No.: QC20220053

Date of Issue: 12<sup>th</sup> April 2022

Dear SADEEDA ULFAT AARA,

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](mailto: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: \_\_\_\_\_

**QuEST Global Engineering Services Private Limited**

**Reg. off. Address:** AEQUS Special Economic Zone, No.437/A, Plot No.2 Hattaragi Village, Hukkeri Taluk, Belgaum KA 591245|INCIN:U74900KA2014PTC076219

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[www.quest-global.com](http://www.quest-global.com)

*Principal*  
Avanthi Institute of Engg. & Tech.  
Gunthapally (4), Aasulapet (MCh), R.R. Dist.



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Compensation & Benefit Details**

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<b>Monthly Salary Components</b>		
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(E) Food Coupon	-	-
(F) Telephone/Internet Allowance	-	-
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<b>(H) MONTHLY GROSS SALARY: (H = A+B+C+D+E+F+G)</b>	<b>20,405</b>	<b>2,44,860</b>
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<b>(K) RETIREMENT BENEFITS: (K = I+J)</b>	<b>2,522</b>	<b>30,264</b>
<b>Benefits</b>		
(L) Medical Insurance Premium	673	8,076
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<b>(P) TOTAL COST TO COMPANY (TCC)</b>		<b>3,00,000</b>

A one-time joining bonus of INR 25,000 shall be paid upon successful completion of one-year service with QuEST.

**QuEST Global Engineering Services Private Limited**

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**PRINCIPAL**  
 Avanti Institute of Engg. & Tech.  
 Bangalore





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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

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591245INCIN:U74900KA2014PTC076219

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Varthur Hobli, Bangalore East Taluk, Bangalore - 560 103 Ph: +91-80-67090000; Fax: +91-80-67093200; Email:  
info@quest-global.com  
[www.quest-global.com](http://www.quest-global.com)

*Principal*  
Avanhi Institute of Engg. & Tech.  
Gandhinagar, Bangalore



ELTP / 2022

**Subject: Letter of Intent to Hire****Dear PYARAM NAVYA,**

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](mailto:hrteam@eidiko.com)), no later than **15-April-2022**, failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

The detailed Terms and Conditions of your appointment shall be issued to you along with the offer letter at the time joining. You will be under a probationary period of 6 (six) months, from the date of joining.

Upon confirmation of your acceptance to join, you will be required to join the company on **06-July-2020** or inform the HR about any delay in joining date with a genuine reason, failing which our offer is closed and no further communication will be entertained.

**Following are the details about Trainee Software Engineer Position:****Compensation**

**CTC:** Your Annual Gross CTC for the year, which is inclusive of Basic Salary and other Variable emoluments, is **Rs. 1,80,000/- Per Annum** (INR One Lakh Eighty Thousand Rupees Only).

This offer is subject to you satisfying the following requirements:

26. You are required to mandatorily possess the following documents at the time of joining:
  - a. A valid Passport
  - b. Income Tax PAN Card at the time of joining the Company.
27. You should have completed your academic course with a minimum of **65% or equivalent** as specified at the time of your selection.
28. Minimum of 65% in HSC or equivalent course and minimum of First Class 65% in all other courses completed by you prior to your qualifying academic course.
29. You should have completed any Company organized training imparted prior to your date of joining
30. Submit all necessary legal documentation pertaining to your employment



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

*[Handwritten signature]*  
PRINCIPAL  
Avenhi Institute of Engg. & Tech.  
Guntur, V. Road, Guntur, Andhra Pradesh

+91 40-33182600

info@eidiko.com

Eidiko Systems Integrators, Suite #1, Floor #1, MIR Magnifique,  
Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008



**Subject: Letter of Intent to Hire****Dear CHENNOJU BHAVANI,**

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](mailto:hrteam@eidiko.com)), no later than **15-April-2022**, failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

The detailed Terms and Conditions of your appointment shall be issued to you along with the offer letter at the time joining. You will be under a probationary period of 6 (six) months, from the date of joining.

Upon confirmation of your acceptance to join, you will be required to join the company on **06-July-2020** or inform the HR about any delay in joining date with a genuine reason, failing which our offer is closed and no further communication will be entertained.

**Following are the details about Trainee Software Engineer Position:****Compensation**

**CTC:** Your Annual Gross CTC for the year, which is inclusive of Basic Salary and other Variable emoluments, is **Rs. 1,80,000/- Per Annum** (INR One Lakh Eighty Thousand Rupees Only).

This offer is subject to you satisfying the following requirements:

21. 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.
22. You should have completed your academic course with a minimum of **65% or equivalent** as specified at the time of your selection.
23. 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.
24. You should have completed any Company organized training imparted prior to your date of joining
25. Submit all necessary legal documentation pertaining to your employment

PRINCIPAL  
Engineering & Tech  
Gandhapaty (V), Andhrajapuram (M2), 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

**PRINCIPAL**  
**Avanti Institute of Engg. & Tech.**  
**Guntur City (V), Adulapet (M), 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

ELTP / 2022

**Subject: Letter of Intent to Hire**

**Dear TATTRI MALLIKARJUN,**

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](mailto:hrteam@eidiko.com)), no later than **15-April-2022**, failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

The detailed Terms and Conditions of your appointment shall be issued to you along with the offer letter at the time joining. You will be under a probationary period of 6 (six) months, from the date of joining.

Upon confirmation of your acceptance to join, you will be required to join the company on **06-July-2020** or inform the HR about any delay in joining date with a genuine reason, failing which our offer is closed and no further communication will be entertained.

**Following are the details about Trainee Software Engineer Position:**

**Compensation**

**CTC:** Your Annual Gross CTC for the year, which is inclusive of Basic Salary and other Variable emoluments, is **Rs. 1,80,000/- Per Annum** (INR One Lakh Eighty Thousand Rupees Only).

This offer is subject to you satisfying the following requirements:

16. 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.
17. You should have completed your academic course with a minimum of **65% or equivalent** as specified at the time of your selection.
18. 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.
19. You should have completed any Company organized training imparted prior to your date of joining
20. Submit all necessary legal documentation pertaining to your employment

**PRINCIPAL**

Avanthy Institute of Engg. & Tech  
Gunthapaty (V), Abdulapurmet (M.D.), R.R., D.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.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

Eidiko

PRINCIPAL

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info@eidiko.com

Eidiko Systems Integrators, Suite #1, Floor #1, MJR Magnifique,  
Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008





**Subject: Letter of Intent to Hire****Dear RAGAM SAISHYAM,**

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](mailto:hrteam@eidiko.com)), no later than **15-April-2022**, failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

The detailed Terms and Conditions of your appointment shall be issued to you along with the offer letter at the time joining. You will be under a probationary period of 6 (six) months, from the date of joining.

Upon confirmation of your acceptance to join, you will be required to join the company on **06-July-2020** or inform the HR about any delay in joining date with a genuine reason, failing which our offer is closed and no further communication will be entertained.

**Following are the details about Trainee Software Engineer Position:****Compensation**

**CTC:** Your Annual Gross CTC for the year, which is inclusive of Basic Salary and other Variable emoluments, is **Rs. 1,80,000/- Per Annum** (INR One Lakh Eighty Thousand Rupees Only).

This offer is subject to you satisfying the following requirements:

11. 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.
12. You should have completed your academic course with a minimum of **65% or equivalent** as specified at the time of your selection.
13. 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.
14. You should have completed any Company organized training imparted prior to your date of joining
15. Submit all necessary legal documentation pertaining to your employment



**PRINCIPAL**  
Avanhi Institute of Engg. & Tech.  
Gunthapally (V), Abdulajjural (M.D.), 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

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PRINCIPAL

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Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008



ELTP / 2022

**Subject: Letter of Intent to Hire**

Dear **BOMMAGANI DEEPIKA,**

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](mailto:hrteam@eidiko.com)), no later than **15-April-2022**, failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

The detailed Terms and Conditions of your appointment shall be issued to you along with the offer letter at the time joining. You will be under a probationary period of 6 (six) months, from the date of joining.

Upon confirmation of your acceptance to join, you will be required to join the company on **06-July-2020** or inform the HR about any delay in joining date with a genuine reason, failing which our offer is closed and no further communication will be entertained.

**Following are the details about Trainee Software Engineer Position:**

**Compensation**

**CTC:** Your Annual Gross CTC for the year, which is inclusive of Basic Salary and other Variable emoluments, is **Rs. 1,80,000/-** Per Annum (INR One Lakh Eighty Thousand Rupees Only).

This offer is subject to you satisfying the following requirements:

6. 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.
7. You should have completed your academic course with a minimum of **65% or equivalent** as specified at the time of your selection.
8. 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.
9. You should have completed any Company organized training imparted prior to your date of joining
10. Submit all necessary legal documentation pertaining to your employment



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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

EIDIKO

*[Handwritten signature]*  
- Principal  
Assistant Manager, Tech.  
[Faint text]

+91 40-33182600 info@eidiko.com

Eidiko Systems Integrators, Suite #1, Floor #1, MJR Magnifique,  
Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008



**Subject: Letter of Intent to Hire****Dear N SWATHI,**

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a **Trainee Software Engineer** in our Organization.

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](mailto:hrteam@eidiko.com)), no later than **15-April-2022**, failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

The detailed Terms and Conditions of your appointment shall be issued to you along with the offer letter at the time joining. You will be under a probationary period of 6 (six) months, from the date of joining.

Upon confirmation of your acceptance to join, you will be required to join the company on **06-July-2020** or inform the HR about any delay in joining date with a genuine reason, failing which our offer is closed and no further communication will be entertained.

**Following are the details about Trainee Software Engineer Position:****Compensation**

**CTC:** Your Annual Gross CTC for the year, which is inclusive of Basic Salary and other Variable emoluments, is **Rs. 1,80,000/-** Per Annum (INR One Lakh Eighty Thousand Rupees Only).

This offer is subject to you satisfying the following requirements:

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

  
PRINCIPALAvanthi Institute of Engg. & Tech.  
Gundlupeta (V), Avanigadda (M.D.), R.R. Dist.



your selection and presents you



# our Letter Of Intent Inbox



Capgemini via Superset 24 Mar



to me ▾

Mailer\_banner

Most Ethical Company - Eight times in a row

We're highly rated on Glassdoor

Capgemini Research Institute ranked #1

Our gender balance initiatives

Our global client stories

Dear Pulipelli Pavani,

At **Capgemini**, we work with the world's leading brands to enhance and transform the way they do business. We do this with passion. And we do this by applying the human touch to business and technology. In fact, passionate people are **Capgemini's ace of spades**.

During our interaction with you, we found you to be equally passionate about what you do. We are pleased to announce you have successfully cleared our initial selection process and been shortlisted for a suitable position with us. This decision is purely based on your merit and performance during your interactions with us.

As the next step in taking your candidature ahead, please go to **Job Profile Tab** and complete the process of accepting the Letter of Intent.

**We request you to ensure that you complete all the pre requisite information as well as update all the required documents asked during the course of this process before Mar 29, 2022 11:59 PM IST.**

To ensure ease of process, please find below list of documents that would be needed to complete the process:

- Passport size photo
- SSC & HSC Certificate
- Graduation Marksheets
- Graduation Degree Certificate/Provisional Degree\* (If applicable)
- Government ID Proof (Aadhar Card/ Driving License/ Passport/ Voter ID)
- Diploma Marksheets( If applicable)
- Diploma Certificate( If applicable)
- Post-graduation Marksheets\* ( If applicable)
- Post-graduation Certificate\*( If applicable)

\*Please note that if you have completed your diploma/graduation/post-graduation it is mandatory to upload all semester marksheets and degree certificate

**Note the following points while completing the process:**

- Marksheets should be scanned and uploaded semester/year wise only
- Kindly ensure all documents are clearly scanned and uploaded in PDF/JPEG/JPG/PNG format only
- Maximum file size limit is 4MB
- The file nomenclature should be (FirstName LastName DocumentName)

Kindly Refer to below examples for document nomenclature:

Example 1: Rahul Singh is currently in 7th semester Engineering from ABC college. The documents Rahul would upload be as follows: [Click here to see the Example](#)

Eng. & Tech.  
Capgemini





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

**Superset ID: 1692317**

## Letter of Intent ("LOI")

Dear PAGALA HEMANTH KUMAR,

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

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

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

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

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

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

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

PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
Gunthapally (V), Abdulapurmet (M.D.), R.R. Dist.

## ANNEXURE 1

**BHASKARA BHAVANI**

**Analyst and A4**

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

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

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



**PRINCIPAL**  
Avanhi Institute of Engg. & Tech.  
Gundhspaly (V), Abdullapurmat (MD), R.R. Dist.

Upon joining Capgemini,

10. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
11. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
12. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period.

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact [fresherhiring.in@capgemini.com](mailto:fresherhiring.in@capgemini.com), please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1578135**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1578135**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1578135**

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Tejinder Sethi

Head - Fresher Hiring

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PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Gundlacherpetta, Bangalore (KAR), INDIA





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

**Superset ID: 1578135**

## Letter of Intent ("LOI")

Dear BHASKARA BHAVANI,

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

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

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

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

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

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

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

PRINCIPAL  
Aventhi Institute of Engg. & Tech.  
Gurthapally (M), Adilapet, Hyderabad

## ANNEXURE 1

### SOMAGANI PALLAVI

Analyst and A4

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

For & On Behalf of Capgemini


Tejinder Sethi

Head - Fresher Hiring

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---

Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC-45950

  
PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Gandhinagar (V), Ambur Road, Ambur, R.R. Dist.

Upon joining Capgemini,

7. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
8. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
9. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact [fresherhiring.in@capgemini.com](mailto:fresherhiring.in@capgemini.com), please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 2287192**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 2287192**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 2287192**

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Tejinder Sethi

Head - Fresher Hiring

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Avanithi Institute of Engg. & Tech.  
Gandhinagar (V), Andhra Pradesh (M.A.), P.R., Dist.





Capgemini Technology Services India Limited  
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IT 1, IT 2, Airo MIDC, Thane - Belapur Road,  
Navi Mumbai 400708, Maharashtra, India  
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121  
www.capgemini.com/in/en

**Superset ID: 2287192**

## Letter of Intent ("LOI")

Dear SOMAGANI PALLAVI,

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

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

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

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

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

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

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

PRINCIPAL  
Avenih Institute of Engg. & Tech.  
Gandhinagar, Gandhinagar, Gandhinagar, Gandhinagar

## ANNEXURE 1

### GANDHAM PAVANKALYAN

Analyst and A4

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

For & On Behalf of Capgemini

Tejinder Sethi

Head - Fresher Hiring

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



PRINCIPAL

Avanhi Institute of Engg. & Tech.  
Gundhepaly (V), Abdolapurmet (Tal.) R.R. Dist.

Upon joining Capgemini,

4. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
5. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
6. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact [fresherhiring.in@capgemini.com](mailto:fresherhiring.in@capgemini.com), please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1743283**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1743283**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1743283**

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Tejinder Sethi

Head - Fresher Hiring

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PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Guntur (V), Andhra Pradesh, India. S.R. City





Capgemini Technology Services India Limited  
(Formerly known as IGATE Global Solutions Limited)  
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,  
Navi Mumbai 400705, Maharashtra, India.  
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121  
[www.capgemini.com/in-en](http://www.capgemini.com/in-en)

**Superset ID: 1743283**

## Letter of Intent ("LOI")

Dear GANDHAM PAVANKALYAN,

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

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

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

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

  
PRINCIPAL  
Avanthy Institute of Engg. & Tech.  
Guntur (V), Addalapuram (SR), R.R. Dist

## ANNEXURE 1

### MANNE MADHUMITHA REDDY

Analyst and A4

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

For & On Behalf of Capgemini

Tejinder Sethi

Head - Fresher Hiring

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Regd. Office: Pune Hingewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hingewadi Phase III, MIDC, SEZ, Village Man,  
Taluka: Mutshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN:  
U65110PN1983PLC143950



PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
Gunturpally (V), Alandapuram (M), R.R. Dist.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact [fresherhiring.in@capgemini.com](mailto:fresherhiring.in@capgemini.com), please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 2163749**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 2163749**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 2163749**

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Tejinder Sethi

Head - Fresher Hiring

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PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
Guntur (V), Abdulpuram (M), R.R. Dist.





Capgemini Technology Services India Limited  
(Formerly known as IGATE Global Solutions Limited)  
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,  
Navi Mumbai 400708, Maharashtra, India  
Tel: +91 22 7144 4263 | Fax: +91 22 7141 2121  
www.capgemini.com/in-en

**Superset ID: 2163749**

## Letter of Intent ("LOI")

Dear MANNE MADHUMITHA REDDY,

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

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


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

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

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

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

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

  
PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Sunshapaly (V), Abdulaganur (MS), R.R. Dist

## ANNEXURE 1

**Ritika Kulkarni**  
**Analyst and A4**

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

**For & On Behalf of Capgemini**

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

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---

Regit. Office: Pune Hinjawadi Regit. Office No. 14, Rajiv Gandhi Infotech Park, Hinjawadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN19RSTPLC145950



**PRINCIPAL,**  
**Avanhi Institute of Enng. & Tech.**  
**Gunthapaly (V), Abdulapurmet (Tal.), R.R. Dist.**

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period.

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact [fresherhiring.in@capgemini.com](mailto:fresherhiring.in@capgemini.com), please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1573364**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1573364**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1573364**

Thanking you,

Yours Sincerely,

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

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**PRINCIPAL**  
Avanhi Institute of Enng. & Tech.  
Gunthapally (V), Abudulapurmet (M.D.), P. R. Dist.





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

**Superset ID: 1573364**

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

Dear Ritika Kulkarni,

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

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

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

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

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

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

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

PRINCIPAL  
Avanthy Institute of Technology  
Guntur (V), Andhra Pradesh

your selection and presents you



# our Letter Of Intent Inbox



Capgemini via Superset 24 Mar

to me ▾



Mailer\_banner



Dear Pulipelli Pavani,

At **Capgemini**, we work with the world's leading brands to enhance and transform the way they do business. We do this with passion. And we do this by applying the human touch to business and technology. In fact, passionate people are **Capgemini's** ace of spades.

During our interaction with you, we found you to be equally passionate about what you do. We are pleased to announce you have successfully cleared our initial selection process and been shortlisted for a suitable position with us. This decision is purely based on your merit and performance during your interactions with us.

As the next step in taking your candidature ahead, please go to **Job Profile Tab** and complete the process of accepting the Letter of Intent.

**We request you to ensure that you complete all the pre requisite information as well as update all the required documents asked during the course of this process before Mar 29, 2022 11:59 PM IST.**

To ensure ease of process, please find below list of documents that would be needed to complete the process:

- Passport size photo
- SSC & HSC Certificate
- Graduation Marksheets
- Graduation Degree Certificate/Provisional Degree\* (if applicable)
- Government ID Proof (Aadhar Card/ Driving License/ Passport/ Voter ID)
- Diploma Marksheets( If applicable)
- Diploma Certificate( If applicable)
- Post-graduation Marksheets\* ( If applicable)
- Post-graduation Certificate\*( If applicable)

\*Please note that if you have completed your diploma/graduation/post-graduation it is mandatory to upload all semester marksheets and degree certificate

Note the following points while completing the process :

- Marksheets should be scanned and uploaded semester/year wise only
- Kindly ensure all documents are clearly scanned and uploaded in PDF/JPEG/JPG/PNG format only
- Maximum file size limit is 4MB
- The file nomenclature should be (FirstName LastName DocumentName)

**PRINCIPAL**  
Avanthe Institute of Engg. & Tech.  
Gonthipaty (V), Abdullapuram (M), R.R. Dist.

Kindly Refer to below examples for document nomenclature:

Example 1: Rahul Singh is currently in 7th semester Engineering from ABC college. The documents Rahul would upload be as follows: [CLICK here to see the Example](#)



## ANNEXURE 1

**Manoj Ramidi**  
**Analyst and A4**

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

**For & On Behalf of Capgemini**

**Puneet Kumra**  
**Head - Fresher Hiring**

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---

Regd. Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6099 1000 | Fax: +91 20 6099 5056 | CIN: UR5110PN1903PLC145950

  
PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Gandhapally (V), Abbalapurmet (M), R.R. Dist



Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
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We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact [fresherhiring.in@capgemini.com](mailto:fresherhiring.in@capgemini.com), please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1482206**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1482206**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1482206**

Thanking you,

Yours Sincerely,

**For & On Behalf of Capgemini**

**Puneet Kumra**

**Head - Fresher Hiring**

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

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**PRINCIPAL**  
Avanthy Institute of Engg. & Tech.  
Guntur Road, Kadugupam (M), R.R. Dist.



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

**Superset ID: 1482206**

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

Dear Manoj Ramidi,

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

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

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**PRINCIPAL**  
Avanathi Institute of Engg. & Tech.  
Guntur (V), Abdullapurmet (M), R.R. Dist.

## ANNEXURE 1

**Malreddy**  
**Analyst and A4**

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

**For & On Behalf of Capgemini**

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

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Regd Office: Pune Hirjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hirjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6899 1000 | Fax: +91 20 6899 5050 | CIN: U85110PN1903PLC145950



**PRINCIPAL**  
Avanhi Institute of Engg. & Tech.  
Gundhupaly (S. Abdulazizpur (M.S.), R.P. Sid.



Upon joining Capgemini,

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We look forward to hearing from you. Should you have any query, please do not hesitate to contact [fresherhiring.in@capgemini.com](mailto:fresherhiring.in@capgemini.com), please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1570413**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1570413**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1570413**

Thanking you,

Yours Sincerely,

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

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**PRINCIPAL**

**Avanhi Institute of Engg. & Tech.**  
Sunshady (V), Phulwari (Md), R.R. Cut



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

**Superset ID: 1570413**

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

Dear Malreddy ,

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

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

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

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PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
Guntur, (C), Andhra Pradesh, 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

PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Guntlapally (V), Alandapuram (Dist), 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



Date: 13/04/2022

**Letter Of Intent**Dear **NAMPALLY NARESH,****Avanthi Institute of Engineering & Technology, Hyderabad**

Greetings from IBeON Infotech PVT LTD!!!

Thank you for attending the interview process at "IBeON Infotech" for the profile of "Desktop Support Engineer".

As communicated, we cordially invite you for training at our Office for the Period of 45 days training program which is specially designed for aspiring software developers. Your training will take place at our Bangalore branch office and the date of commencement of such training programme will be starting on 13<sup>th</sup> July 2016. On Successful completion of your training you will be placed in any of our client companies and your CTC range will be 2,00,000 to 3,00,000 per annum.

We would require you to submit the following documents and information to Human Resources at the Time of Joining.

1. Photocopies of all Certificates & Marks Card starting from 10th, Pre-Degree, Graduation, and Post-Graduation.
2. Experience / Relieving Letters from the first Employment till date.
3. Recent pay slips with authorized signatory from the last employer.
4. Photocopies of your Address & Identity proof.

For IBeON INFOTECH



Authorized Signatory

PRINCIPAL  
Avanthi Institute of Engineering & Technology  
Gandhinagar (V), Havelkavargar,  
Ranga Reddy (Dist.)

Date: 13/04/2022

**Letter Of Intent****Dear KASI THARUNTEJA,****Avanathi Institute of Engineering & Technology, Hyderabad**

Greetings from IBeON Infotech PVT LTD!!!

Thank you for attending the interview process at "IBeON Infotech" for the profile of "Desktop Support Engineer".

As communicated, we cordially invite you for training at our Office for the Period of 45 days training program which is specially designed for aspiring software developers. Your training will take place at our Bangalore branch office and the date of commencement of such training programme will be starting on 13<sup>th</sup> July 2016. On Successful completion of your training you will be placed in any of our client companies and your CTC range will be 2,00,000 to 3,00,000 per annum.

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1. Photocopies of all Certificates & Marks Card starting from 10<sup>th</sup>, Pre-Degree, Graduation, and Post-Graduation.
2. Experience / Relieving Letters from the first Employment till date.
3. Recent pay slips with authorized signatory from the last employer.
4. Photocopies of your Address & Identity proof.

For IBeON INFOTECH



Authorized Signatory

PRINCIPAL  
Avanathi Institute of Engineering & Technology  
Banjara Hills (II), Hyderabad  
Rangappa Reddy (Smt)



Date: 13/04/2022

**Letter Of Intent****Dear BHEEMANABOINA RENUKA,****Avanthi Institute of Engineering & Technology, Hyderabad**

Greetings from IBeON Infotech PVT LTD!!!

Thank you for attending the interview process at "IBeON Infotech" for the profile of "Desktop Support Engineer".

As communicated, we cordially invite you for training at our Office for the Period of 45 days training program which is specially designed for aspiring software developers. Your training will take place at our Bangalore branch office and the date of commencement of such training programme will be starting on 13<sup>th</sup> July 2016. On Successful completion of your training you will be placed in any of our client companies and your CTC range will be 2,00,000 to 3,00,000 per annum.

We would require you to submit the following documents and information to Human Resources at the Time of Joining.

1. Photocopies of all Certificates & Marks Card starting from 10th, Pre-Degree, Graduation, and Post-Graduation.
2. Experience / Relieving Letters from the first Employment till date.
3. Recent pay slips with authorized signatory from the last employer.
4. Photocopies of your Address & Identity proof.

For IBeON INFOTECH



Authorized Signatory

PRINCIPAL  
Avanthi Institute of Engineering & Technology  
Gannavara (V), Hyderabad  
Bangalore Road (Dist)



Date: 13/04/2022

## Letter Of Intent

Dear RITIKA NITIN KULKARNI,

Avanthi Institute of Engineering & Technology, Hyderabad

Greetings from IBeON Infotech PVT LTD!!!

Thank you for attending the interview process at "IBeON Infotech" for the profile of "Desktop Support Engineer".

As communicated, we cordially invite you for training at our Office for the Period of 45 days training program which is specially designed for aspiring software developers. Your training will take place at our Bangalore branch office and the date of commencement of such training programme will be starting on 13<sup>th</sup> July 2016. On Successful completion of your training you will be placed in any of our client companies and your CTC range will be 2,00,000 to 3,00,000 per annum.

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2. Experience / Relieving Letters from the first Employment till date.
3. Recent pay slips with authorized signatory from the last employer.
4. Photocopies of your Address & Identity proof.

For IBeON INFOTECH



Authorized Signatory

IBeON Infotech  
Avanthi Institute of Engineering & Technology  
Bangalore (Dist.)

Registered Office : IBeON Infotech, #8/1, 1st Floor, 1st A Cross,  
24th Main, JP Nagar, 2nd Phase, Near Indian Overseas Bank,  
Bangalore 560078

Date: 13/04/2022

**Letter Of Intent**Dear **BANALA VINAYKUMAR,****Avanthi Institute of Engineering & Technology, Hyderabad**

Greetings from IBeON Infotech PVT LTD!!!

Thank you for attending the interview process at "IBeON Infotech" for the profile of "Desktop Support Engineer".

As communicated, we cordially invite you for training at our Office for the Period of 45 days training program which is specially designed for aspiring software developers. Your training will take place at our Bangalore branch office and the date of commencement of such training programme will be starting on 13<sup>th</sup> July 2016. On Successful completion of your training you will be placed in any of our client companies and your CTC range will be 2,00,000 to 3,00,000 per annum.

We would require you to submit the following documents and information to Human Resources at the Time of Joining.

1. Photocopies of all Certificates & Marks Card starting from 10th, Pre-Degree, Graduation, and Post-Graduation.
2. Experience / Relieving Letters from the first Employment till date.
3. Recent pay slips with authorized signatory from the last employer.
4. Photocopies of your Address & Identity proof.

For IBeON INFOTECH



Authorized Signatory

*[Handwritten Signature]*  
**PRINCIPAL**  
Avanthi Institute of Engineering & Technology  
Gandhinagar (IV), Hyderabad  
Phone: 8080101010



Date: 13/04/2022

**Letter Of Intent**Dear **RAMIDI MANOJ REDDY,****Avanthi Institute of Engineering & Technology, Hyderabad**

Greetings from IBeON Infotech PVT LTD!!!

Thank you for attending the interview process at "IBeON Infotech" for the profile of "Desktop Support Engineer".

As communicated, we cordially invite you for training at our Office for the Period of 45 days training program which is specially designed for aspiring software developers. Your training will take place at our Bangalore branch office and the date of commencement of such training programme will be starting on 13<sup>th</sup> July 2016. On Successful completion of your training you will be placed in any of our client companies and your CTC range will be 2,00,000 to 3,00,000 per annum.

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2. Experience / Relieving Letters from the first Employment till date.
3. Recent pay slips with authorized signatory from the last employer.
4. Photocopies of your Address & Identity proof.

For IBeON INFOTECH



Authorized Signatory

*Manoj Reddy*  
PRINCIPAL  
Avanthi Institute of Engineering & Technology  
Gandhinagar, 2nd Phase, Near Indian Overseas Bank  
Bangalore 560078



Date: 13/04/2022

**Letter Of Intent**

Dear CHITLA PRATHYUSHA,

Avanthi Institute of Engineering &amp; Technology, Hyderabad

Greetings from IBeON Infotech PVT LTD!!!

Thank you for attending the interview process at "IBeON Infotech" for the profile of "Desktop Support Engineer".

As communicated, we cordially invite you for training at our Office for the Period of 45 days training program which is specially designed for aspiring software developers. Your training will take place at our Bangalore branch office and the date of commencement of such training programme will be starting on 13<sup>th</sup> July 2016. On Successful completion of your training you will be placed in any of our client companies and your CTC range will be 2,00,000 to 3,00,000 per annum.

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2. Experience / Relieving Letters from the first Employment till date.
3. Recent pay slips with authorized signatory from the last employer.
4. Photocopies of your Address & Identity proof.

For IBeON INFOTECH



Authorized Signatory

*[Handwritten Signature]*  
Authorized Signatory  
IBeON Infotech Pvt Ltd  
Bangalore

Date: 13/04/2022

**Letter Of Intent**Dear **KORIPALLY NIKHILA,****Avanthi Institute of Engineering & Technology, Hyderabad**

Greetings from IBeON Infotech PVT LTD!!!

Thank you for attending the interview process at "IBeON Infotech" for the profile of "Desktop Support Engineer".

As communicated, we cordially invite you for training at our Office for the Period of 45 days training program which is specially designed for aspiring software developers. Your training will take place at our Bangalore branch office and the date of commencement of such training programme will be starting on 13<sup>th</sup> July 2016. On Successful completion of your training you will be placed in any of our client companies and your CTC range will be 2,00,000 to 3,00,000 per annum.

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2. Experience / Relieving Letters from the first Employment till date.
3. Recent pay slips with authorized signatory from the last employer.
4. Photocopies of your Address & Identity proof.

For IBeON INFOTECH



Authorized Signatory

  
PRINCIPAL  
Avanthi Institute of Engineering & Technology  
Gunthooly (V), Havasahangal,  
Rang Reddy (Dist.)



Date: 13/04/2022

**Letter Of Intent****Dear KAKKUNURU PRATHYUSHA,****Avanthi Institute of Engineering & Technology, Hyderabad**

Greetings from IBeON Infotech PVT LTD!!!

Thank you for attending the interview process at "IBeON Infotech" for the profile of "Desktop Support Engineer".

As communicated, we cordially invite you for training at our Office for the Period of 45 days training program which is specially designed for aspiring software developers. Your training will take place at our Bangalore branch office and the date of commencement of such training programme will be starting on 13<sup>th</sup> July 2016. On Successful completion of your training you will be placed in any of our client companies and your CTC range will be 2,00,000 to 3,00,000 per annum.

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2. Experience / Relieving Letters from the first Employment till date.
3. Recent pay slips with authorized signatory from the last employer.
4. Photocopies of your Address & Identity proof.

For IBeON INFOTECH



Authorized Signatory

*[Handwritten Signature]*  
Authorized Signatory  
Avanthi Institute of Engineering & Technology  
Geethapaly (V), Majalahosur  
Ranga Reddy (Dist)



Date: 13/04/2022

**Letter Of Intent**

Dear VANGARI RAM TEJA,

Avanthi Institute of Engineering &amp; Technology, Hyderabad

Greetings from IBeON Infotech PVT LTD!!!

Thank you for attending the interview process at "IBeON Infotech" for the profile of "Desktop Support Engineer".

As communicated, we cordially invite you for training at our Office for the Period of 45 days training program which is specially designed for aspiring software developers. Your training will take place at our Bangalore branch office and the date of commencement of such training programme will be starting on 13<sup>th</sup> July 2016. On Successful completion of your training you will be placed in any of our client companies and your CTC range will be 2,00,000 to 3,00,000 per annum.

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2. Experience / Relieving Letters from the first Employment till date.
3. Recent pay slips with authorized signatory from the last employer.
4. Photocopies of your Address & Identity proof.

For IBeON INFOTECH



Authorized Signatory

*[Handwritten Signature]*  
Authorized Signatory  
Avanthi Institute of Engineering & Technology  
Gundlupeta (V), Hyderabad  
Ranga Reddy (Dist.)

Date: 13/04/2022

**Letter Of Intent**Dear **MASNA GANESH,****Avanthi Institute of Engineering & Technology, Hyderabad**

Greetings from IBeON Infotech PVT LTD!!!

Thank you for attending the interview process at "IBeON Infotech" for the profile of "Desktop Support Engineer".

As communicated, we cordially invite you for training at our Office for the Period of 45 days training program which is specially designed for aspiring software developers. Your training will take place at our Bangalore branch office and the date of commencement of such training programme will be starting on 13<sup>th</sup> July 2016. On Successful completion of your training you will be placed in any of our client companies and your CTC range will be 2,00,000 to 3,00,000 per annum.

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2. Experience / Relieving Letters from the first Employment till date.
3. Recent pay slips with authorized signatory from the last employer.
4. Photocopies of your Address & Identity proof.

For IBeON INFOTECH



Authorized Signatory

*[Handwritten Signature]*  
PRINCIPAL  
Avanthi Institute of Engineering & Technology  
Guntur (V), Rayachoti, Nellore  
Ranga Reddy (Dist)



Date: 13/04/2022

**Letter Of Intent**

Dear L.YASHWANTH,

Avanthi Institute of Engineering &amp; Technology, Hyderabad

Greetings from IBeON Infotech PVT LTD!!!

Thank you for attending the interview process at "IBeON Infotech" for the profile of "Desktop Support Engineer".

As communicated, we cordially invite you for training at our Office for the Period of 45 days training program which is specially designed for aspiring software developers. Your training will take place at our Bangalore branch office and the date of commencement of such training programme will be starting on 13<sup>th</sup> July 2016. On Successful completion of your training you will be placed in any of our client companies and your CTC range will be 2,00,000 to 3,00,000 per annum.

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2. Experience / Relieving Letters from the first Employment till date.
3. Recent pay slips with authorized signatory from the last employer.
4. Photocopies of your Address & Identity proof.

For IBeON INFOTECH



Authorized Signatory

PRINCIPAL  
Avanthi Institute of Engineering & Technology  
Gandhinagar (V), Hyderabad  
Ranga Reddy (Dist.)





**Letter of Intent**

July 01, 2022  
ANUGULA SRINIVAS  
Avanathi Institute of Engineering and Technology, Hayathnagar

Dear ANUGULA SRINIVAS,

We are pleased to inform you that you have been provisionally short-listed for employment as "**Software Engineer Trainee**".

During the training period you will be entitled for a stipend of Rs. 15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

You are required to sign a service agreement for a period of 2 years before the start of training programme.

We will keep you posted with respect to the start of the training program at the Hexaware office in Siruseri, Chennai for your development as a Maverick. Before joining Hexaware and commencement of your training program, you will undergo the Early Intervention Program (EIP) to be conducted by Hexavarsity, our Corporate University.

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organization.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to [campusconnect@hexaware.com](mailto:campusconnect@hexaware.com) confirming your interest in joining Hexaware.

Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

*Monica Mathur*

Monica Mathur  
Vice President, Recruitment-India & APAC



**HEXAWARE TECHNOLOGIES LTD.**

Regd. office: Bldg No. 152, Millennium Business Park, Sector 4, Block 11C, Industrial Area, Mahape,  
Navi Mumbai, 400710. Tel. : +91 22 6791 9595, Fax : +91 22 6791 4500  
ICIN: L72900MH1992PLC069662 URL: [www.hexaware.com](http://www.hexaware.com)

*[Signature]*  
PRINCIPAL

Avanathi Institute of Engineering & Technology  
Hayathnagar, Siruseri, Chennai  
Ranga Reddy (Dist.)



### Letter of Intent

July 01, 2022  
KOMMINENI RITHINKRISHNA  
Avanathi Institute of Engineering and Technology, Hayathnagar

Dear KOMMINENI RITHINKRISHNA,

We are pleased to inform you that you have been provisionally short-listed for employment as **"Software Engineer Trainee"**.

During the training period you will be entitled for a stipend of Rs. 15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

You are required to sign a service agreement for a period of 2 years before the start of training programme.

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You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organization.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to [campusconnect@hexaware.com](mailto:campusconnect@hexaware.com) confirming your interest in joining Hexaware.

Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

*Monica Mathur*

Monica Mathur  
Vice President, Recruitment-India & APAC



**HEXAWARE TECHNOLOGIES LTD.**

Regd. office: Bldg No. 152, Millennium Business Park, Sector - 11, A Block, TTC Industrial Area, Mahape,  
Navi Mumbai, 400710. Tel. : +91 22 6791 9595. Fax : +91 22 6791 9500  
(CIN) : L72900MH1992PLC069662 URL: [www.hexaware.com](http://www.hexaware.com)

*Mathur*

Principal  
Software & Technology  
Rajeshwar  
Ravi (D&T)



### Letter of Intent

July 01, 2022  
MARAMRAJU VISHNU SANDILYA  
Avanathi Institute of Engineering and Technology, Hayathnagar

Dear MARAMRAJU VISHNU SANDILYA,

We are pleased to inform you that you have been provisionally short-listed for employment as "**Software Engineer Trainee**".

During the training period you will be entitled for a stipend of Rs. 15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

You are required to sign a service agreement for a period of 2 years before the start of training programme.

We will keep you posted with respect to the start of the training program at the Hexaware office in Siruseri, Chennai for your development as a Maverick. Before joining Hexaware and commencement of your training program, you will undergo the Early Intervention Program (EiP) to be conducted by Hexavarsity, our Corporate University.

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organization.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to [campusconnect@hexaware.com](mailto:campusconnect@hexaware.com) confirming your interest in joining Hexaware.

Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

*Monica Mathur*

Monica Mathur  
Vice President, Recruitment-India & APAC



### HEXAWARE TECHNOLOGIES LTD.

Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, A Block, TTC Industrial Area, Mahape,  
New Mumbai, 400710. Tel: +91 22 6791 9595, Fax: +91 22 6791 9500  
(CIN) : L72900MH1992PLC069662 URL: [www.hexaware.com](http://www.hexaware.com)

*Pravin*  
Principal  
Avanathi Institute of Engineering & Technology  
Gandhinagar (V), Hayathnagar  
Bangalore (Karnataka)





Letter of Intent

July 01, 2022  
DASARI SAI KAVYA  
Avanathi Institute of Engineering and Technology, Hayathnagar

Dear DASARI SAI KAVYA,

We are pleased to inform you that you have been provisionally short-listed for employment as "**Software Engineer Trainee**".

During the training period you will be entitled for a stipend of Rs. 15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

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You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organization.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to [campusconnect@hexaware.com](mailto:campusconnect@hexaware.com) confirming your interest in joining Hexaware.

Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

*Monica Mathur*

Monica Mathur  
Vice President, Recruitment-India & APAC



**HEXAWARE TECHNOLOGIES LTD.**

Head office: Bldg No. 152, Millennium Business Park, Sector - III, A, Block, ITC Industrial Area, Mathur,  
Navi Mumbai, 400710. Tel. : +91 22 6791 9595, Fax : +91 22 6791 9500  
(CIN) : L72900MH1992PLC069662 URL: www.hexaware.com

*[Signature]*  
PRINCIPAL  
Avanathi Institute of Engineering & Technology  
Guntur (A), Hayathnagar  
Sector - III, A, Block, ITC Industrial Area, Mathur,  
Navi Mumbai, 400710.



**Letter of Intent**

July 01, 2022  
KADAVERU ANUSHA  
Avanathi Institute of Engineering and Technology, Hayathnagar

Dear KADAVERU ANUSHA,

We are pleased to inform you that you have been provisionally short-listed for employment as **"Software Engineer Trainee"**.

During the training period you will be entitled for a stipend of Rs. 15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

You are required to sign a service agreement for a period of 2 years before the start of training programme.

We will keep you posted with respect to the start of the training program at the Hexaware office in Siruseri, Chennai for your development as a Maverick. Before joining Hexaware and commencement of your training program, you will undergo the Early Intervention Program (EIP) to be conducted by Hexavarsity, our Corporate University.

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organization.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to [campusconnect@hexaware.com](mailto:campusconnect@hexaware.com) confirming your interest in joining Hexaware.

Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

*Monica Mathur*

Monica Mathur  
Vice President, Recruitment-India & APAC.



**HEXAWARE TECHNOLOGIES LTD.**

Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, A Block, TTC Industrial Area, Mahape,  
Navi Mumbai, 400710. Tel. : +91 22 6791 9595, Fax : +91 22 6791 9500  
(CIN) : L72900MH1992PLC069661 URL: [www.hexaware.com](http://www.hexaware.com)

*[Signature]*  
PRINCIPAL  
Avanathi Institute of Engineering & Technology  
Gurukulapur (M), Hayathnagar,  
Ranga Reddy (Dist)



**Letter of Intent**

July 01, 2022

VUPPU SIVA SAI VENKATA KRISHNA GANESH  
Avanathi Institute of Engineering and Technology, Hayathnagar

Dear VUPPU SIVA SAI VENKATA KRISHNA GANESH,

We are pleased to inform you that you have been provisionally short-listed for employment as "**Software Engineer Trainee**".

During the training period you will be entitled for a stipend of Rs. 15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

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We will keep you posted with respect to the start of the training program at the Hexaware office in Siruseri, Chennai for your development as a Maverick. Before joining Hexaware and commencement of your training program, you will undergo the Early Intervention Program (EIP) to be conducted by Hexaversity, our Corporate University.

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organization.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to [campusconnect@hexaware.com](mailto:campusconnect@hexaware.com) confirming your interest in joining Hexaware.

Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

*Monica Mathur*

Monica Mathur  
Vice President, Recruitment-India & APAC



**HEXAWARE TECHNOLOGIES LTD.**

Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, Block, TTC Industrial Area, Mahape,  
Navi Mumbai, 400710, Tel.: +91 22 6791 9595, Fax: +91 22 6791 9500  
(CIN) : L72900MH1992PLC069662 URL: [www.hexaware.com](http://www.hexaware.com)

*PRINCIPAL*  
*Avanathi Institute of Engineering & Technology*  
*Sunthopy (V), Hayathnagar,*  
*Ranga Reddy District,*





### Letter of Intent

July 01, 2022  
ALIGAPALLY SHILPA  
Avanathi Institute of Engineering and Technology, Hayathnagar

Dear ALIGAPALLY SHILPA,

We are pleased to inform you that you have been provisionally short-listed for employment as "**Software Engineer Trainee**".

During the training period you will be entitled for a stipend of Rs. 15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

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As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to [campusconnect@hexaware.com](mailto:campusconnect@hexaware.com) confirming your interest in joining Hexaware.

Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

*Monica Mathur*

Monica Mathur  
Vice President, Recruitment-India & APAC



### HEXAWARE TECHNOLOGIES LTD.

Regd. office: Bldg No. 152, Millennium Business Park, Sector 44, Block TTC Industrial Area, Mahape,  
Navi Mumbai, 400710. Tel : +91 22 6791 9595, Fax : +91 22 6791 9500  
ICIN: L72900MH1992PLC069667 URL: www.hexaware.com

*[Handwritten Signature]*  
PRINCIPAL  
Avanathi Institute of Engineering & Technology  
Gurthipaly (M), Hayathnagar,  
Ranga Road



**Letter of Intent**

July 01, 2022  
**THELLAKULA MAHESH**  
Avanathi Institute of Engineering and Technology, Hayathnagar

Dear THELLAKULA MAHESH,

We are pleased to inform you that you have been provisionally short-listed for employment as "**Software Engineer Trainee**".

During the training period you will be entitled for a stipend of Rs. 15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

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Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

*Monica Mathur*

Monica Mathur  
Vice President, Recruitment-India & APAC



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Regd. office: Bldg No. 152, Millennium Business Park, Sector - 44, A Block, TTC Industrial Area, Mahape,  
New Mumbai, 400710, Tel. : +91 22 6791 9595, Fax : +91 22 6791 9500  
(CIN) : L72900MH1992PLC069662 URL: [www.hexaware.com](http://www.hexaware.com)

*Ranga Reddy*  
PRINCIPAL  
Avanathi Institute of Engineering & Technology  
Guntur (V), Hayathnagar,  
Ranga Reddy (Dist.)



### Letter of Intent

July 01, 2022  
KOLANU AJAYKUMAR  
Avanathi Institute of Engineering and Technology, Hayathnagar

Dear KOLANU AJAYKUMAR,

We are pleased to inform you that you have been provisionally short-listed for employment as "**Software Engineer Trainee**".

During the training period you will be entitled for a stipend of Rs. 15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

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Yours faithfully,

For HEXAWARE TECHNOLOGIES LIMITED

*Monica Mathur*

Monica Mathur  
Vice President, Recruitment-India & APAC



HEXAWARE TECHNOLOGIES LTD.

Head office: Bldg No. 152, Millennium Business Park, Sector - 11, A Block, TTC Industrial Area, Mahape,  
Navi Mumbai, 400710. Tel : +91 22 6791 9595, Fax : +91 22 6791 9500  
ICIN : L72900MH1992PLC069662 URL: www.hexaware.com

*Pradeep*  
MANAGEMENT  
Avanathi Institute of Engineering & Technology  
Guntur District, Nellore District  
Ranga Reddy District





### Letter of Intent

July 01, 2022  
SUNKARI SRAVANI  
Avanathi Institute of Engineering and Technology, Hayathnagar

Dear SUNKARI SRAVANI,

We are pleased to inform you that you have been provisionally short-listed for employment as "**Software Engineer Trainee**".

During the training period you will be entitled for a stipend of Rs. 15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

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Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

*Monica Mathur*

Monica Mathur  
Vice President, Recruitment-India & APAC



### HEXAWARE TECHNOLOGIES LTD.

Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, A Block, TTC Industrial Area, Mahape,  
Navi Mumbai, 400710. Tel. : +91 22 6791 9595. Fax : +91 22 6791 9500  
ICIN : L72900MH1992PLC069662. URI: [www.hexaware.com](http://www.hexaware.com)

*PRENIDIA*  
Avanathi Institute of Engineering & Technology  
Guindy (V), Hayathnagar,  
Pondicherry



### Letter of Intent

July 01, 2022  
GUBBALA SRI CHANDANA  
Avanathi Institute of Engineering and Technology, Hayathnagar

Dear GUBBALA SRI CHANDANA,

We are pleased to inform you that you have been provisionally short-listed for employment as "**Software Engineer Trainee**".

During the training period you will be entitled for a stipend of Rs. 15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

You are required to sign a service agreement for a period of 2 years before the start of training programme.

We will keep you posted with respect to the start of the training program at the Hexaware office in Siruseri, Chennai for your development as a Maverick. Before joining Hexaware and commencement of your training program, you will undergo the Early Intervention Program (EIP) to be conducted by Hexavarsity, our Corporate University.

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organization.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to [campusconnect@hexaware.com](mailto:campusconnect@hexaware.com) confirming your interest in joining Hexaware.

Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

*Monica Mathur*

Monica Mathur  
Vice President, Recruitment-India & APAC



**HEXAWARE TECHNOLOGIES LTD.**

Regd. office: Bldg No. 152, Millennium Business Park, Sector - III-A Block, TTC Industrial Area, Mahape,  
Navi Mumbai, 400710. Tel. : +91 22 6791 9595, Fax : +91 22 6791 9500  
(CIN) : L72900MH1992PECO69662 URL: [www.hexaware.com](http://www.hexaware.com)

*[Signature]*  
PRINCIPAL  
Avanathi Institute of Engineering & Technology  
Gubbala Sri Chandana  
Ranga Reddy (Dist.)



**Letter of Intent**

July 01, 2022  
ADDALA RAJESH BALU  
Avanathi Institute of Engineering and Technology, Hayathnagar

Dear ADDALA RAJESH BALU,

We are pleased to inform you that you have been provisionally short-listed for employment as "**Software Engineer Trainee**".

During the training period you will be entitled for a stipend of Rs. 15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

You are required to sign a service agreement for a period of 2 years before the start of training programme.

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You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organization.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to [campusconnect@hexaware.com](mailto:campusconnect@hexaware.com) confirming your interest in joining Hexaware.

Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

*Monica Mathur*

Monica Mathur  
Vice President, Recruitment-India & APAC



**HEXAWARE TECHNOLOGIES LTD.**

Regd. office: Bldg.No. 152, Millennium Business Park, Sector - 16, Block - 17C Industrial Area, Mahape,  
New Mumbai, 400710. Tel : +91 22 6791 9595, Fax : +91 22 6791 9500  
(CIN) : L72900MH1992PLC069652 | URL: [www.hexaware.com](http://www.hexaware.com)

*[Signature]*  
PRINCIPAL  
Avanathi Institute of Engineering & Technology  
Campus (VI) - Hayathnagar,  
Ranga Reddy (Dist)





### Letter of Intent

July 01, 2022  
DEVULAPALLI UHA  
Avanathi Institute of Engineering and Technology, Hayathnagar

Dear DEVULAPALLI UHA,

We are pleased to inform you that you have been provisionally short-listed for employment as "**Software Engineer Trainee**".

During the training period you will be entitled for a stipend of Rs. 15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

You are required to sign a service agreement for a period of 2 years before the start of training programme.

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Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

*Monica Mathur*

Monica Mathur  
Vice President, Recruitment-India & APAC



### HEXAWARE TECHNOLOGIES LTD.

Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, A Block, TFC Industrial Area, Mahape,  
Navi Mumbai, 400710. Tel : +91 22 6791 9595. Fax : +91 22 6791 9500  
(CIN) : L72900MH1992PLC069662 URL: [www.hexaware.com](http://www.hexaware.com)

*[Handwritten signature]*  
Ranga Reddy (Dist.)



### Letter of Intent

July 01, 2022  
MADDURI PAVANKALYAN  
Avanathi Institute of Engineering and Technology, Hayathnagar

Dear MADDURI PAVANKALYAN,

We are pleased to inform you that you have been provisionally short-listed for employment as "**Software Engineer Trainee**".

During the training period you will be entitled for a stipend of Rs. 15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

You are required to sign a service agreement for a period of 2 years before the start of training programme.

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You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organization.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to [campusconnect@hexaware.com](mailto:campusconnect@hexaware.com) confirming your interest in joining Hexaware.

Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

*Monica Mathur*

Monica Mathur  
Vice President, Recruitment-India & APAC



### HEXAWARE TECHNOLOGIES LTD.

Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, A Block, TTC Industrial Area, Mahape,  
Navi Mumbai, 400710, Tel. : +91 22 6791 9595, Fax : +91 22 6791 9500  
CIN : L72900MH1992PLC069652 URL: www.hexaware.com

*[Handwritten signature]*  
Madduri Pavankalyan  
Avanathi Institute of Engineering & Technology  
Hayathnagar, Hyderabad  
Rangit Reddy



Letter of Intent

July 01, 2022  
VARALA PREETHI  
Avanathi Institute of Engineering and Technology, Hayathnagar

Dear VARALA PREETHI,

We are pleased to inform you that you have been provisionally short-listed for employment as **"Software Engineer Trainee"**.

During the training period you will be entitled for a stipend of Rs. 15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

You are required to sign a service agreement for a period of 2 years before the start of training programme.

We will keep you posted with respect to the start of the training program at the Hexaware office in Siruseri, Chennai for your development as a Maverick. Before joining Hexaware and commencement of your training program, you will undergo the Early Intervention Program (EIP) to be conducted by Hexavarsity, our Corporate University.

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organization.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to [campusconnect@hexaware.com](mailto:campusconnect@hexaware.com) confirming your interest in joining Hexaware.

Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

*Monica Mathur*

Monica Mathur  
Vice President, Recruitment-India & APAC



**HEXAWARE TECHNOLOGIES LTD.**

Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, A Block, TTC Industrial Area, Mahape, Navi Mumbai, 400710. Tel: +91 22 6791 9595, Fax: +91 22 6791 9500  
(CIN): LT2900MH1992PLC069662 URL: [www.hexaware.com](http://www.hexaware.com)

*Principal*  
Avanathi Institute of Engineering & Technology  
Gurukulam (V), Hayathnagar,  
Ranga Reddy (Dist)





**Letter of Intent**

July 01, 2022  
DONTHULA RAMYA  
Avanathi Institute of Engineering and Technology, Hayathnagar

Dear DONTHULA RAMYA,

We are pleased to inform you that you have been provisionally short-listed for employment as **"Software Engineer Trainee"**.

During the training period you will be entitled for a stipend of Rs. 15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

You are required to sign a service agreement for a period of 2 years before the start of training programme.

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You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organization.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to [campusconnect@hexaware.com](mailto:campusconnect@hexaware.com) confirming your interest in joining Hexaware.

Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

*Monica Mathur*

Monica Mathur  
Vice President, Recruitment-India & APAC



**HEXAWARE TECHNOLOGIES LTD.**

Regd. office: Bldg No. 152, Millennium Business Park, Sector 16, Block 7, Industrial Area, Mahadev,  
Navi Mumbai, 400750. Tel. : +91 22 6791 9595, Fax : +91 22 6791 9596  
(CIN): LT2900MH1992PLC069662 URL: www.hexaware.com

*Pradeep*  
Avanathi Institute of Engineering and Technology  
Business Development  
Engineering & Technology  
Hayathnagar, Hyderabad  
(Dist.)



### Letter of Intent

July 01, 2022  
PANTHANGI UMA  
Avanathi Institute of Engineering and Technology, Hayathnagar

Dear PANTHANGI UMA,

We are pleased to inform you that you have been provisionally short-listed for employment as "**Software Engineer Trainee**".

During the training period you will be entitled for a stipend of Rs. 15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

You are required to sign a service agreement for a period of 2 years before the start of training programme.

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As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to [campusconnect@hexaware.com](mailto:campusconnect@hexaware.com) confirming your interest in joining Hexaware.

Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

*Monica Mathur*

Monica Mathur  
Vice President, Recruitment-India & APAC



### HEXAWARE TECHNOLOGIES LTD.

Regd. office: Bldg No. 152, Millennium Business Park, Sector - 110 & Block, TIC Industrial Area, Mahape,  
Navi Mumbai, 400710, Tel. : +91 22 6791 9595, Fax : +91 22 6791 9500  
(CIN) : L72900MH1992PLC069662 URL: [www.hexaware.com](http://www.hexaware.com)

*[Handwritten signature]*  
Stamp: HR/Recruitment/India & APAC  
Date: 01/07/2022  
Time: 11:00 AM



**Letter of Intent**

July 01, 2022  
LANKA RAMYA  
Avanathi Institute of Engineering and Technology, Hayathnagar

Dear LANKA RAMYA,

We are pleased to inform you that you have been provisionally short-listed for employment as "**Software Engineer Trainee**".

During the training period you will be entitled for a stipend of Rs. 15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

You are required to sign a service agreement for a period of 2 years before the start of training programme.

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As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to [campusconnect@hexaware.com](mailto:campusconnect@hexaware.com) confirming your interest in joining Hexaware.

Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

*Monica Mathur*

Monica Mathur  
Vice President, Recruitment-India & APAC



**HEXAWARE TECHNOLOGIES LTD.**

Regd. office- Bldg No. 152, Millennium Business Park, Sector-V, A Block, TIC Industrial Area, Mahape,  
Navi Mumbai, 400710. Tel.: +91 22 6791 9595, Fax - +91 22 6791 9596  
(CIN): L72900MH1992PLC069662 URL: [www.hexaware.com](http://www.hexaware.com)

*Praveen*  
PRINCIPAL  
Business Development  
Sales & Marketing  
Hexaware Technologies Ltd.  
Navi Mumbai  
152





### Letter of Intent

July 01, 2022  
GODHA SONY  
Avanathi Institute of Engineering and Technology, Hayathnagar

Dear GODHA SONY,

We are pleased to inform you that you have been provisionally short-listed for employment as "**Software Engineer Trainee**".

During the training period you will be entitled for a stipend of Rs. 15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

You are required to sign a service agreement for a period of 2 years before the start of training programme.

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As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to [campusconnect@hexaware.com](mailto:campusconnect@hexaware.com) confirming your interest in joining Hexaware.

Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

*Monica Mathur*

Monica Mathur  
Vice President, Recruitment-India & APAC



### HEXAWARE TECHNOLOGIES LTD.

Regd. office: Bldg No. 152, Millennium Business Park, Sector 4, Block TTC Industrial Area, Mahape,  
Navi Mumbai, 400710, Tel: +91 22 6791 9595, Fax: +91 22 6791 9500  
(CIN) : L72900MH1992PLC069662 URL: www.hexaware.com

*Abhi*  
Director, HR & Talent  
Hexaware Technologies Limited



**Letter of Intent**

July 01, 2022  
PASULA HARSHA KISHORE  
Avanathi Institute of Engineering and Technology, Hayathnagar

Dear PASULA HARSHA KISHORE,

We are pleased to inform you that you have been provisionally short-listed for employment as "**Software Engineer Trainee**".

During the training period you will be entitled for a stipend of Rs. 15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

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As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to [campusconnect@hexaware.com](mailto:campusconnect@hexaware.com) confirming your interest in joining Hexaware.

Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

*Monica Mathur*

Monica Mathur  
Vice President, Recruitment-India & APAC



**HEXAWARE TECHNOLOGIES LTD.**

Regd. office: Bldg No. 152, Millennium Business Park, Sector 15, N. Block, IT/Industrial Area, Mahape,  
Navi Mumbai, 400710, Tel. +91 22 6791 9595, Fax +91 22 6791 9506  
(CIN) : L72900MH1992PLC069662 URL: [www.hexaware.com](http://www.hexaware.com)

*Principal*

*Signature*

*Signature*



**Letter of Intent**

July 01, 2022  
KODARI MANASA  
Avanathi Institute of Engineering and Technology, Hayathnagar

Dear KODARI MANASA,

We are pleased to inform you that you have been provisionally short-listed for employment as "**Software Engineer Trainee**".

During the training period you will be entitled for a stipend of Rs. 15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

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As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to [campusconnect@hexaware.com](mailto:campusconnect@hexaware.com) confirming your interest in joining Hexaware.

Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

*Monica Mathur*

Monica Mathur  
Vice President, Recruitment-India & APAC



**HEXAWARE TECHNOLOGIES LTD.**

Regd. office: Bldg No. 152, Millennium Business Park, Sector - 15, A Block, IT, Industrial Area, Mahape, Navi Mumbai, 400710. Tel. : +91 22 6791 9595. Fax : +91 22 6791 9500  
(CIN) : L72900MH1992PLC069662 URL : www.hexaware.com

*Abh*  
PRINCIPAL  
Avanathi Institute of Engineering & Technology  
Guntur (V), Prakasam District  
Rajamahendravaram  
A Block, IT, Industrial Area, Mahape.





**Letter of Intent**

July 01, 2022  
PINNAPUREDDY MAMATHA  
Avanathi Institute of Engineering and Technology, Hayathnagar

Dear PINNAPUREDDY MAMATHA,

We are pleased to inform you that you have been provisionally short-listed for employment as "**Software Engineer Trainee**".

During the training period you will be entitled for a stipend of Rs. 15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

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As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to [campusconnect@hexaware.com](mailto:campusconnect@hexaware.com) confirming your interest in joining Hexaware.

Yours faithfully,

For **HEXWARE TECHNOLOGIES LIMITED**

*Monica Mathur*

Monica Mathur  
Vice President, Recruitment-India & APAC



**HEXWARE TECHNOLOGIES LTD.**

Regd. office: Bldg No. 152, Millennium Business Park, Sector 15, Block TTC Industrial Area, Mahape,  
New Mumbai, 400710. Tel.: +91 22 6791 9595. Fax: +91 22 6791 9590  
(CIN) : L72900MH1992PLC069662 URL: [www.hexaware.com](http://www.hexaware.com)

PRINCIPAL  
Avanathi Institute of Engineering & Technology  
Gandhinagar (V), Hayathnagar  
Sector 15, Block TTC Industrial Area, Mahape,  
New Mumbai, 400710



### Letter of Intent

July 01, 2022  
CHANCHALA BABAYSHALINI  
Avanathi Institute of Engineering and Technology, Hayathnagar

Dear CHANCHALA BABAYSHALINI,

We are pleased to inform you that you have been provisionally short-listed for employment as "**Software Engineer Trainee**".

During the training period you will be entitled for a stipend of Rs. 15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

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Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

*Monica Mathur*

Monica Mathur  
Vice President, Recruitment-India & APAC

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



**HEXAWARE TECHNOLOGIES LTD.**

Regd. office: Bldg No. 152, Millennium Business Park, Sector - B, A Block, TTC Industrial Area, Mahape,  
Navi Mumbai, 400710. Tel: +91 22 6791 9595, Fax: +91 22 6791 9500  
(CIN: L72900MH1992PLC069662 URL: [www.hexaware.com](http://www.hexaware.com))



**Letter of Intent**

July 01, 2022  
MYANA VINAY  
Avanathi Institute of Engineering and Technology, Hayathnagar

Dear MYANA VINAY,

We are pleased to inform you that you have been provisionally short-listed for employment as "**Software Engineer Trainee**".

During the training period you will be entitled for a stipend of Rs. 15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

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You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organization.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to [campusconnect@hexaware.com](mailto:campusconnect@hexaware.com) confirming your interest in joining Hexaware.

Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

*Monica Mathur*

Monica Mathur  
Vice President, Recruitment-India & APAC

*[Signature]*  
PRINCIPAL  
Avanathi Institute of Engineering & Technology  
Guntapally (V), Hayathnagar,  
Ranga Reddy (Dist.)



**HEXAWARE TECHNOLOGIES LTD.**

Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, 'A' Block, TTC Industrial Area, Mahape,  
Navi Mumbai, 400710. Tel: +91 22 6791 9595, Fax: +91 22 6791 9500  
(CIN) : L72900MH1992PLC069662 URL: [www.hexaware.com](http://www.hexaware.com)



## INTERNSHIP OFFER

Date: 19th March, 2022

Dear SANGARS SWETHA SRI,

Congratulations!!

We are pleased to offer you an **Internship** with **Prodevans Technologies Pvt. Ltd.**, based on the interview discussions you had with us and your application submitted to us. Details of the terms and conditions of offer are as under:

1. You will be working as an **INTERN** from our **Hyderabad Office**, for 6 months from the date of your joining.
2. Period of Internship will be from **19th March 2022 to 19th September 2022.**
3. During the internship period, a stipend of **INR 12,500** will be payable.
  - a. An additional amount of INR2500 is payable upon compliance of 100% attendance, tasks assigned during the said month.
  - b. This is payable on 15th of every month as approved by the reporting manager.
4. You will be working with the technical team on different projects as assigned by the Team Lead on a case-to-case basis.
5. You would be part of the training also as per the projects you are being assigned.
6. Follow proper dress code with ID Card at work.
7. Will sign NDA on the date of joining and will not misuse the property / resources of the company during my internship
8. You will be responsible to deliver the work assigned by the Team Lead on time to time with quality.
9. Office timing will be from **10.00 am to 6.30 pm** based on the projects you are being assigned.
  - a. Daily classes will be from 10AM to 5PM and moon sessions for self learning and completion of assigned tasks.
10. You are liable to obey and accept the rules and regulations of the company and time-to-time instructions from the HR Dept.
11. Based on the successful completion of your Internship, the company will provide you a Project Completion/Participation Certificate.
12. Based on the successful completion of the internship, you would be offered an employment opportunity after a final interview by the Technical-Head.
  - a. Discussed and agreed that, you are aware of the **2 years** of Bond and terms for employment.
  - b. You are aware of the remuneration details for a Fresher in the company and the Career Progression Path.
  - c. You are ready to continue with the Organization, if the company provides the job opportunity after the successful completion of Internship.

We wish you a great learning with Prodevans.

*Sushma*  
Regards,  
Sushma Shriram  
Manager - HR

Read, Understood, Agreed and Accepted

Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

After you accept this offer, the Joining letter will be issued to you only upon successful completion of your internship course, you meeting the PD eligibility criteria & you completing the mandatory pre-joining learning curriculum. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

### CHECKLIST FOR JOINING

Please provide a soft copy of all the below documents on the day of joining.

Documents	Tick
Copy of CV	
Academic testimonials (10th, 12th, Graduation, Post-Graduation) - Copy	
Technical Certifications (If Any) - Copy	
Passport size color Photographs - 2 Nos.	
Identity Proof with Photo ID - PAN Card/Aadhaar Card/passport. - Copy	
Residence Proof - Aadhaar Card / Any Govt. ID - Copy	
Approval letter from the college / HOD / Supervisor	

**Note:**

Kindly Report to the HR Department on the day of your joining at 10 AM.  
Contact Person: Ms. Sushma Shriram



## INTERNSHIP OFFER

Date: 19th March, 2022

Dear **KANALA SATHWIKA**,

**Congratulations!!**

We are pleased to offer you an **Internship** with **Prodevans Technologies Pvt. Ltd.**, based on the interview discussions you had with us and your application submitted to us. Details of the terms and conditions of offer are as under:

13. You will be working as an **INTERN** from our **Hyderabad Office**, for 6 months from the date of your joining.
14. Period of internship will be from **28th March 2022 to 28th September 2022**.
15. During the internship period, a stipend of **INR 12,500** will be payable.
  - a. An additional amount of INR2500 is payable upon compliance of 100% attendance, tasks assigned during the said month.
  - b. This is payable on 15th of every month as approved by the reporting manager.
16. You will be working with the technical team on different projects as assigned by the Team Lead on a case-to-case basis.
17. You would be part of the training also as per the projects you are being assigned.
18. Follow proper dress code with ID Card at work.
19. Will sign NDA on the date of joining and will not misuse the property / resources of the company during my internship.
20. You will be responsible to deliver the work assigned by the Team Lead on time to time with quality.
21. Office timing will be from **10.00 am to 6.30 pm** based on the projects you are being assigned.
  - a. Daily classes will be from 10AM to 1PM and noon sessions for self learning and completion of assigned tasks.
22. You are liable to obey and accept the rules and regulations of the company and time-to-time instructions from the HR Dept.
23. Based on the successful completion of your internship, the company will provide you a Project Completion/Participation Certificate.
24. Based on the successful completion of the internship, you would be offered an employment opportunity after a final interview by the Technical-Head.
  - a. Discussed and agreed that, you are aware of the **2 years** of Bond and terms for employment.
  - b. You are aware of the remuneration details for a Fresher in the company and the Career Progression Path.
  - c. You are ready to continue with the Organization, if the company provides the job opportunity after the successful completion of Internship.





We wish you a great learning with Prodevans.

*Sushma*  
Regards,  
Sushma Shriram  
Manager – HR

Read, Understood, Agreed and Accepted:

Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

After you accept this offer, the joining letter will be issued to you only upon successful completion of your internship course, you meeting the PD eligibility criteria & you completing the mandatory pre-joining learning curriculum. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

### CHECKLIST FOR JOINING

Please provide a soft copy of all the below documents on the day of joining.

Documents	Tick
Copy of CV	
Academic testimonials (10th, 12th, Graduation, Post-Graduation) - Copy	
Technical Certifications (If Any) – Copy	
Passport size color Photographs – 2 Nos.	
Identity Proof with Photo ID - PAN Card/Aadhaar Card/passport. - Copy	
Residence Proof - Aadhaar Card / Any Govt. ID – Copy	
Approval letter from the college / HOD / Supervisor	

**Note:**

Kindly Report to the HR Department on the day of your joining at 10 AM.  
Contact Person: Ms. Sushma Shriram

## INTERNSHIP OFFER

Date: 19th March, 2022

Dear M CHANDANA,

Congratulations!!

We are pleased to offer you an **Internship** with **Prodevans Technologies Pvt. Ltd.**, based on the interview discussions you had with us and your application submitted to us. Details of the terms and conditions of offer are as under:

25. You will be working as an **INTERN** from our **Hyderabad Office**, for 6 months from the date of your joining.
26. Period of internship will be from **28th March 2022 to 28th September 2022**.
27. During the internship period, a stipend of **INR 12,500** will be payable.
  - a. An additional amount of INR2500 is payable upon compliance of 100% attendance, tasks assigned during the said month.
  - b. This is payable on 15th of every month as approved by the reporting manager.
28. You will be working with the technical team on different projects as assigned by the Team Lead on a case-to-case basis.
29. You would be part of the training also as per the projects you are being assigned.
30. Follow proper dress code with ID Card at work.
31. Will sign NDA on the date of joining and will not misuse the property / resources of the company during my internship.
32. You will be responsible to deliver the work assigned by the Team Lead on time to time with quality.
33. Office timing will be from **10.00 am to 6.30 pm** based on the projects you are being assigned.
  - a. Daily classes will be from 10AM to 1PM and noon sessions for self learning and completion of assigned tasks.
34. You are liable to obey and accept the rules and regulations of the company and time-to-time instructions from the HR Dept.
35. Based on the successful completion of your internship, the company will provide you a Project Completion/Participation Certificate.
36. Based on the successful completion of the internship, you would be offered an employment opportunity after a final interview by the Technical-Head.
  - a. Discussed and agreed that, you are aware of the **2 years** of Bond and terms for employment.
  - b. You are aware of the remuneration details for a Fresher in the company and the Career Progression Path.
  - c. You are ready to continue with the Organization, if the company provides the job opportunity after the successful completion of Internship.

We wish you a great learning with Prodevans.

*Sushma*  
Regards,  
Sushma Shiram  
Manager – HR

Read, Understood, Agreed and Accepted

Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

After you accept this offer, the joining letter will be issued to you only upon successful completion of your internship course, you meeting the PD eligibility criteria & you completing the mandatory pre-joining learning curriculum. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

### CHECKLIST FOR JOINING

Please provide a soft copy of all the below documents on the day of joining.

Documents	Tick
Copy of CV	
Academic testimonials (10th, 12th, Graduation, Post-Graduation) - Copy	
Technical Certifications (if Any) - Copy	
Passport size color Photographs – 2 Nos.	
Identity Proof with Photo ID - PAN Card/Aadhaar Card/passport. - Copy	
Residence Proof - Aadhaar Card / Any Govt. ID - Copy	
Approval letter from the college / HOD / Supervisor	

**Note:**

Kindly Report to the HR Department on the day of your joining at 10 AM.  
Contact Person: Ms. Sushma Shiram





## INTERNSHIP OFFER

Date: 19th March, 2022

Dear RATHNAVATH SHIVA,

Congratulations!!

We are pleased to offer you an **Internship** with Prodevans Technologies Pvt. Ltd., based on the interview discussions you had with us and your application submitted to us. Details of the terms and conditions of offer are as under:

37. You will be working as an **INTERN** from our **Hyderabad Office**, for 6 months from the date of your joining.
38. Period of internship will be from **28th March 2022 to 28th September 2022**.
39. During the internship period, a stipend of **INR 12,500** will be payable.
  - a. An additional amount of INR2500 is payable upon compliance of 100% attendance, tasks assigned during the said month.
  - b. This is payable on 15th of every month as approved by the reporting manager.
40. You will be working with the technical team on different projects as assigned by the Team Lead on a case-to-case basis.
41. You would be part of the training also as per the projects you are being assigned.
42. Follow proper dress code with ID Card at work.
43. Will sign NDA on the date of joining and will not misuse the property / resources of the company during my internship.
44. You will be responsible to deliver the work assigned by the Team Lead on time to time with quality.
45. Office timing will be from **10.00 am to 6.30 pm** based on the projects you are being assigned.
  - a. Daily classes will be from 10AM to 1PM and noon sessions for self learning and completion of assigned tasks.
46. You are liable to obey and accept the rules and regulations of the company and time-to-time instructions from the HR Dept.
47. Based on the successful completion of your Internship, the company will provide you a Project Completion/Participation Certificate.
48. Based on the successful completion of the internship, you would be offered an employment opportunity after a final interview by the Technical-Head.
  - a. Discussed and agreed that, you are aware of the **2 years** of Bond and terms for employment.
  - b. You are aware of the remuneration details for a Fresher in the company and the Career Progression Path.
  - c. You are ready to continue with the Organization, if the company provides the job opportunity after the successful completion of Internship.

We wish you a great learning with Prodevans.

*Sushma*  
Regards,  
Sushma Shriram  
Manager – HR

Read, Understood, Agreed and Accepted

Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

After you accept this offer, the joining letter will be issued to you only upon successful completion of your internship course, you meeting the PD eligibility criteria & you completing the mandatory pre-joining learning curriculum. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

### CHECKLIST FOR JOINING

Please provide a soft copy of all the below documents on the day of joining.

Documents	Tick
Copy of CV	
Academic testimonials (10th, 12th, Graduation, Post-Graduation) - Copy	
Technical Certifications (If Any) - Copy	
Passport size color Photographs - 2 Nos.	
Identity Proof with Photo ID - PAN Card/Aadhaar Card/passport. - Copy	
Residence Proof - Aadhaar Card / Any Govt. ID - Copy	
Approval letter from the college / HOD / Supervisor	

**Note:**

Kindly Report to the HR Department on the day of your joining at 10 AM.  
Contact Person: Ms. Sushma Shriram

## INTERNSHIP OFFER

Date: 19th March, 2022

Dear K BHARATH KUMAR REDDY,

Congratulations!!

We are pleased to offer you an Internship with Prodevans Technologies Pvt. Ltd., based on the interview discussions you had with us and your application submitted to us. Details of the terms and conditions of offer are as under:-

49. You will be working as an **INTERN** from our **Hyderabad Office**, for 6 months from the date of your joining.
50. Period of internship will be from **28th March 2022 to 28th September 2022**.
51. During the internship period, a stipend of **INR 12,500** will be payable.
  - a. An additional amount of INR2500 is payable upon compliance of 100% attendance, tasks assigned during the said month.
  - b. This is payable on 15th of every month as approved by the reporting manager.
52. You will be working with the technical team on different projects as assigned by the Team Lead on a case-to-case basis.
53. You would be part of the training also as per the projects you are being assigned.
54. Follow proper dress code with ID Card at work.
55. Will sign NDA on the date of joining and will not misuse the property / resources of the company during my internship.
56. You will be responsible to deliver the work assigned by the Team Lead on time to time with quality.
57. Office timing will be from **10.00 am to 6.30 pm** based on the projects you are being assigned.
  - a. Daily classes will be from 10AM to 1PM and noon sessions for self learning and completion of assigned tasks.
58. You are liable to obey and accept the rules and regulations of the company and time-to-time instructions from the HR Dept.
59. Based on the successful completion of your Internship, the company will provide you a Project Completion/Participation Certificate.
60. Based on the successful completion of the internship, you would be offered an employment opportunity after a final interview by the Technical-Head.
  - a. Discussed and agreed that, you are aware of the **2 years** of Bond and terms for employment.
  - b. You are aware of the remuneration details for a Fresher in the company and the Career Progression Path.
  - c. You are ready to continue with the Organization, if the company provides the job opportunity after the successful completion of Internship.





We wish you a great learning with Prodevans.

*Sushma*  
Regards,  
Sushma Shirum  
Manager – HR

Read, Understood, Agreed and Accepted

Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

After you accept this offer, the Joining letter will be issued to you only upon successful completion of your internship course, you meeting the PD eligibility criteria & you completing the mandatory pre-joining learning curriculum. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

### CHECKLIST FOR JOINING

Please provide a soft copy of all the below documents on the day of joining.

Documents	Tick
Copy of CV	
Academic testimonials (10th, 12th, Graduation, Post-Graduation) - Copy	
Technical Certifications (if Any) - Copy	
Passport size color Photographs - 2 Nos.	
Identity Proof with Photo ID - PAN Card/Aadhaar Card/passport. - Copy	
Residence Proof - Aadhaar Card / Any Govt. ID - Copy	
Approval letter from the college / HOD / Supervisor	

**Note:**

Kindly Report to the HR Department on the day of your joining at 10 AM.  
Contact Person: Ms. Sushma Shirum



## INTERNSHIP OFFER

Date: 19th March, 2022

Dear KATTA HARMITHA,

Congratulations!!

We are pleased to offer you an Internship with Prodevans Technologies Pvt. Ltd., based on the interview discussions you had with us and your application submitted to us. Details of the terms and conditions of offer are as under:

61. You will be working as an **INTERN** from our **Hyderabad Office**, for 6 months from the date of your joining.
62. Period of internship will be from **28th March 2022 to 28th September 2022**.
63. During the internship period, a stipend of **INR 12,500** will be payable.
  - a. An additional amount of INR2500 is payable upon compliance of 100% attendance, tasks assigned during the said month.
  - b. This is payable on 15th of every month as approved by the reporting manager.
64. You will be working with the technical team on different projects as assigned by the Team Lead on a case-to-case basis.
65. You would be part of the training also as per the projects you are being assigned.
66. Follow proper dress code with ID Card at work.
67. Will sign NDA on the date of joining and will not misuse the property / resources of the company during my internship.
68. You will be responsible to deliver the work assigned by the Team Lead on time to time with quality.
69. Office timing will be from **10.00 am to 6.30 pm** based on the projects you are being assigned.
  - a. Daily classes will be from 10AM to 1PM and noon sessions for self learning and completion of assigned tasks.
70. You are liable to obey and accept the rules and regulations of the company and time-to-time instructions from the HR Dept.
71. Based on the successful completion of your internship, the company will provide you a Project Completion/Participation Certificate.
72. Based on the successful completion of the internship, you would be offered an employment opportunity after a final interview by the Technical-Head.
  - a. Discussed and agreed that, you are aware of the **2 years** of Bond and terms for employment.
  - b. You are aware of the remuneration details for a Fresher in the company and the Career Progression Path.
  - c. You are ready to continue with the Organization, if the company provides the job opportunity after the successful completion of Internship.

We wish you a great learning with Prodevans.

**Sushma**  
Regards,  
Sushma Shriram  
Manager – HR

Read, Understood, Agreed and Accepted

Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

After you accept this offer, the joining letter will be issued to you only upon successful completion of your internship course, you meeting the PD eligibility criteria & you completing the mandatory pre-joining learning curriculum. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

### CHECKLIST FOR JOINING

Please provide a soft copy of all the below documents on the day of joining.

Documents	Tick
Copy of CV	
Academic testimonials (10th, 12th, Graduation, Post-Graduation) - Copy	
Technical Certifications (If Any) – Copy	
Passport size color Photographs – 2 Nos.	
Identity Proof with Photo ID - PAN Card/Aadhaar Card/passport. - Copy	
Residence Proof - Aadhaar Card / Any Govt. ID.– Copy	
Approval letter from the college / HOD / Supervisor	

**Note:**

Kindly Report to the HR Department on the day of your joining at 10 AM.

Contact Person: Ms. Sushma Shriram





## INTERNSHIP OFFER

Date: 19th March, 2022

Dear BANDAMIDI PRADEEP,

Congratulations!!

We are pleased to offer you an Internship with Prodevans Technologies Pvt. Ltd., based on the interview discussions you had with us and your application submitted to us. Details of the terms and conditions of offer are as under:

73. You will be working as an **INTERN** from our **Hyderabad Office**, for 6 months from the date of your joining.
74. Period of Internship will be from **28th March 2022 to 28th September 2022**.
75. During the internship period, a stipend of **INR 12,500** will be payable:
  - a. An additional amount of INR2500 is payable upon compliance of 100% attendance, tasks assigned during the said month.
  - b. This is payable on 15th of every month as approved by the reporting manager.
76. You will be working with the technical team on different projects as assigned by the Team Lead on a case-to-case basis.
77. You would be part of the training also as per the projects you are being assigned.
78. Follow proper dress code with ID Card at work.
79. Will sign NDA on the date of joining and will not misuse the property / resources of the company during my internship.
80. You will be responsible to deliver the work assigned by the Team Lead on time to time with quality.
81. Office timing will be from **10.00 am to 6.30 pm** based on the projects you are being assigned.
  - a. Daily classes will be from 10AM to 1PM and noon sessions for self learning and completion of assigned tasks.
82. You are liable to obey and accept the rules and regulations of the company and time-to-time instructions from the HR Dept.
83. Based on the successful completion of your Internship, the company will provide you a Project Completion/Participation Certificate.
84. Based on the successful completion of the internship, you would be offered an employment opportunity after a final interview by the Technical-Head.
  - a. Discussed and agreed that, you are aware of the **2 years** of Bond and terms for employment.
  - b. You are aware of the remuneration details for a Fresher in the company and the Career Progression Path.
  - c. You are ready to continue with the Organization, if the company provides the job opportunity after the successful completion of Internship.

We wish you a great learning with Prodevans.

*Sushma*  
Regards,  
Sushma Shriram  
Manager – HR

Read, Understood, Agreed and Accepted

Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

After you accept this offer, the joining letter will be issued to you only upon successful completion of your internship course, you meeting the PO eligibility criteria & you completing the mandatory pre-joining learning curriculum. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

### CHECKLIST FOR JOINING

Please provide a soft copy of all the below documents on the day of joining.

Documents	Tick
Copy of CV	
Academic testimonials (10th, 12th, Graduation, Post-Graduation) - Copy	
Technical Certifications (If Any) – Copy	
Passport size color Photographs – 2 Nos.	
Identity Proof with Photo ID - PAN Card/Aadhaar Card/passport. - Copy	
Residence Proof - Aadhaar Card / Any Govt. ID – Copy	
Approval letter from the college / HOD / Supervisor	

**Note:**

Kindly Report to the HR Department on the day of your joining at 10 AM.  
Contact Person: Ms. Sushma Shriram



## INTERNSHIP OFFER

Date: 19th March, 2022

Dear K SHIVA,

**Congratulations!!**

We are pleased to offer you an **Internship** with **Prodevans Technologies Pvt. Ltd.**, based on the interview discussions you had with us and your application submitted to us. Details of the terms and conditions of offer are as under:

85. You will be working as an **INTERN** from our **Hyderabad Office**, for 6 months from the date of your joining.
86. Period of internship will be from **28th March 2022 to 28th September 2022**.
87. During the internship period, a stipend of **INR 12,500** will be payable.
  - a. An additional amount of INR2500 is payable upon compliance of 100% attendance, tasks assigned during the said month.
  - b. This is payable on 15th of every month as approved by the reporting manager.
88. You will be working with the technical team on different projects as assigned by the Team Lead on a case-to-case basis.
89. You would be part of the training also as per the projects you are being assigned.
90. Follow proper dress code with ID Card at work.
91. Will sign NDA on the date of joining and will not misuse the property / resources of the company during my internship.
92. You will be responsible to deliver the work assigned by the Team Lead on time to time with quality.
93. Office timing will be from **10.00 am to 6.30 pm** based on the projects you are being assigned.
  - a. Daily classes will be from 10AM to 1PM and noon sessions for self learning and completion of assigned tasks.
94. You are liable to obey and accept the rules and regulations of the company and time-to-time instructions from the HR Dept.
95. Based on the successful completion of your internship, the company will provide you a Project Completion/Participation Certificate.
96. Based on the successful completion of the internship, you would be offered an employment opportunity after a final interview by the Technical-Head.
  - a. Discussed and agreed that, you are aware of the **2 years** of Bond and terms for employment.
  - b. You are aware of the remuneration details for a Fresher in the company and the Career Progression Path.
  - c. You are ready to continue with the Organization, if the company provides the job opportunity after the successful completion of Internship.





We wish you a great learning with Prodevans.

**Sushma**  
Regards,  
Sushma Shriram  
Manager – HR

Read, Understood, Agreed and Accepted

Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

After you accept this offer, the Joining letter will be issued to you only upon successful completion of your internship course, you meeting the PD eligibility criteria & you completing the mandatory pre-joining learning curriculum. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

### CHECKLIST FOR JOINING

Please provide a soft copy of all the below documents on the day of joining.

Documents	Tick
Copy of CV	
Academic testimonials (10th, 12th, Graduation, Post-Graduation) - Copy	
Technical Certifications (If Any) – Copy	
Passport size color Photographs – 2 Nos.	
Identity Proof with Photo ID - PAN Card/Aadhaar Card/passport. - Copy	
Residence Proof - Aadhaar Card / Any Govt. ID - Copy	
Approval letter from the college / HOD / Supervisor	

**Note:**

Kindly Report to the HR Department on the day of your joining at 10 AM,  
Contact Person: Ms. Sushma Shriram.

## INTERNSHIP OFFER

Date: 19th March, 2022

Dear JANGALA VINAY KUMAR,

Congratulations!!

We are pleased to offer you an Internship with Prodevans Technologies Pvt. Ltd., based on the interview discussions you had with us and your application submitted to us. Details of the terms and conditions of offer are as under:

97. You will be working as an **INTERN** from our **Hyderabad Office**, for 6 months from the date of your joining.
98. Period of Internship will be from **29th March 2022 to 29th September 2022**.
99. During the Internship period, a stipend of **INR 12,500** will be payable.
  - a. An additional amount of INR2500 is payable upon compliance of 100% attendance, tasks assigned during the said month.
  - b. This is payable on 15th of every month as approved by the reporting manager.
100. You will be working with the technical team on different projects as assigned by the Team Lead on a case-to-case basis.
101. You would be part of the training also as per the projects you are being assigned.
102. Follow proper dress code with ID Card at work.
103. Will sign NDA on the date of joining and will not misuse the property / resources of the company during my internship.
104. You will be responsible to deliver the work assigned by the Team Lead on time to time with quality.
105. Office timing will be from **10.00 am to 6.30 pm** based on the projects you are being assigned.
  - a. Daily classes will be from 10AM to 1PM and noon sessions for self learning and completion of assigned tasks.
106. You are liable to obey and accept the rules and regulations of the company and time-to-time instructions from the HR Dept.
107. Based on the successful completion of your Internship, the company will provide you a Project Completion/Participation Certificate.
108. Based on the successful completion of the internship, you would be offered an employment opportunity after a final interview by the Technical-Head.
  - a. Discussed and agreed that, you are aware of the **2 years** of Bond and terms for employment.
  - b. You are aware of the remuneration details for a Fresher in the company and the Career Progression Path.
  - c. You are ready to continue with the Organization, if the company provides the job opportunity after the successful completion of Internship.

We wish you a great learning with Prodevans.

*Sushma*  
Regards,  
Sushma Shriram  
Manager – HR

Read, Understood, Agreed and Accepted

Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

After you accept this offer, the Joining letter will be issued to you only upon successful completion of your internship course, you meeting the PD eligibility criteria & you completing the mandatory pre-joining learning curriculum. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

### CHECKLIST FOR JOINING

Please provide a soft copy of all the below documents on the day of joining.

Documents	Tick
Copy of CV	
Academic testimonials (10th, 12th, Graduation, Post-Graduation) – Copy	
Technical Certifications (If Any) – Copy	
Passport size color Photographs – 2 Nos.	
Identity Proof with Photo ID - PAN Card/Aadhaar Card/passport. - Copy	
Residence Proof - Aadhaar Card / Any Govt. ID – Copy	
Approval letter from the college / HOD / Supervisor	

**Note:**

Kindly Report to the HR Department on the day of your joining at 10 AM.  
Contact Person: Ms. Sushma Shriram



## INTERNSHIP OFFER

Date: 19th March, 2022

Dear MADASU PRANAY,

Congratulations!!

We are pleased to offer you an **Internship** with **Prodevans Technologies Pvt. Ltd.**, based on the interview discussions you had with us and your application submitted to us. Details of the terms and conditions of offer are as under:

109. You will be working as an **INTERN** from our **Hyderabad Office**, for 6 months from the date of your joining.
110. Period of internship will be from **28th March 2022 to 28th September 2022**.
111. During the internship period, a stipend of **INR 12,500** will be payable.
  - a. An additional amount of INR2500 is payable upon compliance of 100% attendance, tasks assigned during the said month.
  - b. This is payable on 15th of every month as approved by the reporting manager.
112. You will be working with the technical team on different projects as assigned by the Team Lead on a case-to-case basis.
113. You would be part of the training also as per the projects you are being assigned.
114. Follow proper dress code with ID Card at work.
115. Will sign NDA on the date of joining and will not misuse the property / resources of the company during my internship.
116. You will be responsible to deliver the work assigned by the Team Lead on time to time with quality.
117. Office timing will be from **10.00 am to 6.30 pm** based on the projects you are being assigned.
  - a. Daily classes will be from 10AM to 1PM and noon sessions for self learning and completion of assigned tasks.
118. You are liable to obey and accept the rules and regulations of the company and time-to-time instructions from the HR Dept.
119. Based on the successful completion of your internship, the company will provide you a Project Completion/Participation Certificate.
120. Based on the successful completion of the internship, you would be offered an employment opportunity after a final interview by the Technical-Head.
  - a. Discussed and agreed that, you are aware of the **2 years** of Bond and terms for employment.
  - b. You are aware of the remuneration details for a Fresher in the company and the Career Progression Path.
  - c. You are ready to continue with the Organization, if the company provides the job opportunity after the successful completion of Internship.

We wish you a great learning with Prodevans.

*Sushma*  
Regards,  
Sushma Shriram  
Manager – HR

Read, Understood, Agreed and Accepted

Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

After you accept this offer, the Joining letter will be issued to you only upon successful completion of your internship course, you meeting the PD eligibility criteria & you completing the mandatory pre-joining learning curriculum. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

### CHECKLIST FOR JOINING

Please provide a soft copy of all the below documents on the day of joining.

Documents	Tick
Copy of CV	
Academic testimonials (10th, 12th, Graduation, Post-Graduation) - Copy	
Technical Certifications (If Any) - Copy	
Passport size color Photographs - 2 Nos.	
Identity Proof with Photo ID - PAN Card/Aadhaar Card/passport. - Copy	
Residence Proof - Aadhaar Card / Any Govt. ID - Copy	
Approval letter from the college / HOD / Supervisor	

**Note:**

Kindly Report to the HR Department on the day of your joining at 10 AM.

Contact Person: Ms. Sushma Shriram

## INTERNSHIP OFFER

Date: 19th March, 2022

Dear **MACHA PRAVEEN KUMAR,**

**Congratulations!!**

We are pleased to offer you an **Internship** with **Prodevans Technologies Pvt. Ltd.**, based on the interview discussions you had with us and your application submitted to us. Details of the terms and conditions of offer are as under:

121. You will be working as an **INTERN** from our **Hyderabad Office**, for 6 months from the date of your joining.
122. Period of Internship will be from **29th March 2022 to 28th September 2022.**
123. During the internship period, a stipend of **INR 12,500** will be payable.
  - a. An additional amount of INR2500 is payable upon compliance of 100% attendance, tasks assigned during the said month.
  - b. This is payable on 15th of every month as approved by the reporting manager.
124. You will be working with the technical team on different projects as assigned by the Team Lead on a case-to-case basis.
125. You would be part of the training also as per the projects you are being assigned.
126. Follow proper dress code with ID Card at work.
127. Will sign NDA on the date of joining and will not misuse the property / resources of the company during my internship.
128. You will be responsible to deliver the work assigned by the Team Lead on time to time with quality.
129. Office timing will be from **10.00 am to 6.30 pm** based on the projects you are being assigned.
  - a. Daily classes will be from 10AM to 1PM and noon sessions for self learning and completion of assigned tasks.
130. You are liable to obey and accept the rules and regulations of the company and time-to-time instructions from the HR Dept.
131. Based on the successful completion of your Internship, the company will provide you a Project Completion/Participation Certificate.
132. Based on the successful completion of the internship, you would be offered an employment opportunity after a final interview by the Technical-Head.
  - a. Discussed and agreed that, you are aware of the **2 years** of Bond and terms for employment.
  - b. You are aware of the remuneration details for a Fresher in the company and the Career Progression Path.
  - c. You are ready to continue with the Organization, if the company provides the job opportunity after the successful completion of Internship.



We wish you a great learning with Prodevans.

*Sushma*  
Regards,  
Sushma Shriram  
Manager – HR

Read, Understood, Agreed and Accepted.

Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

After you accept this offer, the joining letter will be issued to you only upon successful completion of your internship course, you meeting the PD eligibility criteria & you completing the mandatory pre-joining learning curriculum. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

### CHECKLIST FOR JOINING

Please provide a soft copy of all the below documents on the day of joining.

Documents	Tick
Copy of CV	
Academic testimonials (10th, 12th, Graduation, Post-Graduation) - Copy	
Technical Certifications (If Any) – Copy	
Passport size color Photographs – 2 Nos.	
Identity Proof with Photo ID - PAN Card/Aadhaar Card/passport. - Copy	
Residence Proof - Aadhaar Card / Any Govt. ID – Copy	
Approval letter from the college / HOD / Supervisor	

**Note:**

Kindly Report to the HR Department on the day of your joining at 10 AM.  
Contact Person: Ms. Sushma Shriram



PRINCIPAL  
JNTU Institute of Engineering & Technology  
Guntur (T.N. Visakhapatnam)  
Durga Shetty (M)

## INTERNSHIP OFFER

Date: 19th March, 2022

Dear MADUURI HARISH,

Congratulations!!

We are pleased to offer you an **Internship** with **Prodevans Technologies Pvt. Ltd.**, based on the interview discussions you had with us and your application submitted to us. Details of the terms and conditions of offer are as under:

133. You will be working as an **INTERN** from our **Hyderabad Office**, for 6 months from the date of your joining.
134. Period of internship will be from **28th March 2022 to 28th September 2022**.
135. During the internship period, a stipend of **INR 12,500** will be payable.
  - a. An additional amount of INR2500 is payable upon compliance of 100% attendance, tasks assigned during the said month.
  - b. This is payable on 15th of every month as approved by the reporting manager.
136. You will be working with the technical team on different projects as assigned by the Team Lead on a case-to-case basis.
137. You would be part of the training also as per the projects you are being assigned.
138. Follow proper dress code with ID Card at work.
139. Will sign NDA on the date of joining and will not misuse the property / resources of the company during my internship.
140. You will be responsible to deliver the work assigned by the Team Lead on time to time with quality.
141. Office timing will be from **10.00 am to 6.30 pm** based on the projects you are being assigned.
  - a. Daily classes will be from 10AM to 1PM and noon sessions for self learning and completion of assigned tasks.
142. You are liable to obey and accept the rules and regulations of the company and time-to-time instructions from the HR Dept.
143. Based on the successful completion of your internship, the company will provide you a Project Completion/Participation Certificate.
144. Based on the successful completion of the internship, you would be offered an employment opportunity after a final interview by the Technical-Head.
  - a. Discussed and agreed that, you are aware of the **2 years** of Bond and terms for employment.
  - b. You are aware of the remuneration details for a Fresher in the company and the Career Progression Path.
  - c. You are ready to continue with the Organization, if the company provides the job opportunity after the successful completion of internship.

We wish you a great learning with Prodevans.

*Sushma*  
Regards,  
Sushma Shriram  
Manager – HR

Read, Understood, Agreed and Accepted
Name: _____
Signature: _____
Date: _____

After you accept this offer, the Joining letter will be issued to you only upon successful completion of your internship course, you meeting the PD eligibility criteria & you completing the mandatory pre-joining learning curriculum. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

### CHECKLIST FOR JOINING

Please provide a soft copy of all the below documents on the day of joining.

Documents	Tick
Copy of CV	
Academic testimonials (10th, 12th, Graduation, Post-Graduation) - Copy	
Technical Certifications (If Any) – Copy	
Passport size color Photographs – 2 Nos.	
Identity Proof with Photo ID - PAN Card/Aadhaar Card/passport. - Copy	
Residence Proof - Aadhaar Card / Any Govt. ID – Copy	
Approval letter from the college / HDD / Supervisor	

**Note:**

Kindly Report to the HR Department on the day of your joining at 10 AM.  
Contact Person: Ms. Sushma Shriram



## INTERNSHIP OFFER

Date: 19th March, 2022

Dear SK NIZAMUDDIN,

Congratulations!

We are pleased to offer you an **Internship** with **Prodevans Technologies Pvt. Ltd.**, based on the interview discussions you had with us and your application submitted to us. Details of the terms and conditions of offer are as under:

145. You will be working as an **INTERN** from our **Hyderabad Office**, for 6 months from the date of your joining.
146. Period of internship will be from **28th March 2022 to 28th September 2022**.
147. During the internship period, a stipend of **INR 12,500** will be payable.
  - a. An additional amount of INR2500 is payable upon compliance of 100% attendance, tasks assigned during the said month.
  - b. This is payable on 15th of every month as approved by the reporting manager.
148. You will be working with the technical team on different projects as assigned by the Team Lead on a case-to-case basis.
149. You would be part of the training also as per the projects you are being assigned.
150. Follow proper dress code with ID Card at work.
151. Will sign NDA on the date of Joining and will not misuse the property / resources of the company during my internship.
152. You will be responsible to deliver the work assigned by the Team Lead on time to time with quality.
153. Office timing will be from **10.00 am to 6.30 pm** based on the projects you are being assigned.
  - a. Daily classes will be from 10AM to 1PM and noon sessions for self learning and completion of assigned tasks.
154. You are liable to obey and accept the rules and regulations of the company and time-to-time instructions from the HR Dept.
155. Based on the successful completion of your Internship, the company will provide you a Project Completion/Participation Certificate.
156. Based on the successful completion of the internship, you would be offered an employment opportunity after a final interview by the Technical-Head.
  - a. Discussed and agreed that, you are aware of the **2 years** of Bond and terms for employment.
  - b. You are aware of the remuneration details for a Fresher in the company and the Career Progression Path.
  - c. You are ready to continue with the Organization, if the company provides the job opportunity after the successful completion of Internship.

We wish you a great learning with Prodevans.

*Sushma*  
Regards,  
Sushma Shiram  
Manager - HR

Read, Understood, Agreed and Accepted

Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

After you accept this offer, the Joining letter will be issued to you only upon successful completion of your internship course, you meeting the PD eligibility criteria & you completing the mandatory pre-joining learning curriculum. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

### CHECKLIST FOR JOINING

Please provide a soft copy of all the below documents on the day of joining.

Documents	Tick
Copy of CV	
Academic testimonials (10th, 12th, Graduation, Post-Graduation) - Copy	
Technical Certifications (if Any) - Copy	
Passport size color Photographs - 2 Nos.	
Identity Proof with Photo ID - PAN Card/Aadhaar Card/passport. - Copy	
Residence Proof - Aadhaar Card / Any Govt. ID - Copy	
Approval letter from the college / HOD / Supervisor	

**Note:**

Kindly Report to the HR Department on the day of your joining at 10 AM.  
Contact Person: Ms. Sushma Shiram



## INTERNSHIP OFFER

Date: 19th March, 2022

Dear CHALAMALLA SAHITHI REDDY,

**Congratulations!!**

We are pleased to offer you an **Internship** with **Prodevans Technologies Pvt. Ltd.**, based on the interview discussions you had with us and your application submitted to us. Details of the terms and conditions of offer are as under:

157. You will be working as an **INTERN** from our **Hyderabad Office**, for 6 months from the date of your joining.
158. Period of internship will be from **29th March 2022 to 28th September 2022**.
159. During the internship period, a stipend of **INR 12,500** will be payable.
  - a. An additional amount of INR2500 is payable upon compliance of 100% attendance, tasks assigned during the said month.
  - b. This is payable on 15th of every month as approved by the reporting manager.
160. You will be working with the technical team on different projects as assigned by the Team Lead on a case-to-case basis.
161. You would be part of the training also as per the projects you are being assigned.
162. Follow proper dress code with ID Card at work.
163. Will sign NDA on the date of joining and will not misuse the property / resources of the company during my internship.
164. You will be responsible to deliver the work assigned by the Team Lead on time to time with quality.
165. Office timing will be from **10.00 am to 6.30 pm** based on the projects you are being assigned.
  - a. Daily classes will be from 10AM to 1PM and noon sessions for self learning and completion of assigned tasks.
166. You are liable to obey and accept the rules and regulations of the company and time-to-time instructions from the HR Dept.
167. Based on the successful completion of your internship, the company will provide you a Project Completion/Participation Certificate.
168. Based on the successful completion of the internship, you would be offered an employment opportunity after a final interview by the Technical-Head.
  - a. Discussed and agreed that, you are aware of the **2 years** of Bond and terms for employment.
  - b. You are aware of the remuneration details for a Fresher in the company and the Career Progression Path.
  - c. You are ready to continue with the Organization, if the company provides the job opportunity after the successful completion of Internship.





We wish you a great learning with Prodevans.

*Sushma*  
Regards,  
Sushma Shriram  
Manager - HR

Read, Understood, Agreed and Accepted

Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

After you accept this offer, the Joining letter will be issued to you only upon successful completion of your internship course, you meeting the PD eligibility criteria & you completing the mandatory pre-joining learning curriculum. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

### CHECKLIST FOR JOINING

Please provide a soft copy of all the below documents on the day of joining.

Documents	Tick
Copy of CV	
Academic testimonials (10th, 12th, Graduation, Post-Graduation) - Copy	
Technical Certifications (If Any) - Copy	
Passport size color Photographs - 2 Nos.	
Identity Proof with Photo ID - PAN Card/Aadhaar Card/passport. - Copy	
Residence Proof - Aadhaar Card / Any Govt. ID - Copy	
Approval letter from the college / HOD / Supervisor	

**Note:**

Kindly Report to the HR Department on the day of your joining at 10 AM.  
Contact Person: Ms. Sushma Shriram

## INTERNSHIP OFFER

Date: 19th March, 2022

Dear SINGIDI PRASAD,

Congratulations!!

We are pleased to offer you an Internship with Prodevans Technologies Pvt. Ltd., based on the interview discussions you had with us and your application submitted to us. Details of the terms and conditions of offer are as under:

169. You will be working as an **INTERN** from our **Hyderabad Office**, for 6 months from the date of your joining.
170. Period of Internship will be from **28th March 2022 to 28th September 2022**.
171. During the internship period, a stipend of **INR 12,500** will be payable
  - a. An additional amount of INR2500 is payable upon compliance of 100% attendance, tasks assigned during the said month.
  - b. This is payable on 15th of every month as approved by the reporting manager.
172. You will be working with the technical team on different projects as assigned by the Team Lead on a case-to-case basis.
173. You would be part of the training also as per the projects you are being assigned.
174. Follow proper dress code with ID Card at work.
175. Will sign NDA on the date of joining and will not misuse the property / resources of the company during my internship.
176. You will be responsible to deliver the work assigned by the Team Lead on time to time with quality.
177. Office timing will be from **10.00 am to 6.30 pm** based on the projects you are being assigned.
  - a. Daily classes will be from 10AM to 1PM and noon sessions for self learning and completion of assigned tasks.
178. You are liable to obey and accept the rules and regulations of the company and time-to-time instructions from the HR Dept.
179. Based on the successful completion of your Internship, the company will provide you a Project Completion/Participation Certificate.
180. Based on the successful completion of the internship, you would be offered an employment opportunity after a final interview by the Technical-Head.
  - a. Discussed and agreed that, you are aware of the **2 years** of Bond and terms for employment.
  - b. You are aware of the remuneration details for a **Fresher** in the company and the Career Progression Path.
  - c. You are ready to continue with the Organization, if the company provides the job opportunity after the successful completion of Internship.



We wish you a great learning with Prodevans.

*Sushma*  
Regards,  
Sushma Shriram  
Manager – HR

Read, Understood, Agreed and Accepted

Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

After you accept this offer, the joining letter will be issued to you only upon successful completion of your internship course, you meeting the PD eligibility criteria & you completing the mandatory pre-joining learning curriculum. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

### CHECKLIST FOR JOINING

Please provide a soft copy of all the below documents on the day of joining.

Documents	Tick
Copy of CV	
Academic testimonials (10th, 12th, Graduation, Post-Graduation) - Copy	
Technical Certifications (If Any) - Copy	
Passport size color Photographs – 2 Nos.	
Identity Proof with Photo ID - PAN Card/Aadhaar Card/passport. - Copy	
Residence Proof - Aadhaar Card / Any Govt. ID - Copy	
Approval letter from the college / HOD / Supervisor.	

**Note:**

Kindly Report to the HR Department on the day of your joining at 10 AM.  
Contact Person: Ms. Sushma Shriram





## INTERNSHIP OFFER

Date: 19th March, 2022

Dear **MANURI MALIKA**,

**Congratulations!!**

We are pleased to offer you an **Internship** with **Prodevans Technologies Pvt. Ltd.**, based on the interview discussions you had with us and your application submitted to us. Details of the terms and conditions of offer are as under:

181. You will be working as an **INTERN** from our **Hyderabad Office**, for 6 months from the date of your joining.
182. Period of internship will be from **28th March 2022 to 28th September 2022**.
183. During the internship period, a stipend of **INR 12,500** will be payable
  - a. An additional amount of INR2500 is payable upon compliance of 100% attendance, tasks assigned during the said month.
  - b. This is payable on 15th of every month as approved by the reporting manager.
184. You will be working with the technical team on different projects as assigned by the Team Lead on a case-to-case basis.
185. You would be part of the training also as per the projects you are being assigned.
186. Follow proper dress code with ID Card at work.
187. Will sign NDA on the date of joining and will not misuse the property / resources of the company during my internship.
188. You will be responsible to deliver the work assigned by the Team Lead on time to time with quality.
189. Office timing will be from **10.00 am to 6.30 pm** based on the projects you are being assigned
  - a. Daily classes will be from 10AM to 1PM and noon sessions for self learning and completion of assigned tasks.
190. You are liable to obey and accept the rules and regulations of the company and time-to-time instructions from the HR Dept.
191. Based on the successful completion of your Internship, the company will provide you a Project Completion/Participation Certificate.
192. Based on the successful completion of the internship, you would be offered an employment opportunity after a final interview by the Technical-Head.
  - a. Discussed and agreed that, you are aware of the **2 years** of Bond and terms for employment.
  - b. You are aware of the remuneration details for a Fresher in the company and the Career Progression Path.
  - c. You are ready to continue with the Organization, if the company provides the job opportunity after the successful completion of Internship.

We wish you a great learning with Prodevans.

*Sushma*  
Regards,  
Sushma Shriram  
Manager – HR

Read, Understood, Agreed and Accepted

Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

After you accept this offer, the joining letter will be issued to you only upon successful completion of your internship course, you meeting the PD eligibility criteria & you completing the mandatory pre-joining learning curriculum. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

### CHECKLIST FOR JOINING

Please provide a soft copy of all the below documents on the day of joining.

Documents	Tick
Copy of CV	
Academic testimonials (10th, 12th, Graduation, Post-Graduation) - Copy	
Technical Certifications (If Any) – Copy	
Passport size color Photographs – 2 Nos.	
Identity Proof with Photo ID - PAN Card/Aadhaar Card/passport. - Copy	
Residence Proof - Aadhaar Card / Any Govt. ID – Copy	
Approval letter from the college / HOD / Supervisor	

**Note:**

Kindly Report to the HR Department on the day of your joining at 10 AM.  
Contact Person: Ms. Sushma Shriram



## INTERNSHIP OFFER

Date: 19th March, 2022

Dear CHARISHMMAA G,

**Congratulations!!**

We are pleased to offer you an **Internship** with **Prodevans Technologies Pvt. Ltd.**, based on the interview discussions you had with us and your application submitted to us. Details of the terms and conditions of offer are as under:

193. You will be working as an **INTERN** from our **Hyderabad Office**, for 6 months from the date of your joining.
194. Period of internship will be from **28th March 2022 to 28th September 2022**.
195. During the internship period, a stipend of **INR 12,500** will be payable.
  - a. An additional amount of INR2500 is payable upon compliance of 100% attendance, tasks assigned during the said month.
  - b. This is payable on 15th of every month as approved by the reporting manager.
196. You will be working with the technical team on different projects as assigned by the Team Lead on a case-to-case basis.
197. You would be part of the training also as per the projects you are being assigned.
198. Follow proper dress code with ID Card at work.
199. Will sign NDA on the date of joining and will not misuse the property / resources of the company during my internship.
200. You will be responsible to deliver the work assigned by the Team Lead on time to time with quality.
201. Office timing will be from **10.00 am to 6.30 pm** based on the projects you are being assigned.
  - a. Daily classes will be from 10AM to 1PM and noon sessions for self learning and completion of assigned tasks.
202. You are liable to obey and accept the rules and regulations of the company and time-to-time instructions from the HR Dept.
203. Based on the successful completion of your Internship, the company will provide you a Project Completion/Participation Certificate.
204. Based on the successful completion of the internship, you would be offered an employment opportunity after a final interview by the Technical-Head.
  - a. Discussed and agreed that, you are aware of the **2 years** of Bond and terms for employment.
  - b. You are aware of the remuneration details for a Fresher in the company and the Career Progression Path.
  - c. You are ready to continue with the Organization, if the company provides the job opportunity after the successful completion of Internship.



We wish you a great learning with Prodevans.

*Sushma*  
Regards,  
Sushma Shriram  
Manager – HR

Read, Understood, Agreed and Accepted

Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

After you accept this offer, the Joining letter will be issued to you only upon successful completion of your internship course, you meeting the PD eligibility criteria & you completing the mandatory pre-joining learning curriculum. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

### CHECKLIST FOR JOINING

Please provide a soft copy of all the below documents on the day of joining.

Documents	Tick
Copy of CV	
Academic testimonials (10th, 12th, Graduation, Post-Graduation) - Copy	
Technical Certifications (If Any) – Copy	
Passport size color Photographs – 2 Nos.	
Identity Proof with Photo ID - PAN Card/Aadhaar Card/passport. - Copy	
Residence Proof - Aadhaar Card / Any Govt. ID – Copy	
Approval letter from the college / HOD / Supervisor	

**Note:**

Kindly Report to the HR Department on the day of your joining at 10 AM,  
Contact Person: Ms. Sushma Shriram

## INTERNSHIP OFFER

Date: 19th March, 2022

Dear **GANGANAMONI ILAJAH**,

**Congratulations!!**

We are pleased to offer you an Internship with Prodevans Technologies Pvt. Ltd., based on the interview discussions you had with us and your application submitted to us. Details of the terms and conditions of offer are as under:

205. You will be working as an **INTERN** from our **Hyderabad Office**, for 6 months from the date of your joining.
206. Period of internship will be from **28th March 2022 to 28th September 2022**.
207. During the internship period, a stipend of **INR 12,500** will be payable.
  - a. An additional amount of INR 2500 is payable upon compliance of 100% attendance, tasks assigned during the said month.
  - b. This is payable on 15th of every month as approved by the reporting manager.
208. You will be working with the technical team on different projects as assigned by the Team Lead on a case-to-case basis.
209. You would be part of the training also as per the projects you are being assigned.
210. Follow proper dress code with ID Card at work.
211. Will sign NDA on the date of joining and will not misuse the property / resources of the company during my internship.
212. You will be responsible to deliver the work assigned by the Team Lead on time to time with quality.
213. Office timing will be from **10.00 am to 6.30 pm** based on the projects you are being assigned.
  - a. Daily classes will be from 10AM to 1PM and noon sessions for self learning and completion of assigned tasks.
214. You are liable to obey and accept the rules and regulations of the company and time-to-time instructions from the HR Dept.
215. Based on the successful completion of your Internship, the company will provide you a Project Completion/Participation Certificate.
216. Based on the successful completion of the internship, you would be offered an employment opportunity after a final interview by the Technical Head.
  - a. Discussed and agreed that, you are aware of the **2 years** of Bond and terms for employment.
  - b. You are aware of the remuneration details for a Fresher in the company and the Career Progression Path.
  - c. You are ready to continue with the Organization, if the company provides the job opportunity after the successful completion of Internship.

We wish you a great learning with Prodevans:

*Sushma*  
Regards,  
Sushma Shiram  
Manager – HR

Read, Understood, Agreed and Accepted

Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

After you accept this offer, the joining letter will be issued to you only upon successful completion of your internship course, you meeting the PD eligibility criteria & you completing the mandatory pre-joining learning curriculum. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

### CHECKLIST FOR JOINING

Please provide a soft copy of all the below documents on the day of joining.

Documents	Tick
Copy of CV	
Academic testimonials (10th, 12th, Graduation, Post-Graduation) - Copy	
Technical Certifications (If Any) – Copy	
Passport size color Photographs – 2 Nos.	
Identity Proof with Photo ID - PAN Card/Aadhaar Card/passport. - Copy	
Residence Proof - Aadhaar Card / Any Govt. ID – Copy	
Approval letter from the college / HOD / Supervisor	

**Note:**

Kindly Report to the HR Department on the day of your joining at 10 AM.  
Contact Person: Ms. Sushma Shiram





Date: 09/04/2022

Dear **GADDAM RAHUL YADAV,**

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 **October 2022** look forward to you beginning your career with our **Training Program** within 1<sup>st</sup> week of **October 2022**.

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](mailto:info@tekworks.in). We sincerely hope that your period of association with us will be long, pleasant, and of mutual benefit.

For TekWorks Enterprise Solutions Pvt Ltd.,



**Sridhar Tirumala**  
Managing Director



**PRINCIPAL**  
Aravali Institute of Engineering & Technology  
Guntur (V), Rayachoti,  
Sri Sathya Sai (2015)

Date: 09/04/2022

Dear G NAGARAJU,

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 **October 2022** look forward to you beginning your career with our **Training Program** within 1<sup>st</sup> week of **October 2022**.

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](mailto:info@tekworks.in). We sincerely hope that your period of association with us will be long, pleasant, and of mutual benefit.

For TekWorks Enterprise Solutions Pvt Ltd.,



**Sridhar Tirumala**  
Managing Director



**PRINCIPAL**  
Amital Institute of Engineering & Technology  
Gandhinagar (M), Hyderabad,  
Pragna Reddy (C&I)

Date: 09/04/2022

Dear BOGA PRASANNA,

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.,



**Sridhar Tirumala**  
Managing Director



**PRINCIPAL**  
Jawahar Institute of Engineering & Technology  
Guntur (M), Nizampet,  
Ranga Reddy (Dist.)



Date: 09/04/2022

Dear DHANAVATH VENKANNA,

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.,



**Sridhar Tirumala**  
Managing Director



PRINCIPAL  
Arya Institute of Engineering & Technology  
Guntur (V), Harethota  
Sri Sree Reddy (Gest.)

Date: 09/04/2022

Dear CHETTE NAGARAJU,

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.,



**Sridhar Tirumala**  
Managing Director



PRINCIPAL  
Sri Sri Institute of Engineering & Technology  
Guntur (V), Rayachoti,  
Ranga Reddy (Dist)

Date: 09/04/2022

Dear RANGU VIJAY,

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.,



**Sridhar Tirumala**  
Managing Director



**PRINCIPAL**  
Pravith Institute of Electronics & Technology  
Guntur City (V), West Godavari,  
Rangoo Reddy (Dist.)



Date: 09/04/2022

Dear CHANDRAGIRI MANISHANKAR,

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.,



**Sridhar Tirumala**  
Managing Director



**PRINCIPAL**  
Amal Institute of Engineering & Technology  
Amal Nagar, Hyderabad  
500082

Date: 09/04/2022

Dear THODETI GOPALAKRISHNA,

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.,



**Sridhar Tirumala**  
Managing Director



**PRINCIPAL**  
Arunthi Institute of Engineering & Technology  
Guntur City (V), West Godavari  
District, Andhra Pradesh

Date: 09/04/2022

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For TekWorks Enterprise Solutions Pvt Ltd.,



**Sridhar Tirumala**  
Managing Director



**PRINCIPAL**  
Sri Lanka Institute of Engineering & Technology  
Galle (V), Sri Lanka  
2022



Date: 09/04/2022

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For TekWorks Enterprise Solutions Pvt Ltd.,



**Sridhar Tirumala**  
Managing Director



**PRINCIPAL**  
Aravali Institute of Engineering & Technology  
Guntur City (G), Huzarasingar,  
Tiruga Roady (TIRU)

Date: 09/04/2022

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For TekWorks Enterprise Solutions Pvt Ltd.,



**Sridhar Tirumala**  
Managing Director



**PRINCIPAL**  
Aravali Institute of Engineering & Technology  
Gandhinagar, Hyderabad  
www.aieet.org

Date: 09/04/2022

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For TekWorks Enterprise Solutions Pvt Ltd.,



**Sridhar Tirumala**  
Managing Director



**PRINCIPAL**  
Amal Institute of Engineering & Technology  
Guntur District, Andhra Pradesh  
522 002



Date: 09/04/2022

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For TekWorks Enterprise Solutions Pvt Ltd.,



**Sridhar Tirumala**  
Managing Director



**PRINCIPAL**  
Amal Institute of Engineering & Technology  
Gandhinagar, Hyderabad  
500075

Date: 09/04/2022

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For TekWorks Enterprise Solutions Pvt Ltd.,



**Sridhar Tirumala**  
Managing Director



**PRINCIPAL**  
Amrita Institute of Engineering & Technology  
Coimbatore (V), Karnataka,  
Bangalore 560075 (India)

Date: 09/04/2022

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**Sridhar Tirumala**  
Managing Director



**PRINCIPAL**  
Aravali Institute of Engineering & Technology  
Geothoply (V), Koppalmandal,  
Ranga Reddy (TQ)



Date: 09/04/2022

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**Sridhar Tirumala**  
Managing Director



PRINCIPAL  
Aarathi Institute of Engineering & Technology  
Gandhinagar (R), Mysurbagalur,  
Ranga Reddy (Dist)

Date: 09/04/2022

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**Sridhar Tirumala**  
Managing Director



**PRINCIPAL**  
Sri Sri Institute of Engineering & Technology  
Chittoor, Andhra Pradesh  
585 002

Date: 09/04/2022

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For TekWorks Enterprise Solutions Pvt Ltd.,



**Sridhar Tirumala**  
Managing Director



**PRINCIPAL**  
Arushi Institute of Engineering & Technology  
Santhapally (V), Rayachoti,  
Sri Sathya Sai (Dist)



Date: 09/04/2022

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For TekWorks Enterprise Solutions Pvt Ltd.,



**Sridhar Tirumala**  
Managing Director



21/11/2022

## Letter of Intent –Free Training and Placement under CSR

Dear SEELAM UPENDRA 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) 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.



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 6<sup>th</sup> 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



21/11/2022

## Letter of Intent –Free Training and Placement under CSR

Dear DEVUNURI SONY(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:

13. Aptitude & reasoning training
14. Technology training on Java / python / Dotnet based on student choice.  
Technology training on common modules which includes web technologies, and database mysql/sql server
15. Assignments – coding & aptitude
16. System tests on regular basis
17. Coding interview preparation
18. Mock technical interviews
19. Mock HR interviews
20. We will schedule unlimited number of interviews with our esteemed clients with packages starting from 3 LPA to 8 LPA until student gets placed
21. Course Completion Certificate will be provided after the successful completion of the Technology training
22. 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.
23. 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.
24. Student must clear mock interview to apply for our client companies.

**Mandatory Requirements while joining:**

- (6) Student has to send a photo copy of his or her X, XII mark sheets
- (7) Student has to send a photo copy of Engineering all semester mark sheets up to 6<sup>th</sup> semester
- (8) Student has to send photo copy of Aadhar card
- (9) Student has to send photo copy of college ID proof
- (10) Student has to send his or her pass port size photo

**We look forward to welcome you on board.**

Sincerely,

HR Team

Palle Technologies



21/11/2022

## Letter of Intent –Free Training and Placement under CSR

Dear SHAGA BHARATH 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) 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:

25. Aptitude & reasoning training
26. Technology training on Java / python / Dotnet based on student choice.  
Technology training on common modules which includes web technologies, and database mysql/sql server
27. Assignments – coding & aptitude
28. System tests on regular basis
29. Coding interview preparation
30. Mock technical interviews
31. Mock HR interviews
32. We will schedule unlimited number of interviews with our esteemed clients with packages starting from 3 LPA to 8 LPA until student gets placed
33. Course Completion Certificate will be provided after the successful completion of the Technology training
34. 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.
35. 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.
36. Student must clear mock interview to apply for our client companies.



**Mandatory Requirements while joining:**

- (11) Student has to send a photo copy of his or her X, XII mark sheets
- (12) Student has to send a photo copy of Engineering all semester mark sheets up to 6<sup>th</sup> semester
- (13) Student has to send photo copy of Aadhar card
- (14) Student has to send photo copy of college ID proof
- (15) 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  
Anand Institute of Engineering & Technology  
Gandhinagar, Hosur  
Ranga Raveed (P)

21/11/2022

## Letter of Intent –Free Training and Placement under CSR

Dear SAPAVATH MAHESH(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:

37. Aptitude & reasoning training
38. Technology training on Java / python / Dotnet based on student choice.  
Technology training on common modules which includes web technologies, and database mysql/sql server
39. Assignments – coding & aptitude
40. System tests on regular basis
41. Coding interview preparation
42. Mock technical interviews
43. Mock HR interviews
44. We will schedule unlimited number of interviews with our esteemed clients with packages starting from 3 LPA to 8 LPA until student gets placed
45. Course Completion Certificate will be provided after the successful completion of the Technology training
46. 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.
47. 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.
48. Student must clear mock interview to apply for our client companies.



**Mandatory Requirements while joining:**

- (16) Student has to send a photo copy of his or her X, XII mark sheets
- (17) Student has to send a photo copy of Engineering all semester mark sheets up to 6<sup>th</sup> semester
- (18) Student has to send photo copy of Aadhar card
- (19) Student has to send photo copy of college ID proof
- (20) Student has to send his or her pass port size photo

**We look forward to welcome you on board.**

Sincerely,

HR Team

Palle Technologies



21/11/2022

## Letter of Intent –Free Training and Placement under CSR

Dear GOLAKOTI SINDHU SRI(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:

49. Aptitude & reasoning training
50. Technology training on Java / python / Dotnet based on student choice.  
Technology training on common modules which includes web technologies, and database mysql/sql server
51. Assignments – coding & aptitude
52. System tests on regular basis
53. Coding interview preparation
54. Mock technical interviews
55. Mock HR interviews
56. We will schedule unlimited number of interviews with our esteemed clients with packages starting from 3 LPA to 8 LPA until student gets placed
57. Course Completion Certificate will be provided after the successful completion of the Technology training
58. 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.
59. 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.
60. Student must clear mock interview to apply for our client companies.

**Mandatory Requirements while joining:**

- (21) Student has to send a photo copy of his or her X, XII mark sheets
- (22) Student has to send a photo copy of Engineering all semester mark sheets up to 6<sup>th</sup> semester
- (23) Student has to send photo copy of Aadhar card
- (24) Student has to send photo copy of college ID proof
- (25) Student has to send his or her pass port size photo

**We look forward to welcome you on board.**

Sincerely,  
HR Team  
Palle Technologies

21/11/2022

## Letter of Intent –Free Training and Placement under CSR

Dear MADOORI SUMANTH(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:

61. Aptitude & reasoning training
62. Technology training on Java / python / Dotnet based on student choice.  
Technology training on common modules which includes web technologies, and database mysql/sql server
63. Assignments – coding & aptitude
64. System tests on regular basis
65. Coding interview preparation
66. Mock technical interviews
67. Mock HR interviews
68. We will schedule unlimited number of interviews with our esteemed clients with packages starting from 3 LPA to 8 LPA until student gets placed
69. Course Completion Certificate will be provided after the successful completion of the Technology training.
70. 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.
71. 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.
72. 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 Engineering & Technology  
Gurthipaly (V), Rayachota,  
Ranga Reddy (Dist.)



**Mandatory Requirements while joining:**

- (26) Student has to send a photo copy of his or her X, XII mark sheets
- (27) Student has to send a photo copy of Engineering all semester mark sheets up to 6<sup>th</sup> semester
- (28) Student has to send photo copy of Aadhar card
- (29) Student has to send photo copy of college ID proof
- (30) Student has to send his or her pass port size photo

**We look forward to welcome you on board.**

Sincerely,  
HR Team  
Palle Technologies

21/11/2022

## Letter of Intent –Free Training and Placement under CSR

Dear **SHAIK THASLEEM**(Avanathi 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:

73. Aptitude & reasoning training
74. Technology training on Java / python / Dotnet based on student choice.  
Technology training on common modules which includes web technologies, and database mysql/sql server
75. Assignments – coding & aptitude
76. System tests on regular basis
77. Coding interview preparation
78. Mock technical interviews
79. Mock HR interviews
80. We will schedule unlimited number of interviews with our esteemed clients with packages starting from 3 LPA to 8 LPA until student gets placed
81. Course Completion Certificate will be provided after the successful completion of the Technology training
82. 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.
83. 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.
84. Student must clear mock interview to apply for our client companies.

**Mandatory Requirements while joining:**

- (31) Student has to send a photo copy of his or her X, XII mark sheets
- (32) Student has to send a photo copy of Engineering all semester mark sheets up to 6<sup>th</sup> semester
- (33) Student has to send photo copy of Aadhar card
- (34) Student has to send photo copy of college ID proof
- (35) Student has to send his or her pass port size photo

**We look forward to welcome you on board.**

Sincerely,  
HR Team  
Palle Technologies



21/11/2022

## Letter of Intent –Free Training and Placement under CSR

Dear **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) 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:

85. Aptitude & reasoning training
86. Technology training on Java / python / Dotnet based on student choice.  
Technology training on common modules which includes web technologies, and database mysql/sql server
87. Assignments – coding & aptitude
88. System tests on regular basis
89. Coding interview preparation
90. Mock technical interviews
91. Mock HR interviews
92. We will schedule unlimited number of interviews with our esteemed clients with packages starting from 3 LPA to 8 LPA until student gets placed
93. Course Completion Certificate will be provided after the successful completion of the Technology training
94. 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.
95. 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.
96. Student must clear mock interview to apply for our client companies.

**Mandatory Requirements while joining:**

- (36) Student has to send a photo copy of his or her X, XII mark sheets
- (37) Student has to send a photo copy of Engineering all semester mark sheets up to 6<sup>th</sup> semester
- (38) Student has to send photo copy of Aadhar card
- (39) Student has to send photo copy of college ID proof
- (40) Student has to send his or her pass port size photo

**We look forward to welcome you on board.**

Sincerely,  
HR Team  
Palle Technologies

21/11/2022

## Letter of Intent –Free Training and Placement under CSR

Dear AKULA SHASHI PREETHAM(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:

97. Aptitude & reasoning training
98. Technology training on Java / python / Dotnet based on student choice.  
Technology training on common modules which includes web technologies, and database mysql/sql server
99. Assignments – coding & aptitude
100. System tests on regular basis
101. Coding interview preparation
102. Mock technical interviews
103. Mock HR interviews
104. We will schedule unlimited number of interviews with our esteemed clients with packages starting from 3 LPA to 8 LPA until student gets placed
105. Course Completion Certificate will be provided after the successful completion of the Technology training
106. 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.
107. 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.
108. Student must clear mock interview to apply for our client companies.





**LEADERS IN TECHNOLOGY TRAINING**

SOFTWARE TRAINING | OUT SOURCING | SOLUTION

ISO 9001 : 2015 CERTIFIED & NASSCOM MEMBER

Mandatory Requirements while joining:

- (41) Student has to send a photo copy of his or her X, XII mark sheets
- (42) Student has to send a photo copy of Engineering all semester mark sheets up to 6<sup>th</sup> semester
- (43) Student has to send photo copy of Aadhar card
- (44) Student has to send photo copy of college ID proof
- (45) Student has to send his or her pass port size photo

We look forward to welcome you on board.

Sincerely,

HR Team

Palle Technologies

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15/6, 2nd Floor, Manish Complex (Above SBI Bank), Mangammanapalya Main Road  
Bommanahalli, Bengaluru - 560 068

Ph : 080-41645630, email : [info@techpalle.com](mailto:info@techpalle.com) | website : [www.techpalle.com](http://www.techpalle.com)

  
PRINCIPAL  
Amal Institute of Engineering & Technology  
Geethanjaly (V), Hoyalenpet, Bengaluru (Dist)

21/11/2022

## Letter of Intent –Free Training and Placement under CSR

Dear GUMPULA UUDAYKIRAN(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:

109. Aptitude & reasoning training
110. Technology training on Java / python / Dotnet based on student choice.  
Technology training on common modules which includes web technologies, and database mysql/sql server
111. Assignments – coding & aptitude
112. System tests on regular basis
113. Coding interview preparation
114. Mock technical interviews
115. Mock HR interviews
116. We will schedule unlimited number of interviews with our esteemed clients with packages starting from 3 LPA to 8 LPA until student gets placed
117. Course Completion Certificate will be provided after the successful completion of the Technology training
118. 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.
119. 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.
120. Student must clear mock interview to apply for our client companies.

15/6, 2nd Floor, Marish Complex (Above SBI Bank), Mangammanapalya Main Road,  
Bommanahalli, Bengaluru - 560 068

Ph : 080-41645630, email : [info@techpalle.com](mailto:info@techpalle.com) | website : [www.techpalle.com](http://www.techpalle.com)

**PRINCIPAL**  
Palle Institute of Engineering & Technology  
Gurthoppa (V), Hosangangola,  
Ranga Reddy (Dist)



**LEADERS IN TECHNOLOGY TRAINING**

SOFTWARE TRAINING | OUT SOURCING | SOLUTION

ISO 9001 : 2015 CERTIFIED & NASSCOM MEMBER

Mandatory Requirements while joining:

- (46) Student has to send a photo copy of his or her X, XII mark sheets
- (47) Student has to send a photo copy of Engineering all semester mark sheets up to 6<sup>th</sup> semester
- (48) Student has to send photo copy of Aadhar card
- (49) Student has to send photo copy of college ID proof
- (50) Student has to send his or her pass port size photo

We look forward to welcome you on board.

Sincerely,

HR Team

Palle Technologies

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  
Aacchi Institute of Engineering & Technology  
Guthapaly (V), Hoyalanganra  
Ranga Reddy (Dist.)



21/11/2022

## Letter of Intent –Free Training and Placement under CSR

Dear VADLA NIKHIL(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:

121. Aptitude & reasoning training
122. Technology training on Java / python / Dotnet based on student choice.  
Technology training on common modules which includes web technologies, and database mysql/sql server
123. Assignments – coding & aptitude
124. System tests on regular basis
125. Coding Interview preparation
126. Mock technical interviews.
127. Mock HR interviews
128. We will schedule unlimited number of interviews with our esteemed clients with packages starting from 3 LPA to 8 LPA until student gets placed
129. Course Completion Certificate will be provided after the successful completion of the Technology training
130. 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.
131. 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
132. Student must clear mock interview to apply for our client companies.

Mandatory Requirements while joining:

- (S1) Student has to send a photo copy of his or her X, XII mark sheets
- (S2) Student has to send a photo copy of Engineering all semester mark sheets up to 6<sup>th</sup> semester
- (S3) Student has to send photo copy of Aadhar card
- (S4) Student has to send photo copy of college ID proof
- (S5) Student has to send his or her pass port size photo

We look forward to welcome you on board.

Sincerely,

HR Team

Palle Technologies

21/11/2022

## Letter of Intent –Free Training and Placement under CSR

Dear BANDARAPU ACHYUTH(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:

133. Aptitude & reasoning training
134. Technology training on Java / python / Dotnet based on student choice.  
Technology training on common modules which includes web technologies, and database mysql/sql server
135. Assignments – coding & aptitude
136. System tests on regular basis
137. Coding interview preparation
138. Mock technical interviews
139. Mock HR interviews
140. We will schedule unlimited number of interviews with our esteemed clients with packages starting from 3 LPA to 8 LPA until student gets placed
141. Course Completion Certificate will be provided after the successful completion of the Technology training
142. 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.
143. 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
144. Student must clear mock interview to apply for our client companies.



**Mandatory Requirements while joining:**

- (56) Student has to send a photo copy of his or her X, XII mark sheets
- (57) Student has to send a photo copy of Engineering all semester mark sheets up to 6<sup>th</sup> semester.
- (58) Student has to send photo copy of Aadhar card
- (59) Student has to send photo copy of college ID proof
- (60) Student has to send his or her pass port size photo

**We look forward to welcome you on board.**

Sincerely,

HR Team

Palle Technologies

Mar 21, 2022

MSys / Offer Letter/ HR

**OFFER OF EMPLOYMENT**

Dear **ERRI SAMAGNYA**,

We are pleased to appoint you as "Software Engineer Trainee" at MSys Tech India Pvt. Ltd., at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

**1) APPOINTMENT**

- a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.
- b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

**2) TRANSFER**

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or aboard with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

**3) PROBATION**

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.

PRINCIPAL  
Arendi Institute of Engineering & Technology  
& Technology (V), Haveriballur,  
Ranga Reddy (Dist.)

#### 4) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that you will be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

#### 5) SALARY AND DESIGNATION

- Your remuneration details are stated in the Annexure mentioned below.
- Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
- Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
- The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

#### 6) PERFORMANCE REVIEW AND PAY REVISION

- Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
- The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
- Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
- Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

#### 7) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

- You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
- You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
- You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
- Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a



maximum of 7 days of leave during the year.

- e) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
- f) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

## 8) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

## 9) RESIGNATION

- a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
- b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
- c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

## 10) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

- a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us; embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients; violation on your part of the Company's rules with regard to the authenticity and information declared at the time of joining the Company;

  
PRINCIPAL  
Assistant Professor of Engineering & Technology  
Gandhiya (U), Mayiladuthurai,  
Tirunelveli (Tamil Nadu)



- b) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients: and or involvement in any act of moral turpitude commit breach of the terms of your employment;
- c) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the set expectations and objectives, an improvement plan shall be prepared, and you will be expected to meet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

## 11) RESPONSIBILITIES

- a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
- b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
- c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action will be taken, up to termination.
- d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

## 12) CONFLICT OF INTEREST

- a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
- b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
- c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
- d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection.
- e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.

  
PRINCIPAL  
Anand Institute of Engineering & Technology  
Gurukulapally (V), Hyderabad,  
Ranga Reddy (Dist)

- f) Any existing employee to become associated with or perform services of any type for any third party.
- g) Any violation of the above will be viewed seriously and will lead to action up to termination.

### 13) GENERAL

- a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
- b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
- c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
- d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

### 14) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

### 15) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

#### Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.



**PRINCIPAL**  
MSys Technologies of Engineering & Technology  
Gurukulam (V), Rayachoti,  
Ranga Reddy (Dist.)



## 16) PASSPORT AND AADHAAR CARD

It would be to your advantage and in view of the business of MSys, all trainees are required to possess a valid passport and an Aadhaar Card. In case you do not already have one, you are required to obtain / produce a proof of having applied for the same at your own expense and intimate the same to the HR at your location, within three months of joining.

These above details need to be updated through the HR portal.

According to the standard practice of our Company, you will treat the above terms of this agreement as confidential.

We welcome you to our company and look forward to a long and fruitful association with you.

Yours faithfully,

For MSys Tech India Pvt Ltd.

**Kathirvel  
Ayyasamy** Digitally signed  
by Kathirvel  
Ayyasamy

Mar 21, 2022

**KATHIRVEL AYYASAMY  
DIRECTOR – TALENT ACQUISITION**

I hereby declare that my offer of Appointment is valid only if I meet the eligibility criteria of passing the final year of Graduation/Post Graduation in the first attempt, securing 60% or above across semesters and also, undertake to produce final mark sheets and passing certificate (Attested soft copies) at the time of Onboarding to the company within 30 days of my joining, \*failing which my employment with MSys may be terminated.

To confirm your acceptance of this letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to MSys.

\*In case of any extension in submitting the documents a special approval to be obtained from MSys HR.

Name: \_\_\_\_\_

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

Date: \_\_\_\_\_



**PRINCIPAL**  
Aravali Institute of Engineering & Technology  
Guthi Sathy (V), Haveli Nagar,  
Ranga Reddy (Dist.)

**ANNEXURE**

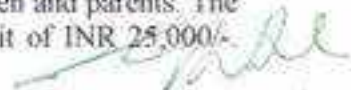
**NAME: ERRISAMAGNYA**

**CURRENT POSITION: Software Engineer Trainee**

Particulars	Monthly (INR)	Annual (INR)
Basic:	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
<b>Base Salary</b>	<b>30075</b>	<b>360900</b>
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
<b>COST TO COMPANY</b>		<b>400000</b>

**Non-Transferrable Meal Voucher \*** - NTMV provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

**Medical Insurance Benefit \*\*** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-. The details of the policy will be given separately.



**PRINCIPAL**  
MSys Institute of Engineering & Technology  
Sudhanya (T), Rajiv Gandhi,  
Ranga Reddy (Dist)





Mar 21, 2022

MSys / Offer Letter/ HR

**OFFER OF EMPLOYMENT**

Dear VUDHARU NAGALAXMI,

We are pleased to appoint you as "Software Engineer Trainee" at MSys Tech India Pvt. Ltd., at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

**17) APPOINTMENT**

- a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.
- b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

**18) TRANSFER**

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or abroad with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

**19) PROBATION**

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.

**PRINCIPAL**  
Amal Institute of Engineering & Technology  
Get. Dabbi (V), Mysore District,  
Bangalore (Dist.)

## 20) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that you will be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

## 21) SALARY AND DESIGNATION

- Your remuneration details are stated in the Annexure mentioned below.
- Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
- Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
- The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

## 22) PERFORMANCE REVIEW AND PAY REVISION

- Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
- The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
- Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
- Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

## 23) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

- You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
- You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
- You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
- Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a



- maximum of 7 days of leave during the year.
- e) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
- f) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

#### 24) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

#### 25) RESIGNATION

- a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
- b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
- c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

#### 26) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

- a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and information declared at the time of joining the Company;

*[Signature]*  
PRINCIPAL  
Amrita Institute of Engineering & Technology  
Gurukuliy (V), Havelim Road  
Banga Reedy (DVA)



- b) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients; and or involvement in any act of moral turpitude commit breach of the terms of your employment;
- c) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the set expectations and objectives, an improvement plan shall be prepared, and you will be expected to meet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

## 27) RESPONSIBILITIES

- a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
- b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
- c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action will be taken, up to termination.
- d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

## 28) CONFLICT OF INTEREST

- a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
- b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
- c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
- d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection.
- e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.

  
Asst. Dir. Institute of Engineering & Technology  
Guindy (V), Hojai Nagar,  
Ranga Reddy (Dist.)

- f) Any existing employee to become associated with or perform services of any type for any third party.
- g) Any violation of the above will be viewed seriously and will lead to action up to termination.

## 29) GENERAL

- a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
- b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
- c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
- d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

## 30) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

## 31) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

### Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.



PRASAD  
Assistant Engineering & Technical  
Company (P) Private Limited  
Ranga Roddy (D/O)







**ANNEXURE**

**NAME: VUDHARU NAGALAXMI**

**CURRENT POSITION: Software Engineer Trainee**

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
<b>Base Salary</b>	<b>30075</b>	<b>360900</b>
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
<b>COST TO COMPANY</b>		<b>400000</b>

**Non-Transferrable Meal Voucher \*-** NTMV provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

**Medical Insurance Benefit \*\*** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-. The details of the policy will be given separately.



PRINCIPAL  
Anna's Institute of Engineering & Technology  
Ganthipaly (V), Huzar Junction,  
Ranga Reddy (Dist.)

**MSYS TECHINDIA PRIVATE LTD**

ASV Chanditya Towers,  
6<sup>th</sup> Floor, # 5/397, Rajiv Gandhi Salai (OMR),  
Okkiyam Thoraipakkam,  
Chennai - 600 096.  
Tel No: 044 39167015  
[www.msystechnologies.com](http://www.msystechnologies.com)

Date: Mar 21, 2022

Name: VUDHARU  
NAGALAXMI  
Designation: **Software Engineer Trainee**

**Dear VUDHARU NAGALAXMI,**

We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amount of Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs.50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3rd year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully  
For MSys Tech India Pvt Ltd

**Kathirvel** Digitally signed  
**Ayyasamy** by Kathirvel  
Ayyasamy

**Mar 21, 2022**

**Human Resources**  
**I have read the above and accept the same**

Signature and date  
(Employee)



**PRINCIPAL**  
Auxiliary Institute of Engineering & Technology  
Gurukulam (Autonomous)  
Ranga Reddy (Dist.)

Mar 21, 2022

MSys / Offer Letter/ HR

**OFFER OF EMPLOYMENT**

Dear ALLE VINAY,

We are pleased to appoint you as "Software Engineer Trainee" at MSys Tech India Pvt. Ltd., at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

**33) APPOINTMENT**

- a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.
- b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

**34) TRANSFER**

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or aboard with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

**35) PROBATION**

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.

**PRINCIPAL**  
Aravind Institute of Engineering & Technology  
Gandhinagar (V), Mysore  
Ranga Reddy (Dist.)



### 36) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that you will be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

### 37) SALARY AND DESIGNATION

- Your remuneration details are stated in the Annexure mentioned below.
- Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
- Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
- The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

### 38) PERFORMANCE REVIEW AND PAY REVISION

- Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
- The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
- Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
- Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

### 39) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

- You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
- You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
- You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
- Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a



- maximum of 7 days of leave during the year.
- e) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
  - f) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

#### 40) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

#### 41) RESIGNATION

- a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
- b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
- c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

#### 42) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

- a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and information declared at the time of joining the Company.

PRINCIPAL  
Asstt. Prof. of Engineering & Technology  
Gurukul (P), Mysore  
Ranga Reddy (Dist.)



- b) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients; and or involvement in any act of moral turpitude commit breach of the terms of your employment;
- c) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the set expectations and objectives, an improvement plan shall be prepared, and you will be expected to meet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

#### 43) RESPONSIBILITIES

- a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
- b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
- c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action will be taken, up to termination.
- d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

#### 44) CONFLICT OF INTEREST

- a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
- b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
- c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
- d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection.
- e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.

*[Handwritten Signature]*  
 MSys Technologies  
 40th Floor, 11th Main Road,  
 Bangalore - 560096



- f) Any existing employee to become associated with or perform services of any type for any third party
- g) Any violation of the above will be viewed seriously and will lead to action up to termination.

#### 45) GENERAL

- a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
- b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
- c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
- d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

#### 46) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

#### 47) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

#### Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.



PRINCIPAL  
Joint Director of Engineering & Technology  
Government of Tamil Nadu  
Chennai - 600 095  
www.msystechnologies.com

#### 48) PASSPORT AND AADHAAR CARD

It would be to your advantage and in view of the business of MSys, all trainees are required to possess a valid passport and an Aadhaar Card. In case you do not already have one, you are required to obtain / produce a proof of having applied for the same at your own expense and intimate the same to the HR at your location, within three months of joining.

These above details need to be updated through the HR portal.

According to the standard practice of our Company, you will treat the above terms of this agreement as confidential.

We welcome you to our company and look forward to a long and fruitful association with you.

Yours faithfully,

For MSys Tech India Pvt Ltd.

**Kathirvel**      Digitally signed  
                         by Kathirvel  
**Ayyasamy**      Ayyasamy

Mar 21, 2022

**KATHIRVEL AYYASAMY**  
**DIRECTOR – TALENT ACQUISITION**

I hereby declare that my offer of Appointment is valid only if I meet the eligibility criteria of passing the final year of Graduation/Post Graduation in the first attempt, securing 60% or above across semesters and also, undertake to produce final mark sheets and passing certificate (Attested soft copies) at the time of Onboarding to the company within 30 days of my joining, \*failing which my employment with MSys may be terminated.

To confirm your acceptance of this letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to MSys.

\*In case of any extension in submitting the documents a special approval to be obtained from MSys HR.

Name: \_\_\_\_\_

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

Date: \_\_\_\_\_



PRINCIPAL  
AVSRI Institute of Engineering & Technology  
Gurthapally (P), West Godavari  
Ranga Reddy (Dist.)



ANNEXURE

NAME: ALLE VINAY

CURRENT POSITION: Software Engineer Trainee

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
<b>Base Salary</b>	<b>30075</b>	<b>360900</b>
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
<b>COST TO COMPANY</b>		<b>400000</b>

**Non-Transferrable Meal Voucher \*- NTMV** provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

**Medical Insurance Benefit \*\*** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-. The details of the policy will be given separately.



PRINCIPAL  
Anna's Institute of Engineering & Technology  
Semburthy (M), Vengaloor,  
Tamil Nadu 600 027



## MSYS TECHINDIA PRIVATE LTD

ASV Chandiya Towers,  
6<sup>th</sup> Floor, # 6/397, Rajiv Gandhi Salai (OMR),  
Okkiam Thoralpakkam,  
Chennai - 600 096.  
Tel No: 044 39167015  
[www.msystechnologies.com](http://www.msystechnologies.com)

Date: Mar 21, 2022

Name: ALLE VINAY  
Designation: **Software Engineer Trainee**

Dear ALLE VINAY,

We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amount of Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs.50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3rd year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully  
For MSys Tech India Pvt Ltd

**Kathirvel** Digitally signed  
**Ayyasamy** by Kathirvel  
Ayyasamy

Mar 21, 2022

**Human Resources**  
I have read the above and accept the same.

Signature and date  
(Employee)

PRINCIPAL  
Human Resources & Training  
Gandhi Nagar, Korattur,  
Chennai - 600 096

Mar 21, 2022

MSys / Offer Letter/ HR

**OFFER OF EMPLOYMENT**

Dear **BADUGU DILEP,**

We are pleased to appoint you as **"Software Engineer Trainee"** at **MSys Tech India Pvt. Ltd.**, at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

**49) APPOINTMENT**

- a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.
- b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

**50) TRANSFER**

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or aboard with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

**51) PROBATION**

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.

PRINCIPAL  
MSys Institute of Engineering & Technology  
Sankarapur, C.V. Narayana  
Koppal, Channarayana (Dist.)



## 52) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that you will be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

## 53) SALARY AND DESIGNATION

- Your remuneration details are stated in the Annexure mentioned below.
- Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
- Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
- The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

## 54) PERFORMANCE REVIEW AND PAY REVISION

- Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
- The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
- Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
- Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

## 55) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

- You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
- You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
- You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
- Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a



maximum of 7 days of leave during the year.

- e) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
- f) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

## 56) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

## 57) RESIGNATION

- a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
- b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
- c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

## 58) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

- a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and information declared at the time of joining the Company;

PRINCIPAL  
AVINASH INSTITUTE OF ENGINEERING & TECHNOLOGY  
GANTHI (M), HIRAPURAM,  
RANGA REDDY DIST.



- b) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients; and or involvement in any act of moral turpitude commit breach of the terms of your employment;
- c) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance; from the set expectations and objectives, an improvement plan shall be prepared, and you will be expected to meet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

### 59) RESPONSIBILITIES

- a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
- b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
- c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action will be taken, up to termination.
- d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

### 60) CONFLICT OF INTEREST

- a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
- b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
- c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
- d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection.
- e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.

- f) Any existing employee to become associated with or perform services of any type for any third party.
- g) Any violation of the above will be viewed seriously and will lead to action up to termination.

### 61) GENERAL

- a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
- b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
- c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
- d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

### 62) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

### 63) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

#### Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.



PRINCIPAL  
Amrita Institute of Engineering & Technology  
Gurthapally (V), Kavalanur (TA)  
Ranga Reddy (Dist)





**ANNEXURE**

**NAME: BADUGU DILEP**

**CURRENT POSITION: Software Engineer Trainee**

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
<b>Base Salary</b>	<b>30075</b>	<b>360900</b>
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
<b>COST TO COMPANY</b>		<b>400000</b>

**Non-Transferrable Meal Voucher \***- NTMV provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

**Medical Insurance Benefit \*\*** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-. The details of the policy will be given separately.



PRINCIPAL  
Head of Dept of Engineering & Training  
MSys Technologies  
Chennai

**MSYS TECHINDIA PRIVATE LTD**

ASV Chandiya Towers,  
8<sup>th</sup> Floor, # 5/397, Rajiv Gandhi Salai (OMR),  
Okkayam Thoraipakkam,  
Chennai - 600 096.  
Tel No: 044 39167015  
[www.msys technologies.com](http://www.msys technologies.com)

Date: Mar 21, 2022

Name: BADUGU DILEP  
Designation: **Software Engineer Trainee**

**Dear BADUGU DILEP,**

We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amount of Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs.50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3<sup>rd</sup> year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully  
For MSys Tech India Pvt Ltd

**Kathirvel** Digitally signed  
**Ayyasamy** by Kathirvel  
Ayyasamy

Mar 21, 2022

**Human Resources**  
I have read the above and accept the same

Signature and date  
(Employee)



PRINCIPAL  
Assistant Engineer & Training  
Surinder P. S. Srinivasan  
Principal Engineer



Mar 21, 2022

MSys / Offer Letter/ HR

**OFFER OF EMPLOYMENT**

Dear MANCHIKANTI ASRITHA,

We are pleased to appoint you as "Software Engineer Trainee" at MSys Tech India Pvt. Ltd., at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

**65) APPOINTMENT**

- a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.
- b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

**66) TRANSFER**

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or abroad with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

**67) PROBATION**

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.



PRINCIPAL  
HUMAN RESOURCE  
MANAGEMENT  
OFFICER

MSys-INDIA-21	X-15	MSys-INDIA-21
MSys-INDIA-21	X-15	MSys-INDIA-21

## 68) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that you will be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

## 69) SALARY AND DESIGNATION

- Your remuneration details are stated in the Annexure mentioned below.
- Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
- Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
- The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

## 70) PERFORMANCE REVIEW AND PAY REVISION

- Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
- The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
- Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
- Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

## 71) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

- You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
- You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
- You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
- Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a



- maximum of 7 days of leave during the year.
- e) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
- f) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

## 72) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

## 73) RESIGNATION

- a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
- b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
- c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

## 74) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

- a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and information declared at the time of joining the Company;



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Gurukulam / VI, Kumbakonam



- b) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients; and or involvement in any act of moral turpitude commit breach of the terms of your employment;
- c) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the set expectations and objectives, an improvement plan shall be prepared, and you will be expected to meet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

## 75) RESPONSIBILITIES

- a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
- b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
- c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action will be taken, up to termination.
- d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

## 76) CONFLICT OF INTEREST

- a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company
- b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
- c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
- d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection.
- e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.

  
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 Head Office of MSys India Private Limited  
 Chennai, Tamil Nadu, India

- f) Any existing employee to become associated with or perform services of any type for any third party.
- g) Any violation of the above will be viewed seriously and will lead to action up to termination.

#### 77) GENERAL

- a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
- b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
- c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
- d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

#### 78) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

#### 79) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

#### Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.



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Chennai 600 086  
Tamil Nadu, India



## 80) PASSPORT AND AADHAAR CARD

It would be to your advantage and in view of the business of MSys, all trainees are required to possess a valid passport and an Aadhaar Card. In case you do not already have one, you are required to obtain / produce a proof of having applied for the same at your own expense and intimate the same to the HR at your location, within three months of joining.

These above details need to be updated through the HR portal.

According to the standard practice of our Company, you will treat the above terms of this agreement as confidential.

We welcome you to our company and look forward to a long and fruitful association with you.

Yours faithfully,

For MSys Tech India Pvt Ltd.

**Kathirvel** Digitally signed  
**Ayyasamy** by Kathirvel  
Ayyasamy

Mar 21, 2022

**KATHIRVEL AYYASAMY**  
**DIRECTOR - TALENT ACQUISITION**

I hereby declare that my offer of Appointment is valid only if I meet the eligibility criteria of passing the final year of Graduation/Post Graduation in the first attempt, securing 60% or above across semesters and also, undertake to produce final mark sheets and passing certificate (Attested soft copies) at the time of Onboarding to the company within 30 days of my joining, \*failing which my employment with MSys may be terminated.

To confirm your acceptance of this letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to MSys.

\*In case of any extension in submitting the documents a special approval to be obtained from MSys HR.

Name: \_\_\_\_\_

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

Date: \_\_\_\_\_



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Anna Institute of Engineering & Technology  
Gandhinagar, Chennai - 600 095  
www.aieet.edu.in



ANNEXURE

NAME: MANCHIKANTI ASRITHA

CURRENT POSITION: Software Engineer Trainee

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
<b>Base Salary</b>	<b>30075</b>	<b>360900</b>
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
<b>COST TO COMPANY</b>		<b>400000</b>

**Non-Transferrable Meal Voucher \*- NTMV** provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

**Medical Insurance Benefit \*\*** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-. The details of the policy will be given separately.



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Jawahar Institute of Engineering & Technology  
Gandhinagar, Jawaharnagar  
Tirupur, Tamil Nadu

## MSYS TECHINDIA PRIVATE LTD

A/V Chandiya Towers,  
8<sup>th</sup> Floor, # 5/397, Rajiv Gandhi Sala (OMR),  
Otkiyam Thoraipakkam,  
Chennai - 600 096.  
Tel No: 044 39167015  
[www.msystechnologies.com](http://www.msystechnologies.com)

Date: Mar 21, 2022

Name: MANCHIKANTI  
ASRITHA  
Designation: **Software Engineer Trainee**

Dear MANCHIKANTI ASRITHA,

We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years; you will be paid an additional amount of Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs.50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3rd year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully  
For MSys Tech India Pvt Ltd

**Kathirvel** Digitally signed  
**Ayyasamy** by Kathirvel  
Ayyasamy

Mar 21, 2022

**Human Resources**  
I have read the above and accept the same

Signature and date  
(Employee)



PRINCIPAL  
In-charge of HR, Training & Welfare  
MSys Tech India Pvt Ltd  
Chennai, India

Mar 21, 2022

MSys / Offer Letter/ HR

**OFFER OF EMPLOYMENT**

Dear **MUDIAM HARSHA VARDHAN REDDY,**

We are pleased to appoint you as "Software Engineer Trainee" at MSys Tech India Pvt. Ltd., at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

**81) APPOINTMENT**

- a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.
- b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

**82) TRANSFER**

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or abroad with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

**83) PROBATION**

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.

  
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Aravali Institute of Engineering & Technology  
Gandhinagar, Mysuru  
Ranga Reddy (Dist.)



#### 84) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that you will be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

#### 85) SALARY AND DESIGNATION

- Your remuneration details are stated in the Annexure mentioned below.
- Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
- Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
- The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

#### 86) PERFORMANCE REVIEW AND PAY REVISION

- Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
- The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
- Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
- Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

#### 87) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

- You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
- You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
- You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
- Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a



- maximum of 7 days of leave during the year.
- e) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
  - f) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

## 88) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

## 89) RESIGNATION

- a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
- b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
- c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

## 90) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

- a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and information declared at the time of joining the Company,



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Gurthipaly (V), Haverimogar,  
Rangaraj Reddy (Dkt.)



- b) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients; and or involvement in any act of moral turpitude commit breach of the terms of your employment;
- c) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the set expectations and objectives, an improvement plan shall be prepared, and you will be expected to meet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

## 91) RESPONSIBILITIES

- a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
- b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
- c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action will be taken, up to termination.
- d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

## 92) CONFLICT OF INTEREST

- a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
- b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
- c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
- d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection.
- e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.

*[Signature]*  
Principal  
Anand Institute of Engineering & Technology  
Guntur (V), Rayachoti,  
Ranga Reddy (Dist.)



- f) Any existing employee to become associated with or perform services of any type for any third party.
- g) Any violation of the above will be viewed seriously and will lead to action up to termination.

### 93) GENERAL

- a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
- b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
- c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
- d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

### 94) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

### 95) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

#### Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.

  
**PRINCIPAL**  
Anand Institute of Engineering & Technology  
Gandhinagar, Chennai - 600 096  
Ranga Reddy (Star 1)





Software Solutions



CMMI DEV - 5

04-07-2022

Ref: SSL/HR /APPT

Manda Kumara Swamy

15-3-94

Gowliguda chaman

Telangana , Hyderabad, 500012

Dear Manda Kumara Swamy

This has reference to your application and the subsequent interviews you have had with us. We are pleased to appoint you in our organization on the following terms and conditions.

1. **Designation:** Digital Engineer Trainee
2. **Grade:** ETG
3. **Date of Commencement:** Will be informed later
4. **Salary:** As per the salary Annexure.
5. You will be a Trainee for a period of 12 (twelve) months from the date of joining service.
6. You will be governed by the Leave Rules of the Company.
7. You will execute a service agreement to serve the Company for a minimum period of two years from the date of joining.
8. The above agreement has to be executed at the time of joining the Company and should have to be guaranteed by a surety preferably your parent.
9. Should you leave the employment during this period of two years, you are liable to compensate the Company, an amount as per the clause VIII(c) of the Trainee Service Agreement.
10. You will be confirmed in our Company subject to satisfactory performance during the period as trainee, as per the Company policy.
11. During the period of your training with the Company, you shall not engage yourself in any other business or occupation and shall devote your whole time and skill to the faithful and diligent performance of your duties. If you are found engaging in any other business or occupation, your training is liable to be terminated without any notice or any compensation in lieu thereof.
12. You will not divulge or pass any information which you may obtain during your training in the Company to others.

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Avantha Institute of Engg. & Tech.  
Guntur (N) Abudjumeil (Dist), R.R. Dist



13. This offer letter is being issued subject to the specific understanding that you have successfully qualified in your Engineering or MCA degree with a minimum aggregate of 60% or 70% respectively and would produce proof of all your educational qualification at the time of joining. Any failure to do so or any deviation detected would be sufficient cause for revocation of the offer.

14. **Posting:** In the current scenario, you are permitted to work from home. You are required to have a secure work environment, uninterrupted power supply and internet bandwidth to ensure continuous online connectivity. Based on the need of the organization, you may be required to work from office in future.

For Statutory and Tax Compliance, your work location will be **Bangalore**.

15. **Probation Period:** Twelve months from the date of joining. The Company reserves the right to extend the probationary period at its sole discretion. You will continue to be on probation till your services are confirmed in writing. During the probationary period, your services may be terminated with one month's notice on either side or payment in lieu of notice.

After confirmation, your employment is liable to be terminated by giving two months notice on either side and the Company could also terminate your service by making payment in lieu of notice. During the notice period given by you, you are mandated to serve the Company unless the same is specifically relaxed or waived by the Company.

In case you leave our employment without giving notice, the Company has the right to deduct an amount equivalent to the notice period of one or two months gross salary as the case may be from any amount that may be payable to you or call upon you to make the payment in lieu of shortfall in notice period, besides taking action for breach of contract.

16. **Non-Compete Undertaking** - During the period of your employment with the Company and for a period of one year after the date of termination of your employment with the Company, for any reasons whatsoever, or on your ceasing to be an employee of the Company.

You will not:

(a) Engage in any employment or business activity, directly or indirectly in competition with the Company. The term "in competition with the Company" shall mean any business activity, which is the same, or comparable to the business activity, which has or may result in product or services providing the same or comparable to those developed or offered by the Company at any time during the period of your employment;

(b) Induce any current employee of the Company to leave the employment of the Company;

(c) Solicit the business of any client or customer of the Company (other than on behalf and for the benefit of the Company);

(d) Otherwise interfere with any business relationship of the Company;

#### 17. General:

(i) You are a full time employee of the Company. You shall devote your full time and attention to your duties to promote the interest of the Organization. You shall not divulge or make known to any person / persons any of our secrets and / or activities of confidential nature. You shall work under the supervision of such person / persons as may be decided upon by the Management from time to time. You shall undertake that for any developmental work taken up by you either individually or jointly while in the service of the Company, the copy right of the same shall rest with the Company.



PRINCIPAL

(ii) You shall abide by the Rules and Regulations applicable to you, which are in force as may be framed and / or amended from time to time. Your hours of work and attendance shall be regulated as per duties entrusted to you from time to time.

(iii) You shall keep the terms of your employment confidential. You shall keep us informed of any change in your present residential address, contact numbers, your civil status, and academic / professional qualifications.

(iv) Please note that the communication forwarded to you at your present address as given by you in your application form shall be deemed to have been correctly served unless any change in address is duly communicated in writing.

(v) You are required to undergo a medical examination by a Registered Medical Practitioner and the report would need to be filled as per the enclosed format. This offer is subject to you being found medically fit. However, the Company reserves the right to send you for a medical check up at any time during your employment.

(vi) If it is found that you have misrepresented any information in your application for employment or have furnished any false information or have concealed any relevant material facts, your employment is liable to be terminated any time without any notice or compensation in lieu thereof.

18. The Company reserves the right to review and modify or cancel the terms of employment when deemed necessary.

Looking forward to a long and fruitful association with you.

Yours very truly,  
For Sonata Software Limited  
Christopher George Pereira



Assistant Vice President - HR

I agree with the above terms and conditions.

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

Date : 04-07-2022

End:

- Salary Annexure
- Checklist of Documents for Joining
- Medical Examination Report format



## Salary Annexure

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic	160000	13333
HRA	128000	10667
Conveyance Allowance	16000	1333
Advance Bonus	40000	3333
Supplementary Allowance	20000	1714
<b>Gross Otc</b>	<b>370060</b>	<b>30838</b>
Provident Fund	21600	
Gratuity	8340	
Cost To Company	400000	
Medical Insurance	11400	
<b>Total Cost To Company</b>	<b>411400</b>	

1. Provident Fund is a savings scheme for employees mandated by the government.
2. Hospitalization Insurance Cover of Rs. 4 Lakhs p.a under the family floater cover (for Employee, spouse and children) and Personal Accident Insurance Cover for you of Rs. 16.5 Lakhs p.a, and Term Life Insurance Cover for you of Rs. 10 Lakhs as per rules governing the same.

*The Company reserves the right to modify or cancel the terms of any of the schemes when deemed necessary.*



PRINCIPAL  
 Avanthi Institute of Engg. & Tech.  
 Gunthapally (V), Kovvur Taluk, (Dist.) P. B. Dist.



Checklist of documents for joining

Please ensure that you submit the scanned copies of the following documents which are mandatory on your day of joining:

- Provisional Course Completion Certificate, Convocation Certificate to be submitted on receipt of the same.
  - Please furnish mark cards for all the years.
  - Medical Report in the prescribed format.
  - PAN Card - this is a confirmation of your Identity and date of birth and required for making salary payments.
  - Aadhar Card - this is has become mandatory to remit your PF deductions.
  - Your Passport sized photograph with white background only
- 
- **Experience Certificate** : Please produce Relieving/Experience letter for all your previous employments. For your current employer, please share the Resignation Acceptance Email with the Last Working Day mentioned if Relieving/Experience Letter is not available. Please ensure to share the Relieving/Experience letter within a month of joining if it is not submitted at the time . **If you are a fresher with no work experience, these documents are not required.**

**Documents and Information that are also required at the time of joining or subsequently:**

- Passport Copy with copies of valid Visas- This would be readily available in our records in case of overseas travel.
- Copies of any certifications and additional qualifications mentioned in your resume.
- Copy of **Voter Id or Driving License** - This is required only if you are opting for meal card.



PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Gunthapaly (V), Andhra Pradesh, India



SONATA SOFTWARE LIMITED



04-07-2022

Ref: SSL/HR /APPT

Dear MAMIDI SOUJANYA

This has reference to your application and the subsequent interviews you have had with us. We are pleased to appoint you in our organization on the following terms and conditions.

1. **Designation:** Digital Engineer Trainee
2. **Grade:** ETG
3. **Date of Commencement:** Will be informed later
4. **Salary:** As per the salary Annexure.
5. You will be a Trainee for a period of 12 (twelve) months from the date of joining service
6. You will be governed by the Leave Rules of the Company.
7. You will execute a service agreement to serve the Company for a minimum period of two years from the date of joining.
8. The above agreement has to be executed at the time of joining the Company and should have to be guaranteed by a surety, preferably your parent.
9. Should you leave the employment during this period of two years, you are liable to compensate the Company, an amount as per the clause VIII(c) of the Trainee Service Agreement.
10. You will be confirmed in our Company subject to satisfactory performance during the period as trainee, as per the Company policy.
11. During the period of your training with the Company, you shall not engage yourself in any other business or occupation and shall devote your whole time and skill to the faithful and diligent performance of your duties. If you are found engaging in any other business or occupation, your training is liable to be terminated without any notice or any compensation in lieu thereof.
12. You will not divulge or pass any information which you may obtain during your training in the Company to others.

REGD OFFICE: PRODUCTION BLOCK 2, H. NO. 117, (MULUNDUM VILLAGE) 57 GATE, VEJALE, OFF. MAIN ROAD, PUNE FORT, MUMBAI-400016, INDIA

REGD OFFICE: 11, INDUSTRIAL ESTATE, 1st FLOOR, NORTH, WOLSELEY ROAD, MALDEN, BIRMINGHAM, ENGLAND

WEBSITE: WWW.SONATAOFFSHORE.COM | MAIL: HR@SONATAOFFSHORE.COM

PRINCIPAL  
Aventhi Institute of Engg. & Tech,  
Guntur (M), Andhra Pradesh (INDIA), R.R. 103





(ii) You shall abide by the Rules and Regulations applicable to you, which are in force as may be framed and / or amended from time to time. Your hours of work and attendance shall be regulated as per duties entrusted to you from time to time.

(iii) You shall keep the terms of your employment confidential. You shall keep us informed of any change in your present residential address, contact numbers, your civil status, and academic / professional qualifications.

(iv) Please note that the communication forwarded to you at your present address as given by you in your application form shall be deemed to have been correctly served unless any change in address is duly communicated in writing.

(v) You are required to undergo a medical examination by a Registered Medical Practitioner and the report would need to be filed as per the enclosed format. This offer is subject to you being found medically fit. However, the Company reserves the right to send you for a medical check up at any time during your employment.

(vi) If it is found that you have misrepresented any information in your application for employment or have furnished any false information or have concealed any relevant material facts, your employment is liable to be terminated any time without any notice or compensation in lieu thereof.

18. The Company reserves the right to review and modify or cancel the terms of employment when deemed necessary. Looking forward to a long and fruitful association with you.

Yours very truly,  
For Sonata Software Limited  
Christopher George Pereira



Assistant Vice President - HR

I agree with the above terms and conditions.

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

Date : 04-07-2022.

End:

- Salary Annexure
- Checklist of Documents for Joining
- Medical Examination Report format



PRINCIPAL

Avanthi Institute of Eng. & Tech.  
Gandhinagar, Add. Road, Gandhinagar, Bangalore

Salary Annexure

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic	160000	13333
HRA	128000	10667
Conveyance Allowance	16000	1333
Advance Bonus	40000	3333
Supplementary Allowance	26050	2171
<b>Gross Dtc</b>	<b>370050</b>	<b>30838</b>
Provident Fund	31600	
Gratuity	8340	
Cost To Company	400000	
Mediclin Insurance	11400	
<b>Total Cost To Company</b>	<b>431400</b>	

1. Provident Fund is a savings scheme for employees mandated by the government.
2. Hospitalization Insurance Cover of Rs. 4 Lakhs p.a under the family floater cover (for Employee, spouse and children) and Personal Accident Insurance Cover for you of Rs. 16.5 Lakhs p.a, and Term Life Insurance Cover for you of Rs. 10 Lakhs as per rules governing the same.

The Company reserves the right to modify or cancel the terms of any of the schemes when deemed necessary.



PRINCIPAL  
 Avanhi Institute of Engg. & Tech.  
 Gandhinagar (V), Andhapuram (R), R.R. ...



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Checklist of documents for joining

Please ensure that you submit the scanned copies of the following documents which are mandatory on your day of joining:

- Provisional Course Completion Certificate, Convocation Certificate to be submitted on receipt of the same.
  - Please furnish marks cards for all the years.
  - Medical Report in the prescribed format.
  - PAN Card – this is a confirmation of your Identity and date of birth and required for making salary payments.
  - Aadhar Card – this is has become mandatory to remit your PF deductions.
  - Your Passport sized photograph with white background only
- **Experience Certificate** : Please produce Relieving/Experience letter for all your previous employments- For your current employer, please share the Resignation Acceptance Email with the Last Working Day mentioned if Relieving/Experience Letter is not available. Please ensure to share the Relieving/Experience letter within a month of joining if it is not submitted at the time. **If you are a fresher with no work experience, these documents are not required.**

Documents and Information that are also required at the time of joining or subsequently:

- Passport Copy with copies of valid Visas-- This would be readily available in our records in case of overseas travel.
- Copies of any certifications and additional qualifications mentioned in your resume.
- Copy of Voter Id or Driving license – This is required only if you are opting for meal card.

  
PRINCIPAL

Avanhi Institute of Envy. & Tech.  
Gudhapati (V), Abhaniguda (Dist), R.H. Dist





SONATA SOFTWARE SOLUTIONS



CMMI DEV V5

04-07-2022

Ref: SSL/HR/APPT

Dear KYATHAM ANEESHA

This has reference to your application and the subsequent interviews you have had with us. We are pleased to appoint you in our organization on the following terms and conditions:

13. **Designation:** Digital Engineer Trainee
14. **Grade:** ETG
15. **Date of Commencement:** Will be informed later
16. **Salary:** As per the salary Annexure.
17. You will be a Trainee for a period of 12 (twelve) months from the date of joining service.
18. You will be governed by the Leave Rules of the Company.
19. You will execute a service agreement to serve the Company for a minimum period of two years from the date of joining.
20. The above agreement has to be executed at the time of joining the Company and should have to be guaranteed by a surety, preferably your parent.
21. Should you leave the employment during this period of two years, you are liable to compensate the Company, an amount as per the clause VIII(c) of the Trainee Service Agreement.
22. You will be confirmed in our Company subject to satisfactory performance during the period as trainee, as per the Company policy.
23. During the period of your training with the Company, you shall not engage yourself in any other business or occupation and shall devote your whole time and skill to the faithful and diligent performance of your duties. If you are found engaging in any other business or occupation, your training is liable to be terminated without any notice or any compensation in lieu thereof.
24. You will not divulge or pass any information which you may obtain during your training in the Company to others.

HEAVY & PRODUCTION BLOCKS OF RED (02), KITTURU (WORK RELEASE), 57000845 VEGGIRI, 5TH MYSORE ROAD, EAST POST, BANGALORE - 560029  
Ph: 08000002942/0222222222

REGD. OFF: 208, 1<sup>st</sup> FLOOR, INDUSTRIAL ESTATE, 4<sup>th</sup> CROSS STREET, HOBBI, BANGALORE - 560029  
WEBSITE: WWW.SONATA-SOLUTIONS.COM | EMAIL: HR@SONATA-SOLUTIONS.COM

  
Principal  
Avanhi Institute of Engg. & Tech.  
Gushanpaly (V), Abkalapurpete (M), R.P. Didi



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CMMI DEV V5

15. This offer letter is being issued subject to the specific understanding that you have successfully qualified in your Engineering or MCA degree with a minimum aggregate of 60% or 70% respectively and would produce proof of all your educational qualification at the time of joining. Any failure to do so or any deviation detected would be sufficient cause for revocation of the offer.

16. **Posting:** In the current scenario, you are permitted to work from home. You are required to have a secure work environment, uninterrupted power supply and internet bandwidth to ensure continuous online connectivity. Based on the need of the organization, you may be required to work from office in future.

For Statutory and Tax Compliance, your work location will be **Bangalore**.

16. **Probation Period:** Twelve months from the date of joining. The Company reserves the right to extend the probationary period at its sole discretion. You will continue to be on probation till your services are confirmed in writing. During the probationary period, your services may be terminated with one month's notice on either side or payment in lieu of notice.

After confirmation, your employment is liable to be terminated by giving two months notice on either side and the Company could also terminate your service by making payment in lieu of notice. During the notice period given by you, you are mandated to serve the Company unless the same is specifically relaxed or waived by the Company.

In case you leave our employment without giving notice, the Company has the right to deduct an amount equivalent to the notice period of one or two months gross salary as the case may be from any amount that may be payable to you or call upon you to make the payment in lieu of shortfall in notice period, besides taking action for breach of contract.

17. **Non-Compete Undertaking** – During the period of your employment with the Company and for a period of one year after the date of termination of your employment with the Company, for any reasons whatsoever, or on your ceasing to be an employee of the Company,

You will not:

(e) Engage in any employment or business activity, directly or indirectly in competition with the Company. The term "in competition with the Company" shall mean any business activity, which is the same, or comparable to the business activity, which has or may result in product or services providing the same or comparable to those developed or offered by the Company at any time during the period of your employment;

(f) Induce any current employee of the Company to leave the employment of the Company ;

(g) Solicit the business of any client or customer of the Company (other than on behalf and for the benefit of the Company);

(h) Otherwise interfere with any business relationship of the Company;

18. **General:**

(i) You are a full time employee of the Company. You shall devote your full time and attention to your duties to promote the interest of the Organization. You shall not divulge or make known to any person / persons any of our secrets and / or activities of confidential nature. You shall work under the supervision of such person / persons as may be decided upon by the Management from time to time. You shall undertake that for any developmental work taken up by you either individually or jointly while in the service of the Company, the copy right of the same shall rest with the Company.

PRINCIPAL  
Avanthi Institute of Engg. & Tech.  
Campus of Government Polytechnic, Bellary



SONATA SOFTWARE LIMITED



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(vii) You shall abide by the Rules and Regulations applicable to you, which are in force as may be framed and / or amended from time to time. Your hours of work and attendance shall be regulated as per duties entrusted to you from time to time.

(viii) You shall keep the terms of your employment confidential. You shall keep us informed of any change in your present residential address, contact numbers, your civil status, and academic / professional qualifications

(ix) Please note that the communication forwarded to you at your present address as given by you in your application form shall be deemed to have been correctly served unless any change in address is duly communicated in writing

(x) You are required to undergo a medical examination by a Registered Medical Practitioner and the report would need to be filled as per the enclosed format. This offer is subject to you being found medically fit. However, the Company reserves the right to send you for a medical check up at any time during your employment.

(xi) If it is found that you have misrepresented any information in your application for employment or have furnished any false information or have concealed any relevant material facts, your employment is liable to be terminated any time without any notice or compensation in lieu thereof.

19. The Company reserves the right to review and modify or cancel the terms of employment when deemed necessary. Looking forward to a long and fruitful association with you.

Yours very truly,  
For Sonata Software Limited  
Christopher George Pereira

Assistant Vice President - HR

I agree with the above terms and conditions.

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

Date : 04-07-2022

End:

- Salary Annexure
- Checklist of Documents for Joining
- Medical Examination Report format

Principal  
Avanthy Institute of Engg. & Tech.  
Gandhinagar, Bangalore - 560025





SONATA SOFTWARE LIMITED



CMR/10/15

Salary Annexure

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic	150000	13333
HRA	120000	10667
Conveyance Allowance	16000	1333
Advance Bonus	40000	3333
Supplementary Allowance	26000	2172
<b>Gross etc.</b>	<b>370000</b>	<b>30838</b>
Provident Fund	21600	
Gratuity	8340	
<b>Cost To Company</b>	<b>400000</b>	
Mediclin Insurance	11400	
<b>Total Cost To Company</b>	<b>411400</b>	

2. Provident Fund is a savings scheme for employees mandated by the government.
2. Hospitalization Insurance Cover of Rs. 4 Lakhs p.a under the family floater cover (for Employee, spouse and children) and Personal Accident Insurance Cover for you of Rs. 16.5 Lakhs p.a, and Term Life Insurance Cover for you of Rs. 10 Lakhs as per rules governing the same.

The Company reserves the right to modify or cancel the terms of any of the schemes when deemed necessary.

  
 Avani Institute of Science & Tech.  
 Gunbhosale, Ambegaon, Pune, India

Checklist of documents for joining

Please ensure that you submit the scanned copies of the following documents which are mandatory on your day of joining:

- Provisional Course Completion Certificate, Convocation Certificate to be submitted on receipt of the same.
- Please furnish marks cards for all the years.
- Medical Report in the prescribed format.
- PAN Card – this is a confirmation of your identity and date of birth and required for making salary payments.
- Aadhar Card – this is has become mandatory to remit your PF deductions.
- Your Passport sized photograph with white background only

- **Experience Certificate** - Please produce Relieving/Experience letter for all your previous employments. For your current employer, please share the Resignation Acceptance Email with the Last Working Day mentioned if Relieving/Experience Letter is not available. Please ensure to share the Relieving/Experience letter within a month of joining if it is not submitted at the time. **If you are a fresher with no work experience, these documents are not required.**

Documents and information that are also required at the time of joining or subsequently:

- Passport Copy with copies of valid Visas– This would be readily available in our records in case of overseas travel.
- Copies of any certifications and additional qualifications mentioned in your resume.
- Copy of Voter Id or Driving license – This is required only if you are opting for meal card.



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17. This offer letter is being issued subject to the specific understanding that you have successfully qualified in your Engineering or MCA degree with a minimum aggregate of 60% or 70% respectively and would produce proof of all your educational qualification at the time of joining. Any failure to do so or any deviation detected would be sufficient cause for revocation of the offer.

18. **Posting:** In the current scenario, you are permitted to work from home. You are required to have a secure work environment, uninterrupted power supply and internet bandwidth to ensure continuous online connectivity. Based on the need of the organization, you may be required to work from office in future.

For Statutory and Tax Compliance, your work location will be **Bangalore**.

17. **Probation Period:** Twelve months from the date of joining. The Company reserves the right to extend the probationary period at its sole discretion. You will continue to be on probation till your services are confirmed in writing. During the probationary period, your services may be terminated with one month's notice on either side or payment in lieu of notice.

After confirmation, your employment is liable to be terminated by giving two months notice on either side and the Company could also terminate your service by making payment in lieu of notice. During the notice period given by you, you are mandated to serve the Company unless the same is specifically relaxed or waived by the Company.

In case you leave our employment without giving notice, the Company has the right to deduct an amount equivalent to the notice period of one or two months gross salary as the case may be from any amount that may be payable to you or call upon you to make the payment in lieu of shortfall in notice period, besides taking action for breach of contract.

18. **Non-Compete Undertaking** – During the period of your employment with the Company and for a period of one year after the date of termination of your employment with the Company, for any reasons whatsoever, or on your ceasing to be an employee of the Company,

You will not:

(i) Engage in any employment or business activity, directly or indirectly in competition with the Company. The term 'in competition with the Company' shall mean any business activity, which is the same, or comparable to the business activity, which has or may result in product or services providing the same or comparable to those developed or offered by the Company at any time during the period of your employment;

(j) Induce any current employee of the Company to leave the employment of the Company ;

(k) Solicit the business of any client or customer of the Company (other than on behalf and for the benefit of the Company);

(l) Otherwise interfere with any business relationship of the Company;

19. **General:**

(i) You are a full time employee of the Company. You shall devote your full time and attention to your duties to promote the interest of the Organization. You shall not divulge or make known to any person / persons any of our secrets and / or activities of confidential nature. You shall work under the supervision of such person / persons as may be decided upon by the Management from time to time. You shall undertake that for any developmental work taken up by you either individually or jointly while in the service of the Company, the copy right of the same shall rest with the Company.



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Avanhi Institute of Engg. & Tech.  
Gandhinagar, Gandhinagar, Bangalore - 560001

REGD. OFFICE: PRODUCTION BLOCK 2, 91, NO. 20/2, WILSONS GREEN, 1ST FLOOR, VILAKK, 2ND STAGE, HOBBANALY, BANGALORE - 560001

REGD. OFFICE: 205, 1st FLOOR, PRODUCTION BLOCK 2, 91, NO. 20/2, WILSONS GREEN, 1ST FLOOR, VILAKK, 2ND STAGE, HOBBANALY, BANGALORE - 560001

WEBSITE: WWW.SONATA-SOFTWARE.COM | MAIL: HR@SONATA-SOFTWARE.COM



SONATA SOFTWARE LIMITED



(xii) You shall abide by the Rules and Regulations applicable to you, which are in force as may be framed and / or amended from time to time. Your hours of work and attendance shall be regulated as per duties entrusted to you from time to time.

(xiii) You shall keep the terms of your employment confidential. You shall keep us informed of any change in your present residential address, contact numbers, your civil status, and academic / professional qualifications

(xiv) Please note that the communication forwarded to you at your present address as given by you in your application form shall be deemed to have been correctly served unless any change in address is duly communicated in writing

(xv) You are required to undergo a medical examination by a Registered Medical Practitioner and the report would need to be filled as per the enclosed format. This offer is subject to you being found medically fit. However, the Company reserves the right to send you for a medical check up at any time during your employment.

(xvi) If it is found that you have misrepresented any information in your application for employment or have furnished any false information or have concealed any relevant material facts, your employment is liable to be terminated any time without any notice or compensation in lieu thereof.

20. The Company reserves the right to review and modify or cancel the terms of employment when deemed necessary. Looking forward to a long and fruitful association with you.

Yours very truly,  
For Sonata Software Limited  
Christopher George Pereira

Assistant Vice President - HR

I agree with the above terms and conditions.

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

Date : 04-07-2022

Encl:

- Salary Annexure
- Checklist of Documents for Joining.
- Medical Examination Report format.

PRINCIPAL

Avanti Institute of Engg. & Tech.  
Gunthakota (V), Addankurthi (M), G.R. Dist

**Salary Annexure**

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic	160000	13333
HRA	126000	10500
Conveyance Allowance	16000	1333
Advance Bonus	40000	3333
Supplementary Allowance	26060	2172
<b>Gross Otc</b>	<b>370060</b>	<b>30838</b>
Provident Fund	21600	
Gratuity	8340	
Cost To Company	400000	
Medicine Insurance	11400	
<b>Total Cost To Company</b>	<b>411400</b>	

3. Provident Fund is a savings scheme for employees mandated by the government.
2. Hospitalization Insurance Cover of Rs. 4 Lakhs p.a under the family floater cover (for Employee, spouse and children) and Personal Accident Insurance Cover for you of Rs. 18.5 Lakhs p.a, and Term Life Insurance Cover for you of Rs. 10 Lakhs as per rules governing the same.

*The Company reserves the right to modify or cancel the terms of any of the schemes when deemed necessary.*

  
PRINCIPAL

Avanhi Institute of Engg. & Tech.  
Guntur City (V), Andhra Pradesh (India), S.R. City



Checklist of documents for joining

Please ensure that you submit the scanned copies of the following documents which are mandatory on your day of joining:

- Provisional Course Completion Certificate/ Convocation Certificate to be submitted on receipt of the same.
  - Please furnish marks cards for all the years.
  - Medical Report in the prescribed format.
  - PAN Card – this is a confirmation of your identity and date of birth and required for making salary payments.
  - Aadhar Card – this is has become mandatory to remit your PF deductions.
  - Your Passport sized photograph with white background only
- **Experience Certificate** : Please produce Relieving/Experience letter for all your previous employments. For your current employer, please share the Resignation Acceptance Email with the Last Working Day mentioned if Relieving/Experience Letter is not available. Please ensure to share the Relieving/Experience letter within a month of joining if it is not submitted at the time . **If you are a fresher with no work experience, these documents are not required.**

Documents and Information that are also required at the time of joining or subsequently:

- Passport Copy with copies of valid Visas- This would be readily available in our records in case of overseas travel.
- Copies of any certifications and additional qualifications mentioned in your resume.
- Copy of Voter Id or Driving license – This is required only if you are opting for meal card.

  
P. C. Pillai  
Avanthy Institute of Engg. & Tech.  
Gunturpally (V), Peddapuram (M), R.R. Dist.



04-07-2022

Ref: SSL/HR/APPT

Dear YEMPATI BALA KRISHNA

This has reference to your application and the subsequent interviews you have had with us. We are pleased to appoint you in our organization on the following terms and conditions.

37. Designation: Digital Engineer Trainee
38. Grade: ETG
39. Date of Commencement: Will be informed later
40. Salary: As per the salary Annexure.
41. You will be a Trainee for a period of 12 (twelve) months from the date of joining service.
42. You will be governed by the Leave Rules of the Company.
43. You will execute a service agreement to serve the Company for a minimum period of two years from the date of joining.
44. The above agreement has to be executed at the time of joining the Company and should have to be guaranteed by a surety, preferably your parent.
45. Should you leave the employment during this period of two years, you are liable to compensate the Company, an amount as per the clause VIII(c) of the Trainee Service Agreement.
46. You will be confirmed in our Company subject to satisfactory performance during the period as trainee, as per the Company policy.
47. During the period of your training with the Company, you shall not engage yourself in any other business or occupation and shall devote your whole time and skill to the faithful and diligent performance of your duties. If you are found engaging in any other business or occupation, your training is liable to be terminated without any notice or any compensation in lieu thereof.
48. You will not divulge or pass any information which you may obtain during your training in the Company to others.



19. This offer letter is being issued subject to the specific understanding that you have successfully qualified in your Engineering or MCA degree with a minimum aggregate of 60% or 70% respectively and would produce proof of all your educational qualification at the time of joining. Any failure to do so or any deviation detected would be sufficient cause for revocation of the offer.

20. **Posting:** In the current scenario, you are permitted to work from home. You are required to have a secure work environment, uninterrupted power supply and internet bandwidth to ensure continuous online connectivity. Based on the need of the organization, you may be required to work from office in future.

For Statutory and Tax Compliance, your work location will be **Bangalore**.

18. **Probation Period:** Twelve months from the date of joining. The Company reserves the right to extend the probationary period at its sole discretion. You will continue to be on probation till your services are confirmed in writing. During the probationary period, your services may be terminated with one month's notice on either side or payment in lieu of notice.

After confirmation, your employment is liable to be terminated by giving two months notice on either side and the Company could also terminate your service by making payment in lieu of notice. During the notice period given by you, you are mandated to serve the Company unless the same is specifically relaxed or waived by the Company.

In case you leave our employment without giving notice, the Company has the right to deduct an amount equivalent to the notice period of one or two months gross salary as the case may be from any amount that may be payable to you or call upon you to make the payment in lieu of shortfall in notice period, besides taking action for breach of contract.

19. **Non-Compete Undertaking** – During the period of your employment with the Company and for a period of one year after the date of termination of your employment with the Company, for any reasons whatsoever, or on your ceasing to be an employee of the Company,

You will not:

(m) Engage in any employment or business activity, directly or indirectly in competition with the Company. The term "in competition with the Company" shall mean any business activity, which is the same, or comparable to the business activity, which has or may result in product or services providing the same or comparable to those developed or offered by the Company at any time during the period of your employment;

(n) Induce any current employee of the Company to leave the employment of the Company;

(o) Solicit the business of any client or customer of the Company (other than on behalf and for the benefit of the Company);

(p) Otherwise interfere with any business relationship of the Company.

## 20. General:

(i) You are a full time employee of the Company. You shall devote your full time and attention to your duties to promote the interest of the Organization. You shall not divulge or make known to any person / persons any of our secrets and / or activities of confidential nature. You shall work under the supervision of such person / persons as may be decided upon by the Management from time to time. You shall undertake that for any developmental work taken up by you either individually or jointly while in the service of the Company, the copy right of the same shall rest with the Company.



PRINCIPAL

Avanthi Institute of Engg. & Tech,  
Gurthepally (V), Addurthipeta (Taluk), H.R. Dist.

- (xvii) You shall abide by the Rules and Regulations applicable to you, which are in force as may be framed and / or amended from time to time. Your hours of work and attendance shall be regulated as per duties entrusted to you from time to time.
- (xviii) You shall keep the terms of your employment confidential. You shall keep us informed of any change in your present residential address, contact numbers, your civil status, and academic / professional qualifications.
- (xix) Please note that the communication forwarded to you at your present address as given by you in your application form shall be deemed to have been correctly served unless any change in address is duly communicated in writing.
- (xx) You are required to undergo a medical examination by a Registered Medical Practitioner and the report would need to be filled as per the enclosed format. This offer is subject to you being found medically fit. However, the Company reserves the right to send you for a medical check up at any time during your employment.
- (xxi) If it is found that you have misrepresented any information in your application for employment or have furnished any false information or have concealed any relevant material facts, your employment is liable to be terminated any time without any notice or compensation in lieu thereof.

21. The Company reserves the right to review and modify or cancel the terms of employment when deemed necessary. Looking forward to a long and fruitful association with you.

Yours very truly,  
For Sonata Software Limited  
Christopher George Pereira



Assistant Vice President - HR

I agree with the above terms and conditions.

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

Date: 04-07-2022

Encl:

- Salary Annexure
- Checklist of Documents for Joining
- Medical Examination Report format



PRINCIPAL  
Ayanthi Institute of Engg. & Tech.  
Gurugram, (V), Gurgaon, (Haryana), INDIA

**Salary Annexure**

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic	160000	13333
HRA	128000	10667
Conveyance Allowance	16000	1333
Advance Bonus	40000	3333
Supplementary Allowance	26000	2172
<b>Gross Otc</b>	<b>370000</b>	<b>30838</b>
Provident Fund	11600	
Gratuity	8340	
<b>Cost To Company</b>	<b>400000</b>	
Medical Insurance	11400	
<b>Total Cost To Company</b>	<b>411400</b>	

4. Provident Fund is a savings scheme for employees mandated by the government.
2. Hospitalization Insurance Cover of Rs. 4 Lakhs p.a under the family floater cover (for Employee, spouse and children) and Personal Accident Insurance Cover for you of Rs. 16.5 Lakhs p.a, and Term Life Insurance Cover for you of Rs. 10 Lakhs as per rules governing the same.

*The Company reserves the right to modify or cancel the terms of any of the schemes when deemed necessary.*



PRINCIPAL

Avanhi Institute of Engg. & Tech.

Gemini Road, Chinchwad, Pune - 411 004



### Checklist of documents for joining

Please ensure that you submit the scanned copies of the following documents which are mandatory on your day of joining:

- Provisional Course Completion Certificate, Convocation Certificate to be submitted on receipt of the same.
- Please furnish marks cards for all the years.
- Medical Report in the prescribed format.
- PAN Card** – this is a confirmation of your identity and date of birth and required for making salary payments.
- Aadhar Card** – this is has become mandatory to remit your PF deductions.
- Your Passport sized photograph with white background only**

- **Experience Certificate** : Please produce Relieving/Experience letter for all your previous employments. For your current employer, please share the Resignation Acceptance Email with the Last Working Day mentioned if Relieving/Experience Letter is not available. Please ensure to share the Relieving/Experience letter within a month of joining if it is not submitted at the time . **If you are a fresher with no work experience, these documents are not required.**

Documents and Information that are also required at the time of joining or subsequently:

- Passport Copy with copies of valid Visas– This would be readily available in our records in case of overseas travel.
- Copies of any certifications and additional qualifications mentioned in your resume.
- Copy of **Voter Id or Driving license** – This is required only if you are opting for meal card.

  
PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Gandhinagar, Gandhinagar, Gandhinagar, Gandhinagar, Gandhinagar

04-07-2022

Ref: SSL/HR/APPT

Dear SATTU SAIKIRAN

This has reference to your application and the subsequent interviews you have had with us. We are pleased to appoint you in our organization on the following terms and conditions.

49. **Designation:** Digital Engineer Trainee
50. **Grade:** ETG
51. **Date of Commencement:** Will be informed later
52. **Salary:** As per the salary Annexure.
53. You will be a Trainee for a period of 12 (twelve) months from the date of joining service.
54. You will be governed by the Leave Rules of the Company.
55. You will execute a service agreement to serve the Company for a minimum period of two years from the date of joining.
56. The above agreement has to be executed at the time of joining the Company and should have to be guaranteed by a surety, preferably your parent.
57. Should you leave the employment during this period of two years, you are liable to compensate the Company, an amount as per the clause VIII(c) of the Trainee Service Agreement.
58. You will be confirmed in our Company subject to satisfactory performance during the period as trainee, as per the Company policy.
59. During the period of your training with the Company, you shall not engage yourself in any other business or occupation and shall devote your whole time and skill to the faithful and diligent performance of your duties. If you are found engaging in any other business or occupation, your training is liable to be terminated without any notice or any compensation in lieu thereof.
60. You will not divulge or pass any information which you may obtain during your training in the Company to others.





(xxii) You shall abide by the Rules and Regulations applicable to you, which are in force as may be framed and / or amended from time to time. Your hours of work and attendance shall be regulated as per duties entrusted to you from time to time.

(xxiii) You shall keep the terms of your employment confidential. You shall keep us informed of any change in your present residential address, contact numbers, your civil status, and academic / professional qualifications.

(xxiv) Please note that the communication forwarded to you at your present address as given by you in your application form shall be deemed to have been correctly served unless any change in address is duly communicated in writing.

(xxv) You are required to undergo a medical examination by a Registered Medical Practitioner and the report would need to be filled as per the enclosed format. This offer is subject to you being found medically fit. However, the Company reserves the right to send you for a medical check up at any time during your employment.

(xxvi) If it is found that you have misrepresented any information in your application for employment or have furnished any false information or have concealed any relevant material facts, your employment is liable to be terminated any time without any notice or compensation in lieu thereof.

22. The Company reserves the right to review and modify or cancel the terms of employment when deemed necessary. Looking forward to a long and fruitful association with you.

Yours very truly,  
For Sonata Software Limited  
Christopher George Pereira



Assistant Vice President - HR

I agree with the above terms and conditions.

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

Date : 04-07-2022

Encl:

- Salary Annexure
- Checklist of Documents for Joining
- Medical Examination Report format



SONATA SOFTWARE LIMITED



GMMIDEX/S

Salary Annexure

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic	160000	13333
HRA	128000	10667
Conveyance Allowance	16000	1333
Advance Bonus	40000	3333
Supplementary Allowance	26000	2172
<b>Gross Ctc</b>	<b>370000</b>	<b>30838</b>
Provident Fund	21600	
Gratuity	8340	
<b>Cost To Company</b>	<b>400000</b>	
Medical Insurance	11400	
<b>Total Cost To Company</b>	<b>411400</b>	

1. Provident Fund is a savings scheme for employees mandated by the government.
2. Hospitalization Insurance Cover of Rs. 4 Lakhs p.a under the family floater cover (for Employee, spouse and children) and Personal Accident Insurance Cover for you of Rs. 16.5 Lakhs p.a, and Term Life Insurance Cover for you of Rs. 10 Lakhs as per rules governing the same.

The Company reserves the right to modify or cancel the terms of any of the schemes when deemed necessary.

PRINCIPAL

Avanti Institute of Engg. & Tech.  
Gandhinagar (P), Andhapuram, Chennai - 600042

REGD. OFFICE: 10/10, 10TH FLOOR, 2, 4E RD, 10TH CROSS, ANDHAPURAM, CHENNAI - 600042  
TEL: 022-66281000 FAX: 022-66281001

REGD. OFFICE: 3/3, INDUSTRIAL ESTATE, 2, 4, ANDHAPURAM, CHENNAI - 600042  
WEBSITE: WWW.SONATA-SOFTWARE.COM E-MAIL: HR@SONATA-SOFTWARE.COM

### Checklist of documents for joining

Please ensure that you submit the scanned copies of the following documents which are mandatory on your day of joining:

- Provisional Course Completion Certificate, Convocation Certificate to be submitted on receipt of the same.
  - Please furnish marks cards for all the years.
  - Medical Report in the prescribed format.
  - PAN Card – this is a confirmation of your identity and date of birth and required for making salary payments.
  - Aadhar Card – this is has become mandatory to remit your PF deductions.
  - Your Passport sized photograph with white background only
- **Experience Certificate** : Please produce Relieving/Experience letter for all your previous employments. For your current employer, please share the Resignation Acceptance Email with the Last Working Day mentioned if Relieving/Experience Letter is not available. Please ensure to share the Relieving/Experience letter within a month of joining if it is not submitted at the time . **If you are a fresher with no work experience, these documents are not required.**

Documents and Information that are also required at the time of joining or subsequently:

- Passport Copy with copies of valid Visas-- This would be readily available in our records in case of overseas travel.
- Copies of any certifications and additional qualifications mentioned in your resume.
- Copy of Voter Id or Driving license – This is required only if you are opting for meal card.



04-07-2022

Ref: SSL/HR/APPY

Dear MARAGONI MOUNIKA

This has reference to your application and the subsequent interviews you have had with us. We are pleased to appoint you in our organization on the following terms and conditions.

61. **Designation:** Digital Engineer Trainee.
62. **Grade:** ETG
63. **Date of Commencement:** Will be informed later
64. **Salary:** As per the salary Annexure.
65. You will be a Trainee for a period of 12 (twelve) months from the date of joining service.
66. You will be governed by the Leave Rules of the Company.
67. You will execute a service agreement to serve the Company for a minimum period of two years from the date of joining.
68. The above agreement has to be executed at the time of joining the Company and should have to be guaranteed by a surety, preferably your parent.
69. Should you leave the employment during this period of two years, you are liable to compensate the Company, an amount as per the clause VIII(c) of the Trainee Service Agreement.
70. You will be confirmed in our Company subject to satisfactory performance during the period as trainee, as per the Company policy.
71. During the period of your training with the Company, you shall not engage yourself in any other business or occupation and shall devote your whole time and skill to the faithful and diligent performance of your duties. If you are found engaging in any other business or occupation, your training is liable to be terminated without any notice or any compensation in lieu thereof.
72. You will not divulge or pass any information which you may obtain during your training in the Company to others.



PRINCIPAL

Avanhi Institute of Engg. & Tech.  
Gandhinagar (V), Andhapuram (M), B.R. Post

23. This offer letter is being issued subject to the specific understanding that you have successfully qualified in your Engineering or MCA degree with a minimum aggregate of 60% or 70% respectively and would produce proof of all your educational qualification at the time of joining. Any failure to do so or any deviation detected would be sufficient cause for revocation of the offer.

24. **Posting:** In the current scenario, you are permitted to work from home. You are required to have a secure work environment, uninterrupted power supply and internet bandwidth to ensure continuous online connectivity. Based on the need of the organization, you may be required to work from office in future.

For Statutory and Tax Compliance, your work location will be **Bangalore**.

20. **Probation Period:** Twelve months from the date of joining. The Company reserves the right to extend the probationary period at its sole discretion. You will continue to be on probation till your services are confirmed in writing. During the probationary period, your services may be terminated with one month's notice on either side or payment in lieu of notice.

After confirmation, your employment is liable to be terminated by giving two months notice on either side and the Company could also terminate your service by making payment in lieu of notice. During the notice period given by you, you are mandated to serve the Company unless the same is specifically relaxed or waived by the Company.

In case you leave our employment without giving notice, the Company has the right to deduct an amount equivalent to the notice period of one or two months gross salary as the case may be from any amount that may be payable to you or call upon you to make the payment in lieu of shortfall in notice period, besides taking action for breach of contract.

21. **Non-Compete Undertaking** – During the period of your employment with the Company and for a period of one year after the date of termination of your employment with the Company, for any reasons whatsoever, or on your ceasing to be an employee of the Company;

You will not:

(u) Engage in any employment or business activity, directly or indirectly in competition with the Company. The term "in competition with the Company" shall mean any business activity, which is the same, or comparable to the business activity, which has or may result in product or services providing the same or comparable to those developed or offered by the Company at any time during the period of your employment.

(v) Induce any current employee of the Company to leave the employment of the Company;

(w) Solicit the business of any client or customer of the Company (other than on behalf and for the benefit of the Company);

(x) Otherwise interfere with any business relationship of the Company;

## 22. General:

(i) You are a full time employee of the Company. You shall devote your full time and attention to your duties to promote the interest of the Organization. You shall not divulge or make known to any person / persons any of our secrets and / or activities of confidential nature. You shall work under the supervision of such person / persons as may be decided upon by the Management from time to time. You shall undertake that for any developmental work taken up by you either individually or jointly while in the service of the Company, the copy right of the same shall rest with the Company.



PRINCIPAL

Avaraj Institute  
SIRSI, KARNATAKA  
94481 22222

(xxvii) You shall abide by the Rules and Regulations applicable to you, which are in force as may be framed and / or amended from time to time. Your hours of work and attendance shall be regulated as per duties entrusted to you from time to time.

(xxviii) You shall keep the terms of your employment confidential. You shall keep us informed of any change in your present residential address, contact numbers, your civil status, and academic / professional qualifications.

(xxix) Please note that the communication forwarded to you at your present address as given by you in your application form shall be deemed to have been correctly served unless any change in address is duly communicated in writing.

(xxx) You are required to undergo a medical examination by a Registered Medical Practitioner and the report would need to be filled as per the enclosed format. This offer is subject to you being found medically fit. However, the Company reserves the right to send you for a medical check up at any time during your employment.

(xxxi) If it is found that you have misrepresented any information in your application for employment or have furnished any false information or have concealed any relevant material facts, your employment is liable to be terminated any time without any notice or compensation in lieu thereof.

23. The Company reserves the right to review and modify or cancel the terms of employment when deemed necessary. Looking forward to a

long and fruitful association with you.

Yours very truly,  
For Sonata Software Limited  
Christopher George Pereira



Assistant Vice President - HR

I agree with the above terms and conditions.

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

Date: 04-07-2022

Encl:

- Salary Annexure
- Checklist of Documents for Joining
- Medical Examination Report format.



PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Gunthapathy (V. Abhishek) (Principal) (R&D)



### Salary Annexure

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic	160000	13333
HRA	128000	10667
Conveyance Allowance	16000	1333
Advance Bonus	40000	3333
Supplementary Allowance	26060	2172
<b>Gross Otc.</b>	<b>370060</b>	<b>30838</b>
Provident Fund	21600	
Gratuity	8340	
Cost To Company	400000	
Mediclin Insurance	11400	
<b>Total Cost To Company</b>	<b>411400</b>	

- Provident Fund is a savings scheme for employees mandated by the government.
- Hospitalization Insurance Cover of Rs. 4 Lakhs p.a under the family floater cover (for Employee, spouse and children) and Personal Accident Insurance Cover for you of Rs. 16.5 Lakhs p.a, and Term Life Insurance Cover for you of Rs. 10 Lakhs as per rules governing the same.

The Company reserves the right to modify or cancel the terms of any of the schemes when deemed necessary.



**PRINCIPAL**  
**Avantix Institute of Engg. & Tech.**  
 Guntur Road, Guntur



SONATA SOFTWARE PRIVATE LIMITED



### Checklist of documents for joining

Please ensure that you submit the scanned copies of the following documents which are mandatory on your day of joining:

- Provisional Course Completion Certificate/ Convocation Certificate to be submitted on receipt of the same.
  - Please furnish marks cards for all the years.
  - Medical Report in the prescribed format.
  - PAN Card – this is a confirmation of your identity and date of birth and required for making salary payments.
  - Aadhar Card – this is has become mandatory to remit your PF deductions.
  - Your Passport sized photograph with white background only
- 
- **Experience Certificate** : Please produce Relieving/Experience letter for all your previous employments. For your current employer, please share the Resignation Acceptance Email with the Last Working Day mentioned if Relieving/Experience Letter is not available. Please ensure to share the Relieving/Experience letter within a month of joining if it is not submitted at the time . **If you are a fresher with no work experience, these documents are not required.**

Documents and information that are also required at the time of joining or subsequently:

- Passport Copy with copies of valid Visas– This would be readily available in our records in case of overseas travel.
- Copies of any certifications and additional qualifications mentioned in your resume.
- Copy of Voter Id or Driving license – This is required only if you are opting for meal card.

PRINCIPAL

Avanti Institute of Engineering & Tech.

Gandhinagar, Mysore - 570002

Phone: 0824 289 117 | Email: info@avanti.ac.in

Website: www.sonata-software.com | Email: info@sonata-software.com

04-07-2022

Ref: SSL/HR/APPT

Dear MIRYALA PAVANI

This has reference to your application and the subsequent interviews you have had with us. We are pleased to appoint you in our organization on the following terms and conditions.

73. **Designation:** Digital Engineer Trainee
74. **Grade:** ETG
75. **Date of Commencement:** Will be informed later.
76. **Salary:** As per the salary Annexure.
77. You will be a Trainee for a period of 12 (twelve) months from the date of joining service.
78. You will be governed by the Leave Rules of the Company.
79. You will execute a service agreement to serve the Company for a minimum period of two years from the date of joining.
80. The above agreement has to be executed at the time of joining the Company and should have to be guaranteed by a surety, preferably your parent.
81. Should you leave the employment during this period of two years, you are liable to compensate the Company, an amount as per the clause VIII(c) of the Trainee Service Agreement.
82. You will be confirmed in our Company subject to satisfactory performance during the period as trainee, as per the Company policy.
83. During the period of your training with the Company, you shall not engage yourself in any other business or occupation and shall devote your whole time and skill to the faithful and diligent performance of your duties. If you are found engaging in any other business or occupation, your training is liable to be terminated without any notice or any compensation in lieu thereof.
84. You will not divulge or pass any information which you may obtain during your training in the Company to others.



25. This offer letter is being issued subject to the specific understanding that you have successfully qualified in your Engineering or MCA degree with a minimum aggregate of 60% or 70% respectively and would produce proof of all your educational qualification at the time of joining. Any failure to do so or any deviation detected would be sufficient cause for revocation of the offer.

26. **Posting:** In the current scenario, you are permitted to work from home. You are required to have a secure work environment, uninterrupted power supply and internet bandwidth to ensure continuous online connectivity. Based on the need of the organization, you may be required to work from office in future.

For Statutory and Tax Compliance, your work location will be **Bangalore**.

21. **Probation Period:** Twelve months from the date of joining. The Company reserves the right to extend the probationary period at its sole discretion. You will continue to be on probation till your services are confirmed in writing. During the probationary period, your services may be terminated with one month's notice on either side or payment in lieu of notice.

After confirmation, your employment is liable to be terminated by giving two months notice on either side and the Company could also terminate your service by making payment in lieu of notice. During the notice period given by you, you are mandated to serve the Company unless the same is specifically relaxed or waived by the Company.

In case you leave our employment without giving notice, the Company has the right to deduct an amount equivalent to the notice period of one or two months gross salary as the case may be from any amount that may be payable to you or call upon you to make the payment in lieu of shortfall in notice period, besides taking action for breach of contract.

22. **Non-Compete Undertaking** – During the period of your employment with the Company and for a period of one year after the date of termination of your employment with the Company, for any reasons whatsoever, or on your ceasing to be an employee of the Company,

You will not:

(y) Engage in any employment or business activity, directly or indirectly in competition with the Company. The term "in competition with the Company" shall mean any business activity, which is the same, or comparable to the business activity, which has or may result in product or services providing the same or comparable to those developed or offered by the Company at any time during the period of your employment.

(z) Induce any current employee of the Company to leave the employment of the Company;

(aa) Solicit the business of any client or customer of the Company (other than on behalf and for the benefit of the Company);

(bb) Otherwise interfere with any business relationship of the Company.

23. **General:**

(f) You are a full-time employee of the Company. You shall devote your full time and attention to your duties to promote the interest of the Organization. You shall not divulge or make known to any person / persons any of our secrets and / or activities of confidential nature. You shall work under the supervision of such person / persons as may be decided upon by the Management from time to time. You shall undertake that for any developmental work taken up by you either individually or jointly while in the service of the Company, the copy right of the same shall rest with the Company.



PROXIMAL

Avinthi Institute of Engg & Tech

Plot No. 1, PRODUCTION BLOCK, SK NO. 47C, SHUBRAHRA VILLAGE, SECTOR 10, NEW DELHI-110029, INDIA  
TEL: 011-26102000/26102001

PHYS. OFF: 206, 13, INDUSTRIAL ESTATE, S. K. AHIR MARG, WAZIRPUR, NEW DELHI - 110029, INDIA  
WEBSITE: WWW.SONATA-SOFTWARE.COM | EMAIL: INFO@SONATA-SOFTWARE.COM

(xxvii) You shall abide by the Rules and Regulations applicable to you, which are in force as may be framed and / or amended from time to time. Your hours of work and attendance shall be regulated as per duties entrusted to you from time to time.

(xxviii) You shall keep the terms of your employment confidential. You shall keep us informed of any change in your present residential address, contact numbers, your civil status, and academic / professional qualifications

(xxix) Please note that the communication forwarded to you at your present address as given by you in your application form shall be deemed to have been correctly served unless any change in address is duly communicated in writing

(xxx) You are required to undergo a medical examination by a Registered Medical Practitioner and the report would need to be filed as per the enclosed format. This offer is subject to you being found medically fit. However, the Company reserves the right to send you for a medical check up at any time during your employment.

(xxxi) If it is found that you have misrepresented any information in your application for employment or have furnished any false information or have concealed any relevant material facts, your employment is liable to be terminated any time without any notice or compensation in lieu thereof.

24. The Company reserves the right to review and modify or cancel the terms of employment when deemed necessary. Looking forward to a long and fruitful association with you.

Yours very truly,  
For Sonata Software Limited  
Christopher George Pereira



Assistant Vice President - HR

I agree with the above terms and conditions.

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

Date : 04-07-2022

Encl:

- Salary Annexure
- Checklist of Documents for Joining.
- Medical Examination Report format.



Principal  
Avanthy Institute of Engg. & Tech.  
Gunthapally (V): Abotlapuram (MS.), R.R. Dist.

Salary Annexure

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic	160000	13333
HRA	128000	10667
Conveyance Allowance	16000	1333
Advance Bonus	40000	3333
Supplementary Allowance	26060	2172
<b>Gross DC</b>	<b>370060</b>	<b>30838</b>
Provident Fund	21600	
Gratuity	8340	
Cost To Company	400000	
Mediclin Insurance	11400	
<b>Total Cost To Company</b>	<b>411400</b>	

7. Provident Fund is a savings scheme for employees mandated by the government.
2. Hospitalization Insurance Cover of Rs. 4 Lakhs p.a under the family floater cover (for Employee, spouse and children) and Personal Accident Insurance Cover for you of Rs. 16.5 Lakhs p.a, and Term Life Insurance Cover for you of Rs. 10 Lakhs as per rules governing the same.

The Company reserves the right to modify or cancel the terms of any of the schemes when deemed necessary.



PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Gandhinagar (N), Akhola, Gandhinagar (N), R.R. Sid.







27. This offer letter is being issued subject to the specific understanding that you have successfully qualified in your Engineering or MCA degree with a minimum aggregate of 60% or 70% respectively and would produce proof of all your educational qualification at the time of joining. Any failure to do so or any deviation detected would be sufficient cause for revocation of the offer.

26. **Posting:** In the current scenario, you are permitted to work from home. You are required to have a secure work environment, uninterrupted power supply and internet bandwidth to ensure continuous online connectivity. Based on the need of the organization, you may be required to work from office in future.

For Statutory and Tax Compliance, your work location will be **Bangalore**.

22. **Probation Period:** Twelve months from the date of joining. The Company reserves the right to extend the probationary period at its sole discretion. You will continue to be on probation till your services are confirmed in writing. During the probationary period, your services may be terminated with one month's notice on either side or payment in lieu of notice.

After confirmation, your employment is liable to be terminated by giving two months notice on either side and the Company could also terminate your service by making payment in lieu of notice. During the notice period given by you, you are mandated to serve the Company unless the same is specifically relaxed or waived by the Company.

In case you leave our employment without giving notice, the Company has the right to deduct an amount equivalent to the notice period of one or two months gross salary as the case may be from any amount that may be payable to you or call upon you to make the payment in lieu of shortfall in notice period, besides taking action for breach of contract.

23. **Non-Compete Undertaking** – During the period of your employment with the Company and for a period of one year after the date of termination of your employment with the Company, for any reasons whatsoever, or on your ceasing to be an employee of the Company;

You will not:

(cc) Engage in any employment or business activity, directly or indirectly in competition with the Company. The term "in competition with the Company" shall mean any business activity, which is the same, or comparable to the business activity, which has or may result in product or services providing the same or comparable to those developed or offered by the Company at any time during the period of your employment.

(dd) induce any current employee of the Company to leave the employment of the Company ;

(ee) Solicit the business of any client or customer of the Company (other than on behalf and for the benefit of the Company);

(ff) Otherwise interfere with any business relationship of the Company;

24. **General:**

(i) You are a full time employee of the Company. You shall devote your full time and attention to your duties to promote the interest of the Organization. You shall not divulge or make known to any person / persons any of our secrets and / or activities of confidential nature. You shall work under the supervision of such person / persons as may be decided upon by the Management from time to time. You shall undertake that for any developmental work taken up by you either individually or jointly while in the service of the Company, the copy right of the same shall rest with the Company.



PRINCIPAL

Avanthi Institute of Engg. & Tech.





SONATA SOFTWARE LIMITED



(xxxvii) You shall abide by the Rules and Regulations applicable to you, which are in force as may be framed and / or amended from time to time. Your hours of work and attendance shall be regulated as per duties entrusted to you from time to time.

(xxxviii) You shall keep the terms of your employment confidential. You shall keep us informed of any change in your present residential address, contact numbers, your civil status, and academic / professional qualifications

(xxxix) Please note that the communication forwarded to you at your present address as given by you in your application form shall be deemed to have been correctly served unless any change in address is duly communicated in writing.

(xl) You are required to undergo a medical examination by a Registered Medical Practitioner and the report would need to be filled as per the enclosed format. This offer is subject to you being found medically fit. However, the Company reserves the right to send you for a medical check up at any time during your employment.

(xli) If it is found that you have misrepresented any information in your application for employment or have furnished any false information or have concealed any relevant material facts, your employment is liable to be terminated any time without any notice or compensation in lieu thereof.

25. The Company reserves the right to review and modify or cancel the terms of employment when deemed necessary. Looking forward to a long and fruitful association with you.

Yours very truly,  
For Sonata Software Limited  
Christopher George Pereira

Assistant Vice President - HR

I agree with the above terms and conditions.

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

Date : 04-07-2022

Encl:

- Salary Annexure
- Checklist of Documents for Joining
- Medical Examination Report format

PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Guntur (V), Andhra Pradesh (INDIA)



SONATA SOFTWARE LIMITED



CHMIDEX 25

Salary Annexure

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic	160000	13333
HRA	125000	10667
Conveyance Allowance	16000	1333
Advance Bonus	40000	3333
Supplementary Allowance	26060	2172
<b>Gross Ctc</b>	<b>379060</b>	<b>30938</b>
Provident Fund	21600	
Gratuity	8340	
<b>Cost To Company</b>	<b>400000</b>	
Mediclaim Insurance	11400	
<b>Total Cost To Company</b>	<b>411400</b>	

1. Provident Fund is a savings scheme for employees mandated by the government.
2. Hospitalization Insurance Cover of Rs. 4 Lakhs p.a under the family floater cover (for Employee, spouse and children) and Personal Accident Insurance Cover for you of Rs. 16.5 Lakhs p.a. and Term Life Insurance Cover for you of Rs. 10 Lakhs as per rules governing the same.

The Company reserves the right to modify or cancel the terms of any of the schemes when deemed necessary.

  
**PRINCIPAL**  
 Avanthi  
 & Tech.





04-07-2022

Ref: SSL/HR/APPT

Dear N PAVAN KRISHNA

This has reference to your application and the subsequent interviews you have had with us. We are pleased to appoint you in our organization on the following terms and conditions.

97. Designation: Digital Engineer Trainee
98. Grade: ETG
99. Date of Commencement: Will be informed later
100. Salary: As per the salary Annexure.
101. You will be a Trainee for a period of 12 (twelve) months from the date of joining service.
102. You will be governed by the Leave Rules of the Company.
103. You will execute a service agreement to serve the Company for a minimum period of two years from the date of joining.
104. The above agreement has to be executed at the time of joining the Company and should have to be guaranteed by a surety, preferably your parent.
105. Should you leave the employment during this period of two years, you are liable to compensate the Company, an amount as per the clause VIII(c) of the Trainee Service Agreement.
106. You will be confirmed in our Company subject to satisfactory performance during the period as trainee, as per the Company policy.
107. During the period of your training with the Company, you shall not engage yourself in any other business or occupation and shall devote your whole time and skill to the faithful and diligent performance of your duties. If you are found engaging in any other business or occupation, your training is liable to be terminated without any notice or any compensation in lieu thereof.
108. You will not divulge or pass any information which you may obtain during your training in the Company to others.



PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Sangli



(xlii) You shall abide by the Rules and Regulations applicable to you, which are in force as may be framed and / or amended from time to time. Your hours of work and attendance shall be regulated as per duties entrusted to you from time to time.

(xliii) You shall keep the terms of your employment confidential. You shall keep us informed of any change in your present residential address, contact numbers, your civil status, and academic / professional qualifications

(xliv) Please note that the communication forwarded to you at your present address as given by you in your application form shall be deemed to have been correctly served unless any change in address is duly communicated in writing.

(xlv) You are required to undergo a medical examination by a Registered Medical Practitioner and the report would need to be filled as per the enclosed format. This offer is subject to you being found medically fit. However, the Company reserves the right to send you for a medical check up at any time during your employment.

(xlvi) If it is found that you have misrepresented any information in your application for employment or have furnished any false information or have concealed any relevant material facts, your employment is liable to be terminated any time without any notice or compensation in lieu thereof.

26. The Company reserves the right to review and modify or cancel the terms of employment when deemed necessary. Looking forward to a long and fruitful association with you.

Yours very truly,  
For Sonata Software Limited  
Christopher George Pereira



Assistant Vice President - HR

I agree with the above terms and conditions.

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

Date : 04-07-2022

End:

- Salary Annexure
- Checklist of Documents for Joining
- Medical Examination Report format



PRINCIPAL

Avanhi Institute of Engg. & Tech.  
Gandhinagar, Aalalapuram, Madurai, P.O. Dist.



**Salary Annexure**

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic	160000	13333
HRA	128000	10667
Conveyance Allowance	16000	1333
Advance Bonus	40000	3333
Supplementary Allowance	26050	2172
<b>Gross Ctc</b>	<b>370050</b>	<b>30838</b>
Provident Fund	21500	
Gratuity	8340	
<b>Cost To Company</b>	<b>400000</b>	
Mediclin Insurance	11400	
<b>Total Cost To Company</b>	<b>411400</b>	

1. Provident Fund is a savings scheme for employees mandated by the government.
2. Hospitalization Insurance Cover of Rs. 4 Lakhs p.a under the family floater cover (for Employee, spouse and children) and Personal Accident Insurance Cover for you of Rs. 16.5 Lakhs p.a, and Term Life Insurance Cover for you of Rs. 10 Lakhs as per rules governing the same.

*The Company reserves the right to modify or cancel the terms of any of the schemes when deemed necessary.*

**PRINCIPAL**
**Avanhi Institute of Engg. & Tech.**  
 Gandhinagar (V), Aacalapuram (DC), R.R. Dist.

### Checklist of documents for joining

Please ensure that you submit the scanned copies of the following documents which are mandatory on your day of joining:

- Provisional Course Completion Certificate, Convocation Certificate to be submitted on receipt of the same.
- Please furnish marks cards for all the years.
- Medical Report in the prescribed format.
- PAN Card – this is a confirmation of your identity and date of birth and required for making salary payments.
- Aadhar Card – this is has become mandatory to remit your PF deductions.
- Your Passport sized photograph with white background only

- **Experience Certificate** - Please produce Relieving/Experience letter for all your previous employments. For your current employer, please share the Resignation Acceptance Email with the Last Working Day mentioned if Relieving/Experience Letter is not available. Please ensure to share the Relieving/Experience letter within a month of joining if it is not submitted at the time. **If you are a fresher with no work experience, these documents are not required.**

Documents and information that are also required at the time of joining or subsequently:

- Passport Copy with copies of valid Visas– This would be readily available in our records in case of overseas travel.
- Copies of any certifications and additional qualifications mentioned in your resume.
- Copy of Voter Id or Driving license – This is required only if you are opting for meal card.





SONATA SOFTWARE LIMITED



04-07-2022

Ref: SSL/HR/APPT

Dear DEGALA ASHA

This has reference to your application and the subsequent interviews you have had with us. We are pleased to appoint you in our organization on the following terms and conditions.

- 109. **Designation:** Digital Engineer Trainee
- 110. **Grade:** ETG
- 111. **Date of Commencement:** Will be informed later
- 112. **Salary:** As per the salary Annexure.
- 113. You will be a Trainee for a period of 12 (twelve) months from the date of joining service.
- 114. You will be governed by the Leave Rules of the Company.
- 115. You will execute a service agreement to serve the Company for a minimum period of two years from the date of joining.
- 116. The above agreement has to be executed at the time of joining the Company and should have to be guaranteed by a surety, preferably your parent.
- 117. Should you leave the employment during this period of two years, you are liable to compensate the Company, an amount as per the clause VIII(c) of the Trainee Service Agreement.
- 118. You will be confirmed in our Company subject to satisfactory performance during the period as trainee, as per the Company policy.
- 119. During the period of your training with the Company, you shall not engage yourself in any other business or occupation and shall devote your whole time and skill to the faithful and diligent performance of your duties. If you are found engaging in any other business or occupation, your training is liable to be terminated without any notice or any compensation in lieu thereof.
- 120. You will not divulge or pass any information which you may obtain during your training in the Company to others.

107 and 11, INDRAKUMAR ROAD, 2<sup>nd</sup> FLOOR, SHARANAGIRI VILLAGE - 57 GLOBAL VILLAGE OFF MYSCOR ROAD, 8<sup>th</sup> FLOOR, BANGALORE, INDIA

DN: 00000000000000000000

HEAD OFFICE: 11/11, INDRAKUMAR ROAD, 2<sup>nd</sup> FLOOR, SHARANAGIRI VILLAGE, BANGALORE - 560008, INDIA

WEBSITE: WWW.SONATA SOFTWARE.COM | MAIL: HR@SONATA SOFTWARE.COM

  
**PRINCIPAL**  
 Avanthi Institute of Engg. & Tech.  
 Gunasapathy (V), Akkulapet (M.D.), R.R. Dist.





SONATA SOFTWARE GROUP



31. This offer letter is being issued subject to the specific understanding that you have successfully qualified in your Engineering or MCA degree with a minimum aggregate of 60% or 70% respectively and would produce proof of all your educational qualification at the time of joining. Any failure to do so or any deviation detected would be sufficient cause for revocation of the offer.

32. **Posting:** In the current scenario, you are permitted to work from home. You are required to have a secure work environment, uninterrupted power supply and internet bandwidth to ensure continuous online connectivity. Based on the need of the organization, you may be required to work from office in future.

For Statutory and Tax Compliance, your work location will be **Bangalore**.

24. **Probation Period:** Twelve months from the date of joining. The Company reserves the right to extend the probationary period at its sole discretion. You will continue to be on probation till your services are confirmed in writing. During the probationary period, your services may be terminated with one month's notice on either side or payment in lieu of notice.

After confirmation, your employment is liable to be terminated by giving two months notice on either side and the Company could also terminate your service by making payment in lieu of notice. During the notice period given by you, you are mandated to serve the Company unless the same is specifically relaxed or waived by the Company.

In case you leave our employment without giving notice, the Company has the right to deduct an amount equivalent to the notice period of one or two months gross salary as the case may be from any amount that may be payable to you or call upon you to make the payment in lieu of shortfall in notice period, besides taking action for breach of contract.

25. **Non-Compete Undertaking** – During the period of your employment with the Company and for a period of one year after the date of termination of your employment with the Company, for any reasons whatsoever, or on your ceasing to be an employee of the Company,

You will not:

(kk) Engage in any employment or business activity, directly or indirectly in competition with the Company. The term "in competition with the Company" shall mean any business activity, which is the same, or comparable to the business activity, which has or may result in product or services providing the same or comparable to those developed or offered by the Company at any time during the period of your employment;

(ll) Induce any current employee of the Company to leave the employment of the Company;

(mm) Solicit the business of any client or customer of the Company (other than on behalf and for the benefit of the Company);

(nn) Otherwise interfere with any business relationship of the Company;

26. **General:**

(i) You are a full time employee of the Company. You shall devote your full time and attention to your duties to promote the interest of the Organization. You shall not divulge or make known to any person / persons any of our secrets and / or activities of confidential nature. You shall work under the supervision of such person / persons as may be decided upon by the Management from time to time. You shall undertake that for any developmental work taken up by you either individually or jointly while in the service of the Company, the copy right of the same shall rest with the Company.

PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Gandhinagar, Whitefield, Bangalore



SONATA SOFTWARE LIMITED



CMMI DEV-5

(xvii) You shall abide by the Rules and Regulations applicable to you, which are in force as may be framed and / or amended from time to time. Your hours of work and attendance shall be regulated as per duties entrusted to you from time to time.

(xviii) You shall keep the terms of your employment confidential. You shall keep us informed of any change in your present residential address, contact numbers, your civil status, and academic / professional qualifications.

(xix) Please note that the communication forwarded to you at your present address as given by you in your application form shall be deemed to have been correctly served unless any change in address is duly communicated in writing.

(f) You are required to undergo a medical examination by a Registered Medical Practitioner and the report would need to be filled as per the enclosed format. This offer is subject to you being found medically fit. However, the Company reserves the right to send you for a medical check up at any time during your employment.

(B) If it is found that you have misrepresented any information in your application for employment or have furnished any false information or have concealed any relevant material facts, your employment is liable to be terminated any time without any notice or compensation in lieu thereof.

27. The Company reserves the right to review and modify or cancel the terms of employment when deemed necessary. Looking forward to a long and fruitful association with you.

Yours very truly,  
For Sonata Software Limited  
Christopher George Pereira

Assistant Vice President - HR

I agree with the above terms and conditions.

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

Date: 04-07-2022

Encl:

- Salary Annexure
- Checklist of Documents for Joining.
- Medical Examination Report format.

PRINCIPAL

Avanhi Institute of Engg. & Tech.  
Guntur

**Salary Annexure**

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic	160000	13333
HRA	128000	10667
Conveyance Allowance	16000	1333
Advance Bonus	40000	3333
Supplementary Allowance	76060	2177
<b>Gross Ctc</b>	<b>370060</b>	<b>30838</b>
Provident Fund	21600	
Gratuity	8340	
<b>Cost To Company</b>	<b>400000</b>	
Medical Insurance	11400	
<b>Total Cost To Company</b>	<b>411400</b>	

- Provident Fund is a savings scheme for employees mandated by the government.
- Hospitalization Insurance Cover of Rs. 4 Lakhs p.a under the family foster cover (for Employee, spouse and children) and Personal Accident Insurance Cover for you of Rs. 16.5 Lakhs p.a, and Term Life Insurance Cover for you of Rs. 10 Lakhs as per rules governing the same.

The Company reserves the right to modify or cancel the terms of any of the schemes when deemed necessary.



PRINCIPAL

Avanti Institute of Engg. &amp; Tech.

Gadhinglaj, Pune



### Checklist of documents for joining

Please ensure that you submit the scanned copies of the following documents which are mandatory on your day of joining:

- Provisional Course Completion Certificate, Convocation Certificate to be submitted on receipt of the same.
  - Please furnish mark cards for all the years.
  - Medical Report in the prescribed format.
  - PAN Card – this is a confirmation of your identity and date of birth and required for making salary payments.
  - Aadhar Card – this is has become mandatory to remit your PF deductions.
  - Your Passport sized photograph with white background only
- **Experience Certificate** : Please produce Relieving/Experience letter for all your previous employments. For your current employer, please share the Resignation Acceptance Email with the Last Working Day mentioned if Relieving/Experience Letter is not available. Please ensure to share the Relieving/Experience letter within a month of joining if it is not submitted at the time . **If you are a fresher with no work experience, these documents are not required.**

Documents and Information that are also required at the time of joining or subsequently:

- Passport Copy with copies of valid Visas– This would be readily available in our records in case of overseas travel.
- Copies of any certifications and additional qualifications mentioned in your resume.
- Copy of Voter Id or Driving license --This is required only if you are opting for meal card.



PRINCIPAL  
Avanthy Institute of Engg. & Tech.  
Ganthapally (M), Abulhasanpet (Dist), R.R. Dist



SONATA SOFTWARE LIMITED



04-07-2022

Ref: SSL/HR/APPT

Dear SIRAGONI PAVAN KUMAR

This has reference to your application and the subsequent interviews you have had with us. We are pleased to appoint you in our organization on the following terms and conditions.

- 121. **Designation:** Digital Engineer Trainee
- 122. **Grade:** ETG
- 123. **Date of Commencement:** Will be informed later
- 124. **Salary:** As per the salary Annexure.
- 125. You will be a Trainee for a period of 12 (twelve) months from the date of joining service.
- 126. You will be governed by the Leave Rules of the Company.
- 127. You will execute a service agreement to serve the Company for a minimum period of two years from the date of joining.
- 128. The above agreement has to be executed at the time of joining the Company and should have to be guaranteed by a surety, preferably your parent.
- 129. Should you leave the employment during this period of two years, you are liable to compensate the Company, an amount as per the clause VIII(c) of the Trainee Service Agreement.
- 130. You will be confirmed in our Company subject to satisfactory performance during the period as trainee, as per the Company policy.
- 131. During the period of your training with the Company, you shall not engage yourself in any other business or occupation and shall devote your whole time and skill to the faithful and diligent performance of your duties. If you are found engaging in any other business or occupation, your training is liable to be terminated without any notice or any compensation in lieu thereof.
- 132. You will not divulge or pass any information which you may obtain during your training in the Company to others.

22, PINE CO PRODUCTION BLOCK, 5F, NO. 6/2, MHALAKUNRAVILLAGE - 560042, BANGALORE, ON SENNAR ROAD | KARNATAKA, INDIA | 560042  
 TEL: 022-29811111 | FAX: 022-29811111  
 WEBSITE: WWW.SONATA-SOFTWARE.COM | URL: BANGALORE.SONATA-SOFTWARE.COM

  
 PRINCIPAL  
 Avanathi Institute of Engg. & Tech.  
 Guntharayal, M. A. S. Road, Guntharayal, J.R.R. Dist.



SONATA WELFARE ALLIED



CMMI DEV V5

33. This offer letter is being issued subject to the specific understanding that you have successfully qualified in your Engineering or MCA degree with a minimum aggregate of 60% or 70% respectively and would produce proof of all your educational qualification at the time of joining. Any failure to do so or any deviation detected would be sufficient cause for revocation of the offer.

34. **Posting:** In the current scenario, you are permitted to work from home. You are required to have a secure work environment, uninterrupted power supply and internet bandwidth to ensure continuous online connectivity. Based on the need of the organization, you may be required to work from office in future.

For Statutory and Tax Compliance, your work location will be **Bangalore**.

25. **Probation Period:** Twelve months from the date of joining. The Company reserves the right to extend the probationary period at its sole discretion. You will continue to be on probation till your services are confirmed in writing. During the probationary period, your services may be terminated with one month's notice on either side or payment in lieu of notice.

After confirmation, your employment is liable to be terminated by giving two months notice on either side and the Company could also terminate your service by making payment in lieu of notice. During the notice period given by you, you are mandated to serve the Company unless the same is specifically relaxed or waived by the Company.

In case you leave our employment without giving notice, the Company has the right to deduct an amount equivalent to the notice period of one or two months gross salary as the case may be from any amount that may be payable to you or call upon you to make the payment in lieu of shortfall in notice period, besides taking action for breach of contract.

26. **Non-Compete Undertaking** – During the period of your employment with the Company and for a period of one year after the date of termination of your employment with the Company, for any reasons whatsoever, or on your ceasing to be an employee of the Company,

You will not:

(oo) Engage in any employment or business activity, directly or indirectly in competition with the Company. The term "in competition with the Company" shall mean any business activity, which is the same, or comparable to the business activity, which has or may result in product or services providing the same or comparable to those developed or offered by the Company at any time during the period of your employment.

(pp) Induce any current employee of the Company to leave the employment of the Company ;

(qq) Solicit the business of any client or customer of the Company (other than on behalf and for the benefit of the Company);

(rr) Otherwise interfere with any business relationship of the Company;

27. **General:**

(i) You are a full time employee of the Company. You shall devote your full time and attention to your duties to promote the interest of the Organization. You shall not divulge or make known to any person / persons any of our secrets and / or activities of confidential nature. You shall work under the supervision of such person / persons as may be decided upon by the Management from time to time. You shall undertake that for any developmental work taken up by you either individually or jointly while in the service of the Company, the copy right of the same shall rest with the Company.

  
PRINCIPAL

Avanti Institute of Engg. & Tech,

Gandhinagar, Bangalore - 560009

REGD OFFICE: 2ND FLOOR, 2ND CROSS, 2ND STAGE, SHANMUKHA COLONY, 2ND CROSS, MOUNT ROYAL, M

COBALT COMMUNICATIONS

REGD OFFICE: 2ND FLOOR, 2ND CROSS, 2ND STAGE, SHANMUKHA COLONY, MOUNT ROYAL, M

WEBSITE: WWW.AVANTITECH.PKWS.COM | MAIL: info@avanti.in | CONTACT: 98454 22222





SONATA SOFTWARE LIMITED



CMMI DEV V2.0

(iii) You shall abide by the Rules and Regulations applicable to you, which are in force as may be framed and / or amended from time to time. Your hours of work and attendance shall be regulated as per duties entrusted to you from time to time.

(iii) You shall keep the terms of your employment confidential. You shall keep us informed of any change in your present residential address, contact numbers, your civil status, and academic / professional qualifications

(iv) Please note that the communication forwarded to you at your present address as given by you in your application form shall be deemed to have been correctly served unless any change in address is duly communicated in writing.

(iv) You are required to undergo a medical examination by a Registered Medical Practitioner and the report would need to be filled as per the enclosed format. This offer is subject to you being found medically fit. However, the Company reserves the right to send you for a medical check up at any time during your employment.

(vi) If it is found that you have misrepresented any information in your application for employment or have furnished any false information or have concealed any relevant material facts, your employment is liable to be terminated any time without any notice or compensation in lieu thereof.

28. The Company reserves the right to review and modify or cancel the terms of employment when deemed necessary. Looking forward to a long and fruitful association with you.

Yours very truly,  
For Sonata Software Limited  
Christopher George Pereira

Assistant Vice President - HR

I agree with the above terms and conditions.

Signature \_\_\_\_\_

Date: 04-07-2022

Encl:

- Salary Annexure
- Checklist of Documents for Joining.
- Medical Examination Report format.

PRINCIPAL  
Avanthi  
Gurukulam  
of Engg. & Tech.



SONATA SOFTWARE LIMITED



CMRIDE V-5

Salary Annexure

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic	160000	13333
HRA	128000	10667
Conveyance Allowance	16000	1333
Advance Bonus	40000	3333
Supplementary Allowance	26050	2172
Gross Dc.	370050	30838
Provident Fund	21600	
Gratuity	8340	
Cost To Company	400000	
Mediclaim Insurance	11600	
Total Cost To Company	411400	

11. Provident Fund is a savings scheme for employees mandated by the government.
12. Hospitalization Insurance Cover of Rs. 4 Lakhs p.a under the family floater cover (for Employee, spouse and children) and Personal Accident Insurance Cover for you of Rs. 16.5 Lakhs p.a. and Term Life Insurance Cover for you of Rs. 10 Lakhs as per rules governing the same.

The Company reserves the right to modify or cancel the terms of any of the schemes when deemed necessary.

*[Handwritten Signature]*

PRINCIPAL  
Avanthi Institute of Engg & Tech.  
Gurugram



SONATA SOFTWARE CENTRE



Checklist of documents for joining

Please ensure that you submit the scanned copies of the following documents which are mandatory on your day of joining:

- Provisional Course Completion Certificate, Convocation Certificate to be submitted on receipt of the same.
  - Please furnish mark cards for all the years.
  - Medical Report in the prescribed format.
  - PAN Card – this is a confirmation of your identity and date of birth and required for making salary payments.
  - Aadhar Card – this is has become mandatory to remit your PF deductions.
  - Your Passport sized photograph with white background only
- **Experience Certificate** : Please produce Relieving/Experience letter for all your previous employments. For your current employer, please share the Resignation Acceptance Email with the Last Working Day mentioned if Relieving/Experience Letter is not available. Please ensure to share the Relieving/Experience letter within a month of joining if it is not submitted at the time . **If you are a fresher with no work experience, these documents are not required.**

Documents and Information that are also required at the time of joining or subsequently:

- Passport Copy with copies of valid Visas– This would be readily available in our records in case of overseas travel.
- Copies of any certifications and additional qualifications mentioned in your resume.
- Copy of Voter Id or Driving license – This is required only if you are opting for meal card.

PRINCIPAL  
Avanhi Institute of Engg. & Tech.







(vii) You shall abide by the Rules and Regulations applicable to you, which are in force as may be framed and / or amended from time to time. Your hours of work and attendance shall be regulated as per duties entrusted to you from time to time.

(viii) You shall keep the terms of your employment confidential. You shall keep us informed of any change in your present residential address, contact numbers, your civil status, and academic / professional qualifications

(ix) Please note that the communication forwarded to you at your present address as given by you in your application form shall be deemed to have been correctly served unless any change in address is duly communicated in writing.

(x) You are required to undergo a medical examination by a Registered Medical Practitioner and the report would need to be filled as per the enclosed format. This offer is subject to you being found medically fit. However, the Company reserves the right to send you for a medical check up at any time during your employment.

(xi) If it is found that you have misrepresented any information in your application for employment or have furnished any false information or have concealed any relevant material facts, your employment is liable to be terminated any time without any notice or compensation in lieu thereof.

29. The Company reserves the right to review and modify or cancel the terms of employment when deemed necessary. Looking forward to a long and fruitful association with you.

Yours very truly,  
For Sonata Software Limited  
Christopher George Pereira



Assistant Vice President - HR

I agree with the above terms and conditions.

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

Date : 04-07-2022

Encl:

- Salary Annexure
- Checklist of Documents for Joining.
- Medical Examination Report format.

  
PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Gulbarga (Karnataka)



## Salary Annexure

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic	160000	13333
HRA	128000	10667
Conveyance Allowance	16000	1333
Advance Bonus	40000	3333
Supplementary Allowance	26050	2172
Gross Dtc	370050	30838
Provident Fund	21600	
Gratuity	8340	
Cost To Company	400000	
Medical Insurance	11400	
Total Cost To Company	411400	

- Provident Fund is a savings scheme for employees mandated by the government.
- Hospitalization Insurance Cover of Rs. 4 Lakhs p.a under the family floater cover (for Employee, spouse and children) and Personal Accident Insurance Cover for you of Rs. 16.5 Lakhs p.a, and Term Life Insurance Cover for you of Rs. 10 Lakhs as per rules governing the same.

The Company reserves the right to modify or cancel the terms of any of the schemes when deemed necessary.

PRINCIPAL

### Checklist of documents for joining

Please ensure that you submit the scanned copies of the following documents which are mandatory on your day of joining:

- Provisional Course Completion Certificate, Convocation Certificate to be submitted on receipt of the same.
  - Please furnish marks cards for all the years.
  - Medical Report in the prescribed format.
  - PAN Card – this is a confirmation of your Identity and date of birth and required for making salary payments.
  - Aadhar Card – this is has become mandatory to remit your PF deductions.
  - Your Passport sized photograph with white background only
- 
- **Experience Certificate** - Please produce Relieving/Experience letter for all your previous employments. For your current employer, please share the Resignation Acceptance Email with the Last Working Day mentioned if Relieving/Experience Letter is not available. Please ensure to share the Relieving/Experience letter within a month of joining if it is not submitted at the time . **If you are a fresher with no work experience, these documents are not required.**

Documents and Information that are also required at the time of joining or subsequently:

- Passport Copy with copies of valid Visas- This would be readily available in our records in case of overseas travel.
- Copies of any certifications and additional qualifications mentioned in your resume.
- Copy of Voter Id or Driving license – This is required only if you are opting for meal card.



PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Gudlavallapalle, Hyderabad



SONATA SOFTWARE LIMITED



CMMI DEV V5

04-07-2022

Ref: SSL/HR/APPT

Dear G SUMANA

This has reference to your application and the subsequent interviews you have had with us. We are pleased to appoint you in our organization on the following terms and conditions.

- 145. Designation: Digital Engineer Trainee
- 146. Grade: ETG
- 147. Date of Commencement: Will be informed later
- 148. Salary: As per the salary Annexure
- 149. You will be a Trainee for a period of 12 (twelve) months from the date of joining service.
- 150. You will be governed by the Leave Rules of the Company.
- 151. You will execute a service agreement to serve the Company for a minimum period of two years from the date of joining.
- 152. The above agreement has to be executed at the time of joining the Company and should have to be guaranteed by a surety, preferably your parent.
- 153. Should you leave the employment during this period of two years, you are liable to compensate the Company, an amount as per the clause VIII(c) of the Trainee Service Agreement.
- 154. You will be confirmed in our Company subject to satisfactory performance during the period as trainee, as per the Company policy.
- 155. During the period of your training with the Company, you shall not engage yourself in any other business or occupation and shall devote your whole time and skill to the faithful and diligent performance of your duties. If you are found engaging in any other business or occupation, your training is liable to be terminated without any notice or any compensation in lieu thereof.
- 156. You will not divulge or pass any information which you may obtain during your training in the Company to others.

PLAZA, PRODDUTHURU ROAD, 2ND FLOOR, 1ST CROSS, ANDHRA YOUNG SEETABAI VEDAKI, CHITTOOR ROAD, VICE ROY, NAGARHOLE, DAVANGERE, KARNATAKA

ON: 08320960294/0832092325

REGD. OFF: 2ND FLOOR, PRODDUTHURU ROAD, 1ST CROSS, MAAL WARD, HANMANGI, KODURU, HONAVARA, KARNATAKA

WEBSITE: WWW.SONATA-SOFTWARE.COM | EMAIL: INFO@SONATA-SOFTWARE.COM

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Avanhi Institute of Engg. & Tech.  
Gundlupet, Karnataka





SONATA SOFTWARE LIMITED



37. This offer letter is being issued subject to the specific understanding that you have successfully qualified in your Engineering or MCA degree with a minimum aggregate of 60% or 70% respectively and would produce proof of all your educational qualification at the time of joining. Any failure to do so or any deviation detected would be sufficient cause for revocation of the offer.

38. **Posting:** In the current scenario, you are permitted to work from home. You are required to have a secure work environment, uninterrupted power supply and internet bandwidth to ensure continuous online connectivity. Based on the need of the organization, you may be required to work from office in future.

For Statutory and Tax Compliance, your work location will be **Bangalore**.

27. **Probation Period:** Twelve months from the date of joining. The Company reserves the right to extend the probationary period at its sole discretion. You will continue to be on probation till your services are confirmed in writing. During the probationary period, your services may be terminated with one month's notice on either side or payment in lieu of notice.

After confirmation, your employment is liable to be terminated by giving two months notice on either side and the Company could also terminate your service by making payment in lieu of notice. During the notice period given by you, you are mandated to serve the Company unless the same is specifically relaxed or waived by the Company.

In case you leave our employment without giving notice, the Company has the right to deduct an amount equivalent to the notice period of one or two months gross salary as the case may be from any amount that may be payable to you or call upon you to make the payment in lieu of shortfall in notice period, besides taking action for breach of contract.

28. **Non-Compete Undertaking** – During the period of your employment with the Company and for a period of one year after the date of termination of your employment with the Company, for any reasons whatsoever, or on your ceasing to be an employee of the Company;

You will not:

(ww) Engage in any employment or business activity, directly or indirectly in competition with the Company. The term 'in competition with the Company' shall mean any business activity, which is the same, or comparable to the business activity, which has or may result in product or services providing the same or comparable to those developed or offered by the Company at any time during the period of your employment.

(xx) Induce any current employee of the Company to leave the employment of the Company;

(yy) Solicit the business of any client or customer of the Company (other than on behalf and for the benefit of the Company);

(zz) Otherwise interfere with any business relationship of the Company.

29. **General:**

(f) You are a full time employee of the Company. You shall devote your full time and attention to your duties to promote the interest of the Organization. You shall not divulge or make known to any person / persons any of our secrets and / or activities of confidential nature. You shall work under the supervision of such person / persons as may be decided upon by the Management from time to time. You shall undertake that for any developmental work taken up by you either individually or jointly while in the service of the Company, the copy right of the same shall rest with the Company.

  
**PRINCIPAL**  
**Avanhi Institute of Engg. & Tech.**  
Gurugram, Haryana

(bii) You shall abide by the Rules and Regulations applicable to you, which are in force as may be framed and / or amended from time to time. Your hours of work and attendance shall be regulated as per duties entrusted to you from time to time.

(biii) You shall keep the terms of your employment confidential. You shall keep us informed of any change in your present residential address, contact numbers, your civil status, and academic / professional qualifications

(biv) Please note that the communication forwarded to you at your present address as given by you in your application form shall be deemed to have been correctly served unless any change in address is duly communicated in writing.

(bv) You are required to undergo a medical examination by a Registered Medical Practitioner and the report would need to be filled as per the enclosed format. This offer is subject to you being found medically fit. However, the Company reserves the right to send you for a medical check up at any time during your employment.

(bvi) If it is found that you have misrepresented any information in your application for employment or have furnished any false information or have concealed any relevant material facts, your employment is liable to be terminated any time without any notice or compensation in lieu thereof.

30. The Company reserves the right to review and modify or cancel the terms of employment when deemed necessary. Looking forward to a long and fruitful association with you.

Yours very truly,  
For Sonata Software Limited  
Christopher George Pereira



Assistant Vice President - HR

I agree with the above terms and conditions.

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

Date: 04-07-2022

Encl:

- Salary Annexure
- Checklist of Documents for Joining
- Medical Examination Report format



PRINCIPAL

Avanhi Institute of Tech. & Tech.  
G. ...



SONATA SOFTWARE LIMITED



GMMIDCV-5

### Salary Annexure

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic	160000	13333
HRA	128000	10667
Conveyance Allowance	16000	1333
Advance Bonus	40000	3333
Supplementary Allowance	26000	2172
<b>Gross Otc</b>	<b>370000</b>	<b>30838</b>
Provident Fund	21600	
Gratuity	8340	
<b>Cost To Company</b>	<b>400000</b>	
Medical Insurance	11400	
<b>Total Cost To Company</b>	<b>411400</b>	

1. Provident Fund is a savings scheme for employees mandated by the government.
2. Hospitalization Insurance Cover of Rs. 4 Lakhs p.a under the family floater cover (for Employee, spouse and children) and Personal Accident Insurance Cover for you of Rs. 16.5 Lakhs p.a, and Term Life Insurance Cover for you of Rs. 10 Lakhs as per rules governing the same.

The Company reserves the right to modify or cancel the terms of any of the schemes when deemed necessary.

  
PRINCIPAL

Avanthi Institute of Engg. & Tech.  
Guntur





SONATA OFFSHORE LIMITED



CHMIDEV 15

**Checklist of documents for joining**

**Please ensure that you submit the scanned copies of the following documents which are mandatory on your day of joining:**

- Provisional Course Completion Certificate, Convocation Certificate to be submitted on receipt of the same.
- Please furnish marks cards for all the years.
- Medical Report in the prescribed format.
- PAN Card – this is a confirmation of your identity and date of birth and required for making salary payments.
- Aadhar Card – this is has become mandatory to remit your PF deductions.
- Your Passport sized photograph with white background only

- **Experience Certificate** - Please produce Relieving/Experience letter for all your previous employments. For your current employer, please share the Resignation Acceptance Email with the Last Working Day mentioned if Relieving/Experience Letter is not available. Please ensure to share the Relieving/Experience letter within a month of joining if it is not submitted at the time . **If you are a fresher with no work experience, these documents are not required.**

**Documents and Information that are also required at the time of joining or subsequently:**

- Passport Copy with copies of valid Visas– This would be readily available in our records in case of overseas travel.
- Copies of any certifications and additional qualifications mentioned in your resume.
- Copy of Voter Id or Driving license – This is required only if you are opting for meal card.

  
PRINCIPAL

Avanthi Institute of Engineering & Tech

Genl. Prasad Rao, Kothur, Warangal, Telangana

PLAZA UNIT 2 PRODUCTION BLDG 2, ST. NO. 111A, NIPULANDEBA VILLAGE, 522444 (RURAL), TELANGANA, INDIA  
CIN: 172029ANL1P42P1002110

MAIN OFF: 286, T-2, MIDHANA COLONY, K. RAOJI NAGAR, WEST HYDRABAD - 500015, INDIA  
WEBSITE: WWW.SONATAOFFSHORE.COM | E-MAIL: HR@SONATAOFFSHORE.COM

04-07-2022

Ref: SSL/HR/APPT

Dear KUTHATI VENKATESH

This has reference to your application and the subsequent interviews you have had with us. We are pleased to appoint you in our organization on the following terms and conditions:

157. **Designation:** Digital Engineer Trainee
158. **Grade:** ETG
159. **Date of Commencement:** Will be informed later
160. **Salary:** As per the salary Annexure.
161. You will be a Trainee for a period of 12 (twelve) months from the date of joining service.
162. You will be governed by the Leave Rules of the Company.
163. You will execute a service agreement to serve the Company for a minimum period of two years from the date of joining.
164. The above agreement has to be executed at the time of joining the Company and should have to be guaranteed by a surety, preferably your parent.
165. Should you leave the employment during this period of two years, you are liable to compensate the Company, an amount as per the clause VIII(c) of the Trainee Service Agreement.
166. You will be confirmed in our Company subject to satisfactory performance during the period as trainee, as per the Company policy.
167. During the period of your training with the Company, you shall not engage yourself in any other business or occupation and shall devote your whole time and skill to the faithful and diligent performance of your duties. If you are found engaging in any other business or occupation, your training is liable to be terminated without any notice or any compensation in lieu thereof.
168. You will not divulge or pass any information which you may obtain during your training in the Company to others.

100, VVSR 2, PRODUCTION ZONE 2, OF NALLUR, ANANDAPURAM CHASE, TIRUPUR, TAMIL NADU, INDIA. TEL: 0421 2550001, 2550002, 2550003, 2550004, 2550005, 2550006, 2550007, 2550008, 2550009, 2550010, 2550011, 2550012, 2550013, 2550014, 2550015, 2550016, 2550017, 2550018, 2550019, 2550020, 2550021, 2550022, 2550023, 2550024, 2550025, 2550026, 2550027, 2550028, 2550029, 2550030, 2550031, 2550032, 2550033, 2550034, 2550035, 2550036, 2550037, 2550038, 2550039, 2550040, 2550041, 2550042, 2550043, 2550044, 2550045, 2550046, 2550047, 2550048, 2550049, 2550050, 2550051, 2550052, 2550053, 2550054, 2550055, 2550056, 2550057, 2550058, 2550059, 2550060, 2550061, 2550062, 2550063, 2550064, 2550065, 2550066, 2550067, 2550068, 2550069, 2550070, 2550071, 2550072, 2550073, 2550074, 2550075, 2550076, 2550077, 2550078, 2550079, 2550080, 2550081, 2550082, 2550083, 2550084, 2550085, 2550086, 2550087, 2550088, 2550089, 2550090, 2550091, 2550092, 2550093, 2550094, 2550095, 2550096, 2550097, 2550098, 2550099, 2550100, 2550101, 2550102, 2550103, 2550104, 2550105, 2550106, 2550107, 2550108, 2550109, 2550110, 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2550999, 2551000, 2551001, 2551002, 2551003, 2551004, 2551005, 2551006, 2551007, 2551008, 2551009, 2551010, 2551011, 2551012, 2551013, 2551014, 2551015, 2551016, 2551017, 2551018, 2551019, 2551020, 2551021, 2551022, 2551023, 2551024, 2551025, 2551026, 2551027, 2551028, 2551029, 2551030, 2551031, 2551032, 2551033, 2551034, 2551035, 2551036, 2551037, 2551038, 2551039, 2551040, 2551041, 2551042, 2551043, 2551044, 2551045, 2551046, 2551047, 2551048, 2551049, 2551050, 2551051, 2551052, 2551053, 2551054, 2551055, 2551056, 2551057, 2551058, 2551059, 2551060, 2551061, 2551062, 2551063, 2551064, 2551065, 2551066, 2551067, 2551068, 2551069, 2551070, 2551071, 2551072, 2551073, 2551074, 2551075, 2551076, 2551077, 2551078, 2551079, 2551080, 2551081, 2551082, 2551083, 2551084, 2551085, 2551086, 2551087, 2551088, 2551089, 2551090, 2551091, 2551092, 2551093, 2551094, 2551095, 2551096, 2551097, 2551098, 2551099, 2551100, 2551101, 2551102, 2551103, 2551104, 2551105, 2551106, 2551107, 2551108, 2551109, 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VALUING TALENT MATTER



CHMIDE V/5

39. This offer letter is being issued subject to the specific understanding that you have successfully qualified in your Engineering or MCA degree with a minimum aggregate of 60% or 70% respectively and would produce proof of all your educational qualification at the time of joining. Any failure to do so or any deviation detected would be sufficient cause for revocation of the offer.

40. **Posting:** In the current scenario, you are permitted to work from home. You are required to have a secure work environment, uninterrupted power supply and internet bandwidth to ensure continuous online connectivity. Based on the need of the organization, you may be required to work from office in future.

For Statutory and Tax Compliance, your work location will be **Bangalore**.

26. **Probation Period:** Twelve months from the date of joining. The Company reserves the right to extend the probationary period at its sole discretion. You will continue to be on probation till your services are confirmed in writing. During the probationary period, your services may be terminated with one month's notice on either side or payment in lieu of notice.

After confirmation, your employment is liable to be terminated by giving two months notice on either side and the Company could also terminate your service by making payment in lieu of notice. During the notice period given by you, you are mandated to serve the Company unless the same is specifically relaxed or waived by the Company.

In case you leave our employment without giving notice, the Company has the right to deduct an amount equivalent to the notice period of one or two months gross salary as the case may be from any amount that may be payable to you or call upon you to make the payment in lieu of shortfall in notice period, besides taking action for breach of contract.

29. **Non-Compete Undertaking** – During the period of your employment with the Company and for a period of one year after the date of termination of your employment with the Company, for any reasons whatsoever, or on your ceasing to be an employee of the Company,

You will not:

(aaa) Engage in any employment or business activity, directly or indirectly in competition with the Company. The term "in competition with the Company" shall mean any business activity, which is the same, or comparable to the business activity, which has or may result in product or services providing the same or comparable to those developed or offered by the Company at any time during the period of your employment;

(bbb) Induce any current employee of the Company to leave the employment of the Company;

(ccc) Solicit the business of any client or customer of the Company (other than on behalf and for the benefit of the Company);

(ddd) Otherwise interfere with any business relationship of the Company.

30. **General:**

(i) You are a full time employee of the Company. You shall devote your full time and attention to your duties to promote the interest of the Organization. You shall not divulge or make known to any person / persons any of our secrets and / or activities of confidential nature. You shall work under the supervision of such person / persons as may be decided upon by the Management from time to time. You shall undertake that for any developmental work taken up by you either individually or jointly while in the service of the Company, the copy right of the same shall rest with the Company.

PRINCIPAL  
Avanthi Institute of Engg. & Tech.  
Gunthapur, (V. Abbalasetty) (H), R.R. Dlg

REGD. OFFICE: PRODUCTION BLOCK-2, 1<sup>ST</sup> FLOOR, MYSURANAH VILLAGE, NEELANAHALLY, OFF SHANGRI LA ROAD, 560022, BANGALORE (INDIA)  
TEL: 02200481254/1183111

REGD. OFFICE: THE PRODUCTION ESTATE, S.R. SHYAMALU, HOSUR, KARNATAKA - 560022, INDIA  
WWW.SONATA-SOFTWARE.COM & WWW.SONATA-SOFTWARE.COM





SONATA SOFTWARE LIMITED



CMMI DEV 5

(b(vii)) You shall abide by the Rules and Regulations applicable to you, which are in force as may be framed and / or amended from time to time. Your hours of work and attendance shall be regulated as per duties entrusted to you from time to time.

(b(viii)) You shall keep the terms of your employment confidential. You shall keep us informed of any change in your present residential address, contact numbers, your civil status, and academic / professional qualifications

(b(ix)) Please note that the communication forwarded to you at your present address as given by you in your application form shall be deemed to have been correctly served unless any change in address is duly communicated in writing.

(b(x)) You are required to undergo a medical examination by a Registered Medical Practitioner and the report would need to be filed as per the enclosed format. This offer is subject to you being found medically fit. However, the Company reserves the right to send you for a medical check up at any time during your employment.

(b(xi)) If it is found that you have misrepresented any information in your application for employment or have furnished any false information or have concealed any relevant material facts, your employment is liable to be terminated any time without any notice or compensation in law thereof.

31. The Company reserves the right to review and modify or cancel the terms of employment when deemed necessary. Looking forward to a

long and fruitful association with you.

Yours very truly,

For Sonata Software Limited

Christopher George Pereira

Assistant Vice President - HR

I agree with the above terms and conditions.

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

Date : 04-07-2022

Encl:

- Salary Annexure
- Checklist of Documents for Joining.
- Medical Examination Report format.

PRINCIPAL  
Avanthi Institute of Engg. & Tech.  
Gunthapati Sridhar  
2022-07-04 10:29 AM

**Salary Annexure**

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic	160000	13333
HRA	128000	10667
Conveyance Allowance	16000	1333
Advance Bonus	40000	3333
Supplementary Allowance	26050	2172
<b>Gross Dtc</b>	<b>370050</b>	<b>30838</b>
Provident Fund	21600	
Gratuity	8340	
<b>Cost To Company</b>	<b>400000</b>	
Medical Insurance	11400	
<b>Total Cost To Company</b>	<b>411400</b>	

14. Provident Fund is a savings scheme for employees mandated by the government.
2. Hospitalization Insurance Cover of Rs. 4 Lakhs p.a under the family floater cover (for Employee, spouse and children) and Personal Accident Insurance Cover for you of Rs. 16.5 Lakhs p.a. and Term Life Insurance Cover for you of Rs. 10 Lakhs as per rules governing the same.

The Company reserves the right to modify or cancel the terms of any of the schemes when deemed necessary.



PRINCIPAL

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

Checklist of documents for joining

Please ensure that you submit the scanned copies of the following documents which are mandatory on your day of joining:

- Provisional Course Completion Certificate, Convocation Certificate to be submitted on receipt of the same.
  - Please furnish marks cards for all the years.
  - Medical Report in the prescribed format.
  - PAN Card – this is a confirmation of your identity and date of birth and required for making salary payments.
  - Aadhar Card – this is has become mandatory to remit your PF deductions.
  - Your Passport sized photograph with white background only
- 
- **Experience Certificate** : Please produce Relieving/Experience letter for all your previous employments. For your current employer, please share the Resignation Acceptance Email with the Last Working Day mentioned if Relieving/Experience Letter is not available. Please ensure to share the Relieving/Experience letter within a month of joining if it is not submitted at the time . **If you are a fresher with no work experience, these documents are not required.**

Documents and Information that are also required at the time of joining or subsequently:

- Passport Copy with copies of valid Visas– This would be readily available in our records in case of overseas travel.
- Copies of any certifications and additional qualifications mentioned in your resume.
- Copy of Voter Id or Driving license – This is required only if you are opting for meal card.



PRINCIPAL

Avantii Institute of Engg. & Tech.  
Gurukulam, Sector 14, Gurgaon, Haryana





COLLEGE SOFTWARE LIMITED



CMHIDEV.25

04-07-2022

Ref: SSL/HR/APPT

Dear GAJJALA SAIPRIYA,

This has reference to your application and the subsequent interviews you have had with us. We are pleased to appoint you in our organization on the following terms and conditions:

- 169. **Designation:** Digital Engineer Trainee
- 170. **Grade:** ETG
- 171. **Date of Commencement:** Will be informed later
- 172. **Salary:** As per the salary Annexure.
- 173. You will be a Trainee for a period of 12 (twelve) months from the date of joining service.
- 174. You will be governed by the Leave Rules of the Company.
- 175. You will execute a service agreement to serve the Company for a minimum period of two years from the date of joining.
- 176. The above agreement has to be executed at the time of joining the Company and should have to be guaranteed by a surety, preferably your parent.
- 177. Should you leave the employment during this period of two years, you are liable to compensate the Company, an amount as per the clause VIII(c) of the Trainee Service Agreement.
- 178. You will be confirmed in our Company subject to satisfactory performance during the period as trainee, as per the Company policy.
- 179. During the period of your training with the Company, you shall not engage yourself in any other business or occupation and shall devote your whole time and skill to the faithful and diligent performance of your duties. If you are found engaging in any other business or occupation, your training is liable to be terminated without any notice or any compensation in lieu thereof.
- 180. You will not divulge or pass any information which you may obtain during your training in the Company to others.

REGD. OFFICE: PRODUCTION BLDG-2/11, NO. 127, MYRSHANTRA VILLAGES (B2) COLONY, VILASA, OFF. 6TH FLOOR ROAD, 500 FORT, BANGALORE - 560014

PH: 080-26911994/080-26911995

REGD. OFF. 108, 7A, INDUSTRIAL ESTATE-1, K. J. Somaiya, WARD, BANARSI - 280018, INDIA

WEBSITE: WWW.SONATA-SOFTWARELIMITED.COM | EMAIL: HR@SONATA-SOFTWARE.COM

PRINCIPAL  
Avanthi Int'l Institute of Management & Tech.



SONATA SOFTWARE LIMITED



CMMI LEVEL 5

41. This offer letter is being issued subject to the specific understanding that you have successfully qualified in your Engineering or MCA degree with a minimum aggregate of 60% or 70% respectively and would produce proof of all your educational qualification at the time of joining. Any failure to do so or any deviation detected would be sufficient cause for revocation of the offer.

42. **Posting:** In the current scenario, you are permitted to work from home. You are required to have a secure work environment, uninterrupted power supply and internet bandwidth to ensure continuous online connectivity. Based on the need of the organization, you may be required to work from office in future.

For Statutory and Tax Compliance, your work location will be **Bangalore**.

29. **Probation Period:** Twelve months from the date of joining. The Company reserves the right to extend the probationary period at its sole discretion. You will continue to be on probation till your services are confirmed in writing. During the probationary period, your services may be terminated with one month's notice on either side or payment in lieu of notice.

After confirmation, your employment is liable to be terminated by giving two months notice on either side and the Company could also terminate your service by making payment in lieu of notice. During the notice period given by you, you are mandated to serve the Company unless the same is specifically relaxed or waived by the Company.

In case you leave our employment without giving notice, the Company has the right to deduct an amount equivalent to the notice period of one or two months gross salary as the case may be from any amount that may be payable to you or call upon you to make the payment in lieu of shortfall in notice period, besides taking action for breach of contract.

30. **Non-Compete Undertaking** - During the period of your employment with the Company and for a period of one year after the date of termination of your employment with the Company, for any reasons whatsoever, or on your ceasing to be an employee of the Company,

You will not:

(ooo) Engage in any employment or business activity, directly or indirectly in competition with the Company. The term "in competition with the Company" shall mean any business activity, which is the same, or comparable to the business activity, which has or may result in product or services providing the same or comparable to those developed or offered by the Company at any time during the period of your employment.

(fff) Induce any current employee of the Company to leave the employment of the Company ;

(ggg) Solicit the business of any client or customer of the Company (other than on behalf and for the benefit of the Company);

(hhh) Otherwise interfere with any business relationship of the Company;

31. **General:**

(i) You are a full time employee of the Company. You shall devote your full time and attention to your duties to promote the interest of the Organization. You shall not divulge or make known to any person / persons any of our secrets and / or activities of confidential nature. You shall work under the supervision of such person / persons as may be decided upon by the Management from time to time. You shall undertake that for any developmental work taken up by you either individually or jointly while in the service of the Company, the copy right of the same shall rest with the Company.

PRINCIPAL  
Avanthy Institute of EEE & Tech.  
Gunkasipalya (M. K. Road), RR Dist.

(bxxii) You shall abide by the Rules and Regulations applicable to you, which are in force as may be framed and / or amended from time to time. Your hours of work and attendance shall be regulated as per duties entrusted to you from time to time.

(bxxiii) You shall keep the terms of your employment confidential. You shall keep us informed of any change in your present residential address, contact numbers, your civil status, and academic / professional qualifications

(bxxiv) Please note that the communication forwarded to you at your present address as given by you in your application form shall be deemed to have been correctly served unless any change in address is duly communicated in writing.

(bxxv) You are required to undergo a medical examination by a Registered Medical Practitioner and the report would need to be filed as per the enclosed format. This offer is subject to you being found medically fit. However, the Company reserves the right to send you for a medical check up at any time during your employment.

(bxxvi) If it is found that you have misrepresented any information in your application for employment or have furnished any false information or have concealed any relevant material facts, your employment is liable to be terminated any time without any notice or compensation in lieu thereof.

32. The Company reserves the right to review and modify or cancel the terms of employment when deemed necessary. Looking forward to a long and fruitful association with you.

Yours very truly,  
For Sonata Software Limited  
Christopher George Pereira



Assistant Vice President - HR

I agree with the above terms and conditions.

Signature \_\_\_\_\_

Date : 04-07-2022

Encl:

- Salary Annexure
- Checklist of Documents for Joining
- Medical Examination Report format



PRINCIPAL  
Avanhi Institute of Eng. & Tech.  
Gunther



Salary Annexure

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic	160000	13333
HRA	128000	10667
Conveyance Allowance	16000	1333
Advance Bonus	40000	3333
Supplementary Allowance	26000	2172
<b>Gross Ctc</b>	<b>370000</b>	<b>30838</b>
Provident Fund	21600	
Gratuity	8340	
<b>Cost To Company</b>	<b>400000</b>	
Medical/m Insurance	11400	
<b>Total Cost To Company</b>	<b>411400</b>	

15. Provident Fund is a savings scheme for employees mandated by the government.
2. Hospitalization Insurance Cover of Rs. 4 Lakhs p.a under the family floater cover (for Employee, spouse and children) and Personal Accident Insurance Cover for you of Rs. 16.5 Lakhs p.a, and Term Life Insurance Cover for you of Rs. 10 Lakhs as per rules governing the same.

The Company reserves the right to modify or cancel the terms of any of the schemes when deemed necessary.

  
**PRINCIPAL**  
 Avanathi Institute of Engg. & Tech.  
 Ganthapaly (M), Anantapur (M), A.P. 515 103



SONATA SOFTWARE PRIVATE LIMITED



CMMI LEVEL 2

Checklist of documents for joining

Please ensure that you submit the scanned copies of the following documents which are mandatory on your day of joining:

- Provisional Course Completion Certificate, Convocation Certificate to be submitted on receipt of the same.
  - Please furnish mark cards for all the years.
  - Medical Report in the prescribed format.
  - PAN Card – this is a confirmation of your Identity and date of birth and required for making salary payments.
  - Aadhar Card – this is has become mandatory to remit your PF deductions.
  - Your Passport sized photograph with white background only
- **Experience Certificate** : Please produce Relieving/Experience letter for all your previous employments. For your current employer, please share the Resignation Acceptance Email with the Last Working Day mentioned if Relieving/Experience Letter is not available. Please ensure to share the Relieving/Experience letter within a month of joining if it is not submitted at the time. **If you are a fresher with no work experience, these documents are not required.**

Documents and Information that are also required at the time of joining or subsequently:

- Passport Copy with copies of valid Visas– This would be readily available in our records in case of overseas travel.
- Copies of any certifications and additional qualifications mentioned in your resume.
- Copy of Voter Id or Driving license – This is required only if you are opting for meal card.

PRINCIPAL  
Avanthy Institute of Engg. & Tech.  
Gandhinagar, Bangalore

NO. 107/2, HOBBANER BLOCK, 5<sup>TH</sup> FLOOR, ANTHASANDRA ROAD, 3RD STAGE, WINDMILL CHURCH ROAD, APPT. NO. 107, POST WANGICHHE, DIST. BANGALORE  
ON: 07286401654/200738

REGD. OFF. 20, T.3, BANGALORE, K.A. 560026, KARNATAKA, INDIA. PHONE: 0080-4108  
WEBSITE: WWW.SONATA-SOFTWARE.COM | E-MAIL: INFO@SONATA-SOFTWARE.COM

**Subject: Letter of Intent to Hire****Dear KARANAM SAI VANDANA SREEJA,**

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](mailto:hrteam@eidiko.com)), no later than **15-April-2022**, failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

The detailed Terms and Conditions of your appointment shall be issued to you along with the offer letter at the time joining. You will be under a probationary period of 6 (six) months, from the date of joining.

Upon confirmation of your acceptance to join, you will be required to join the company on **06-July-2020** or inform the HR about any delay in joining date with a genuine reason, failing which our offer is closed and no further communication will be entertained.

**Following are the details about Trainee Software Engineer Position:****Compensation**

**CTC:** Your Annual Gross CTC for the year, which is inclusive of Basic Salary and other Variable emoluments, is **Rs. 1,80,000/- Per Annum** (INR One Lakh Eighty Thousand Rupees Only).

This offer is subject to you satisfying the following requirements:

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





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

+91 40-33182600

info@eidiko.com

Eidiko Systems Integrators, Suite #1, Floor #1, MJR Magnifique,  
Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008

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



June 24, 2022

HRD/3T/1002696019/22-23

Dear ARIKATLA SRAVANI,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO****EVP and Head Human Resources - Infosys Limited**

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2022.06.24 11:58 IST  
Reason: Digitally Signed  
Location: Bangalore

INFOSYS LIMITED  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

*Company Confidential - This communication is confidential between you and Infosys Limited*

PRINCIPAL  
Department of Engineering & Technology  
Gusthaply (V), Hayathnagar,  
Ranga Reddy (Dist.)

June 24, 2022

HRD/1002696019/22-23

Dear ARIKATLA SRAVANI,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer.

#### Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment ( "Offer Letter" hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.

"Company" refers to Infosys Limited.

"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

#### Joining

Your scheduled date of joining the employment of the Company will be **04-Aug-2022**.

#### Location

Your location for employment is **MYSORE, India**.

You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.



PRINCIPAL  
Academy of Engineering & Technology  
Gandhiji (V), Rayachoti,  
Sanga Reddy (Dist.)



### **Training**

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

### **Terms and Conditions during Training**

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company's pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

  
**PRINCIPAL**  
Institution of Engineering & Technology  
Guntur-01 (M), Rajamahendravaram,  
Ranga Reddy (Dist.)

- a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;
- b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.
- c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

#### **Probation and Confirmation**

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

#### **Leave**

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

#### **Increments and Promotions**

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

#### **Transfer**

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

*[Handwritten Signature]*  
Principal  
Lead Architect of Engineering & Technology  
Germany (V), Hyderabad  
Bangalore (Dist.)



## **Compensation and Benefits**

### **Salary**

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

### **Performance-linked Incentive**

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

### **Ex - Gratia / Bonus**

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year 2021 - 22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### **Basket of Allowances (BOA)**

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.

  
PRINCIPAL  
Avul Institute of Engineering & Technology  
Ganthapally (U), Hyderabad  
Bangalore Road (Githi)



### **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

### **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

### **Passport & Driving License**

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

### **Notice Period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

  
PRINCIPAL  
Infosys Technology & Services  
Gurgaon (Haryana)  
Nanga Reddy (Dial)

### **Background Checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### **Other Terms and Conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2021-22. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

  
P. Srinivas  
Executive Director, HR & Talent  
Infosys Limited, Hyderabad  
Ranga Reddy (Dist.)



You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

  
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Gurthoshy (V), Mysore  
Ranga Reddy (Dist.)





**ANNEXURE -**  
(Compensation post successful completion of six months)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	ARIKATLA SRAVANI
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

<b>3. RETIRAL BENEFITS</b>	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>25,000</b>

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>	<b>26,250</b>		
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>	<b>27,500</b>		
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>	<b>30,000</b>		

OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

June 24, 2022.

HRD/3T/1002696214/22-23

Dear MOHAMMED FARHAN,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
EVP and Head Human Resources - Infosys Limited

Signature Not Verified  
Digitally signed by Richard Lobo  
Date: 2022.06.24. 19:58:15  
Reason: Digitally Signed  
Location: Bangalore

INFOSYS LIMITED  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

*Company Confidential - This communication is confidential between you and Infosys Limited*

  
PRINCIPAL  
Association of Engineers & Technologists  
Gurthappa (V), Hoyalanganur  
Rajya Reddy (Dist.)

*Company Confidential - This communication is confidential between you and Infosys Limited*



June 24, 2022

HRD/1002696019/22-23

Dear MOHAMMED FARHAN,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

**Definition**

The following terms shall have the following meanings for the purpose of this Offer of Employment ("Offer Letter" hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.

"Company" refers to Infosys Limited.

"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

**Joining**

Your scheduled date of joining the employment of the Company will be **04-Aug-2022**.

**Location**

Your location for employment is **MYSORE, India**.

You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

  
PRINCIPAL  
Amal Institute of Engineering & Technology  
Gandhinagar (V), Havyak Road,  
Bangalore (Karnataka)

### **Training**

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

### **Terms and Conditions during Training**

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company's pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

  
PRINCIPAL  
Aurois Institute of Engineering & Technology  
Guntur (V), Rayachoti,  
Ranga Reddy (Dist.)



- d) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;
- e) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.
- f) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

#### **Probation and Confirmation**

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

#### **Leave**

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

#### **Increments and Promotions**

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

#### **Transfer**

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

  
**PRINCIPAL**  
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Ginthapally (V), Hayathnagar,  
Ranga Reddy (Dist.)



## **Compensation and Benefits**

### **Salary**

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure -I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

### **Performance-linked Incentive**

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

### **Ex - Gratia / Bonus**

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year 2021 - 22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### **Basket of Allowances (BOA)**

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.

  
Principal  
Amrita Institute of Engineering & Technology  
Gunthapally (V), Hayabadi Nagar,  
Ranga Reddy (Dist.)

### **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

### **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

### **Passport & Driving License**

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

### **Notice Period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three months notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

  
Principal  
University Institute of Engineering & Technology  
Gunthapally (P), Hayathnagar,  
Ranga Reddy (Dist.)



### **Background Checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### **Other Terms and Conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2021-22. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

  
Ranga Reddy (Dist.)



You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

  
PRINCIPAL  
Atsoll Institute of Engineering & Technology  
Gunthapally (V), Huzurthangani  
Ranga Reddy (Dist.)



**ANNEXURE - 9**  
(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	MOHAMMED FARHAN			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
<b>MONTHLY GROSS SALARY</b>				<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>25,000</b>
<b>TOTAL GROSS SALARY</b>				<b>25,000</b>
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

  
**PRINCIPAL**  
 Asst. Prof. of Engineering & Technology  
 Gunthuply (V), Hayashimagan  
 Naragudi (Dist)



**ANNEXURE -**  
(Compensation post successful completion of six months)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	MOHAMMED FARHAN			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
<b>MONTHLY GROSS SALARY</b>				<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>25,000</b>
<b>4. INCENTIVE COMPONENTS</b>				
		At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)		1,250	2,500	5,000
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>				<b>26,250</b>
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>				<b>27,500</b>
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>				<b>30,000</b>
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

June 24, 2022

HRD/3T/1002696422/22-23

Dear PATIBADLA SAI VEERENDRA,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
EVP and Head Human Resources - Infosys Limited

Signature Not Verified  
Digitally signed by Richard Lobo  
Date: 2022.06.24 16:19:58 IST  
Reason: Digitally Signed  
Location: Bangalore

INFOSYS LIMITED  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

*Company Confidential - This communication is confidential between you and Infosys Limited*

Infosys Limited  
Electronics City, Hosur Road  
Bangalore 560 100, India  
Ranga Reddy (M)

*Company Confidential - This communication is confidential between you and Infosys Limited*

June 24, 2022

HRD/1002696019/22-23

Dear PATIBADLA SAI VEERENDRA,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

#### Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment ("Offer Letter" hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.

"Company" refers to Infosys Limited.

"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

#### Joining

Your scheduled date of joining the employment of the Company will be **04-Aug-2022**.

#### Location

Your location for employment is **MYSORE, India**.

You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

  
Ranga Ravi (DSS)



### **Training**

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

### **Terms and Conditions during Training**

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company's pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:



- g) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;
- h) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period;
- i) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

#### **Probation and Confirmation**

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

#### **Leave**

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

#### **Increments and Promotions**

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

#### **Transfer**

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

  
Infosys Limited  
Quality (V) / Hyderabad  
Range 2304 (01/)



## **Compensation and Benefits**

### **Salary**

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

### **Performance-linked Incentive**

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

### **Ex - Gratia / Bonus**

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year 2021 - 22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### **Basket of Allowances (BOA)**

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.

*[Handwritten signature and stamp]*  
Ranga Reddy (Dist.)



### **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

### **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

### **Passport & Driving License**

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

### **Notice Period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

  
Infosys Limited  
Bangalore (Dist.)

### **Background Checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### **Other Terms and Conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2021-22. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.


Infosys HR  
Bangalore



You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

  
PRINCIPAL  
Joint Director of Engineering & Technology  
Guntur (V), Rayachoti,  
Ranga Reddy (Dist.)



Yours sincerely,

**RICHARD LOBO**  
**EVP and Head Human Resources - Infosys Limited**

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_  
Print your full Name                      Location

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2022.06.24. 19:58:57  
Reason: Digitally signed  
Location: Bangalore

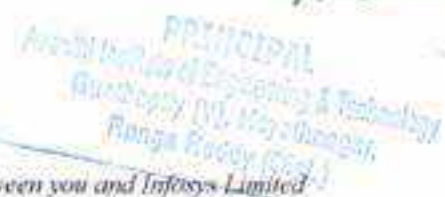
**INFOSYS LIMITED**  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

Infosys  
Amal Institute of Engineering & Technology  
Sunderdy (V), Herohangar,  
Ranga Ruddy (Dist.)

**ANNEXURE - 9**  
(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	PATIBADLA SAI VEERENDRA			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
<b>MONTHLY GROSS SALARY</b>				<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>25,000</b>
<b>TOTAL GROSS SALARY</b>				<b>25,000</b>
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				



  
**PRINCIPAL**  
 Head of Human Resources & Training  
 Intosys Limited, Hyderabad  
 Ranga Reddy (Ged.)

**ANNEXURE -**  
(Compensation post successful completion of six months)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	PATIBADLA SAI VEERENDRA			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY	15,000			
BASKET OF ALLOWANCES	4,478			
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850			
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>			
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150			
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary	1,800			
GRATUITY - 4.81% of Basic Salary*	722			
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>25,000</b>			
<b>4. INCENTIVE COMPONENTS</b>				
	At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%	
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000	
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>			<b>26,250</b>	
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>			<b>27,500</b>	
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>			<b>30,000</b>	
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				



June 24, 2022

HRD/3T/1002696110/22-23

Dear CHINTALA VAIBHAV REDDY,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO****EVP and Head Human Resources - Infosys Limited**

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2022.06.24.08:19:56 IST  
Reason: Digitally Signed  
Location: Bangalore

INFOSYS LIMITED  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

*Company Confidential - This communication is confidential between you and Infosys Limited*

*Handwritten signature*  
Infosys Limited  
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askus@infosys.com  
www.infosys.com

*Company Confidential - This communication is confidential between you and Infosys Limited*

Dear CHINTALA VAIBHAV REDDY,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

#### Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment ("Offer Letter" hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.

"Company" refers to Infosys Limited.

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"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

#### Joining

Your scheduled date of joining the employment of the Company will be **04-Aug-2022**.

#### Location

Your location for employment is **MYSORE, India**.

You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.



CHINTALA VAIBHAV REDDY  
Ranga Gully, Mysore

### **Training**

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

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



j) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company.

k) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.

l) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

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General Manager  
Aerial Institute of Engineering & Technology  
Guntur (V), Alimathuram,  
Ranga Reddy (Dist.)

## **Compensation and Benefits**

### **Salary**

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

### **Performance-linked Incentive**

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

### **Ex - Gratia / Bonus**

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year 2021 - 22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### **Basket of Allowances (BOA)**

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.

*Rohini Reddy*  
Principal Engineer & Technology  
Bengaluru (V), Mysuru Region  
Rohini Reddy (Dial.)



### **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

### **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

### **Passport & Driving License**

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

### **Notice Period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

  
**PRINCIPAL**  
Asst. Prof. of Engineering & Technology  
Gurupriya (V), Rayachoti,  
Ranga Reddy (Dist.)



### **Background Checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### **Other Terms and Conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2021-22. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

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

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

  
PRINCIPAL  
Assistant Manager of Engineering & Technology  
Guntur City (V), Bangalore  
Ranga Reddy, (0121)



Yours sincerely,

**RICHARD LOBO**  
**EVP and Head Human Resources - Infosys Limited**

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_  
Print your full Name                      Location

Signature Not Verified  
Digitally signed by Richard Lobo  
Date: 2022.06.24 19:56:15  
Reason: Digitally Signed  
Location: Bangalore

INFOSYS LIMITED  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com



**ANNEXURE - 9**  
(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	CHINTALA VAIBHAV REDDY			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
<b>MONTHLY GROSS SALARY</b>				<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>25,000</b>
<b>TOTAL GROSS SALARY</b>				<b>25,000</b>
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				



Principal  
Systems Engineer  
Srinivasulu V. N. Srinivasulu  
Ranga Reddy District

**ANNEXURE -**  
(Compensation post successful completion of six months)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	CHINTALA VAIBHAV REDDY			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
<b>MONTHLY GROSS SALARY</b>				<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>25,000</b>
<b>4. INCENTIVE COMPONENTS</b>				
	At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%	
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000	
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>				<b>26,250</b>
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>				<b>27,500</b>
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>				<b>30,000</b>
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

June 24, 2022

HRD/3T/1002696120/22-23

Dear KUNAPURI PRASANNA,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
EVP and Head Human Resources - Infosys Limited

Signature Not Verified  
Digitally signed by Richard Lobo  
Date: 2022.06.24 at 19:58 IST  
Reason: Digitally Signed  
Location: Bangalore

INFOSYS LIMITED  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

*Company Confidential - This communication is confidential between you and Infosys Limited*

**PRINCIPAL**  
Assistant Vice President of Engineering & Technology  
Eswathapathy (M), Hoyalabedra,  
Ranga Road (Dist.)

*Company Confidential - This communication is confidential between you and Infosys Limited*



June 24, 2022

HRD/1002696019/22-23

Dear KUNAPURI PRASANNA,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

#### Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment ("Offer Letter" hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.

"Company" refers to Infosys Limited.

"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

#### Joining

Your scheduled date of joining the employment of the Company will be **04-Aug-2022**.

#### Location

Your location for employment is **MYSORE, India**.

You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

  
PRINCIPAL  
Aardra Institute of Engineering & Technology  
Ganthapaly (V), Hoyalnagar,  
Bangalore (Dist.)

### **Training**

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

### **Terms and Conditions during Training**

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company's pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

*Prince*  
Systems Engineer Trainee  
Gandhinagar (N), Bangalore  
Bangalore (Dist)



- m) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;
- n) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.
- o) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

### **Probation and Confirmation**

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

### **Leave**

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

### **Increments and Promotions**

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

### **Transfer**

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

*Principal*  
Anand Institute of Engineering & Technology  
Ganthipally (V), Hyderabad,  
Ranga Reddy (Dist.)



## **Compensation and Benefits**

### **Salary**

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

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PRINCIPAL  
Amal Institute of Engineering & Technology  
Guntur (G), Nellore Dist,  
Ranga Reddy (Dist.)

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In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

  
PRINCIPAL  
A.C.I.T.E. Institute of Engineering & Technology  
Guntur (V.R. Krishnaiah)  
Ranga Reddy (Dist.)



### **Background Checks**

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Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2021-22. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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PRINCIPAL  
Amal Institute of Engineering & Technology  
Guntur (V), Nellore (D),  
Ranga Reddy (Dist)



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This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.



Infosys  
Academy Institute of Computer & Technology  
Gandhinagar (V), Mysore District,  
Bangalore (Dist.)

Yours sincerely,

**RICHARD LOBO**  
**EVP and Head Human Resources - Infosys Limited**

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_  
Print your full Name                      Location

Signature Not Verified  
Digitally signed by Richard Lobo  
Date: 2022.08.24 15:19:58 IST  
Reason: Digitally Signed  
Location: Bangalore

**INFOSYS LIMITED**  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

*Richard Lobo*  
Principal  
Head of HR & Technology  
Infosys Limited

**ANNEXURE - 9**  
(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	KUNAPURI PRASANNA
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

<b>3. RETIRAL BENEFITS</b>	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>25,000</b>
<b>TOTAL GROSS SALARY</b>	<b>25,000</b>

<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

  
 PRINCIPAL  
 Acad Institute of Engineering & Technology  
 Surampally (V), Huzaripeta,  
 Rang Reddy (Dist)



**ANNEXURE -**  
(Compensation post successful completion of six months)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	KUNAPURI PRASANNA			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
<b>MONTHLY GROSS SALARY</b>				<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>25,000</b>
<b>4. INCENTIVE COMPONENTS</b>				
	At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%	
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000	
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>				<b>26,250</b>
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>				<b>27,500</b>
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>				<b>30,000</b>
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

June 24, 2022

HRD/3T/1002696124/22-23

Dear MANNEM MOUNKUMAR,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2022.06.24 16:58:57  
Reason: Digitally Signed  
Location: Bangalore

INFOSYS LIMITED  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

*Company Confidential - This communication is confidential between you and Infosys Limited*

  
Infosys Limited  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
www.infosys.com

*Company Confidential - This communication is confidential between you and Infosys Limited*

June 24, 2022

HRD/1002696019/22-23

Dear MANNEM MOUNKUMAR,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

#### Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment ("Offer Letter" hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.

"Company" refers to Infosys Limited.

"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

#### Joining

Your scheduled date of joining the employment of the Company will be **04-Aug-2022**.

#### Location

Your location for employment is **MYSORE, India**.

You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

  
Ravi Reddy  
Infosys Limited  
Bangalore, Karnataka  
India



### **Training**

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

### **Terms and Conditions during Training**

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company's pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:



Infosys  
Company (P) Limited  
Bangalore

- p) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;
- q) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.
- r) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

### **Probation and Confirmation**

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

### **Leave**

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

### **Increments and Promotions**

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

### **Transfer**

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

**PRINCIPAL**  
Aarshi Institute of Engineering & Technology  
Gunthoju (V), Haya Unagan  
Ranga Reddy (Dist)



## Compensation and Benefits

### Salary

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure -I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

### Performance-linked Incentive

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

### Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year 2021 - 22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.

  
**PRITHVI**  
Asstt Institute of Engineering & Technology  
Guntur (V), Rajamaharajapuram,  
Ranga Reddy (Dist)



### **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

### **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.


### **Passport & Driving License**

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

### **Notice Period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

  
**PRINCIPAL**  
Aravali Institute of Engineering & Technology  
Gandhinagar (V), Hayathnagar,  
Ranga Reddy (Dist.)

### **Background Checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### **Other Terms and Conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2021-22. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

  
Infosys  
VIT Vellore Institute of Engineering & Technology  
Guntur (V), Guntur, Andhra Pradesh  
Ranga Reddy (Dist.)



You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

  
Principal  
Jeevitha Institute of Engineering & Technology  
Ginthapally (V), Kayathnagar,  
Ranga Reddy (Dist.)





**ANNEXURE - 9**  
(Compensation during the first six months from the Date of Joining)

<b>COMPENSATION DETAILS</b> (All figures in INR per month)	
NAME	MANNEM MOUNKUMAR
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

<b>3. RETIRAL BENEFITS</b>	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>25,000</b>
<b>TOTAL GROSS SALARY</b>	<b>25,000</b>

<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

  
**PRINCIPAL**  
 Anna's Institute of Engineering & Technology  
 Guntur (V), Haysanagar,  
 Rango Reddy (Dist)

**ANNEXURE -**  
(Compensation post successful completion of six months)

COMPENSATION DETAILS (All figures in INR per month)																					
NAME	MANNEM MOUNKUMAR																				
ROLE	Systems Engineer																				
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June 24, 2022

HRD/3T/1002696178/22-23

Dear SEERVI SUNIL,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
EVP and Head Human Resources - Infosys Limited

Signature Not Verified  
Digitally signed by Richard Lobo  
Date: 2022.06.24 05:19:58 IST  
Reason: Digitally signed  
Location: Bangalore

INFOSYS LIMITED:  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

*Company Confidential - This communication is confidential between you and Infosys Limited*

**PRINCIPAL**  
Aparajith Institute of Engineering & Technology  
Gouthapally (V), Hayathnagar,  
Ranga Reddy (Dist.)

*Company Confidential - This communication is confidential between you and Infosys Limited*

June 24, 2022

HRD/1002696019/22-23

Dear SEERVI SUNIL,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

#### Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment ( "Offer Letter" hereinafter).

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You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

  
Principal  
Archdi Institute of Engineering & Technology  
Gentholly (V), Kayalimangal  
Ranga Reddy (Dist.)

### **Training**

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

### **Terms and Conditions during Training**

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company's pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

  
**PRINCIPAL**  
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Bangalore (Dist.)



- s) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;
- t) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.
- u) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

### **Probation and Confirmation**

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

### **Leave**

You are entitled to earned Leave; right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

### **Increments and Promotions**

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

### **Transfer**

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

*[Signature]*  
PRINCIPAL  
Artificial Intelligence of Engineering & Technology  
Guntur (V), Rayachoti,  
Ranga Reddy (Dist.)

## **Compensation and Benefits**

### **Salary**

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

### **Performance-linked Incentive**

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

### **Ex - Gratia / Bonus**

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year 2021 - 22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### **Basket of Allowances (BOA)**

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.

  
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Piranga Roady (Dist.)



### **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

### **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

### **Passport & Driving License**

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

### **Notice Period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.



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Rama Raddi (Dial)



### **Background Checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### **Other Terms and Conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2021-22. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.



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Amal Institute of Engineering & Technology  
Ganthapaly (P), Hanumanpur,  
Bangalore Region (India)

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.



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Rangya Reddy (Dist.)







**ANNEXURE - 9**  
(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	SEERVI SUNIL			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
<b>MONTHLY GROSS SALARY</b>				<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA -(Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>25,000</b>
<b>TOTAL GROSS SALARY</b>				<b>25,000</b>
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

  
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 Infosys Institute of Engineering & Technology  
 Gandhinagar (V), Hoyalakota  
 Bangalore (Dist)

**ANNEXURE -**  
(Compensation post successful completion of six months)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	SEERVI SUNIL			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
<b>MONTHLY GROSS SALARY</b>				<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>25,000</b>
<b>4. INCENTIVE COMPONENTS</b>				
		At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)		1,250	2,500	5,000
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>				<b>26,250</b>
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>				<b>27,500</b>
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>				<b>30,000</b>
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount in INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

June 24, 2022

HRD/3T/1002696045/22-23

Dear NIKHIL,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
EVP and Head Human Resources - Infosys Limited

Signature Not Verified  
Digitally signed by Richard Lobo  
Date: 2022.06.24 19:58 IST  
Reason: Digitally Signed  
Location: Bangalore

INFOSYS LIMITED  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

*Company Confidential - This communication is confidential between you and Infosys Limited*

  
**PRINCIPAL**  
Aventhi Institute of Engineering & Technology  
Guntapally (V), Heyalknagar,  
Ranga Reddy (Dist.)

*Company Confidential - This communication is confidential between you and Infosys Limited*



Dear NIKHIL,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

**Definition**

The following terms shall have the following meanings for the purpose of this Offer of Employment ("Offer Letter" hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.

"Company" refers to Infosys Limited.

"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

**Joining**

Your scheduled date of joining the employment of the Company will be **04-Aug-2022**.

**Location**

Your location for employment is **MYSORE, India**.

You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

  
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Ganthapally (V), Nayalambadi,  
Ranga Reddy (Dist.)

### **Training**

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

### **Terms and Conditions during Training**

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company's pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

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



- v) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;
- w) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.
- x) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

#### **Probation and Confirmation**

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

#### **Leave**

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

#### **Increments and Promotions**

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

#### **Transfer**

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

*[Handwritten Signature]*  
PRINCIPAL  
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Guntur (M), Rayachoti,  
Ranga Reddy (Dist.)



## Compensation and Benefits

### Salary

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

### Performance-linked Incentive

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

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95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.

  
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Gurthapally (V), Hayathnagar,  
Ranga-Reddy (Dist.)

### **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

### **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 23 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

### **Passport & Driving License**

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

### **Notice Period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

  
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Principal Institute of Engineering & Technology  
Guntapally (V), Rajamahendravaram,  
Ranga Reddy (Dist.)



### **Background Checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### **Other Terms and Conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2021-22. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

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Avanhi Institute of Engineering & Technology  
Gunthapally (V), Mayabnagar,  
Bapatla, Andhra Pradesh



You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

*[Handwritten Signature]*  
Infosys  
Academy Institute of Engineering & Technology  
Gandhinagar (V), Havelbarghat,  
Ranga Reddy (Dist.)



**ANNEXURE - 9**  
(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	NIKHIL			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
<b>MONTHLY GROSS SALARY</b>				<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>25,000</b>
<b>TOTAL GROSS SALARY</b>				<b>25,000</b>
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

  
 PRINCIPAL  
 Institute of Engineering & Technology  
 Purandary (V), Haryana  
 Range Rohtak (Dist)



**ANNEXURE -**  
(Compensation post successful completion of six months)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	NIKHIL
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

<b>3. RETIRAL BENEFITS</b>	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>25,000</b>

<b>4. INCENTIVE COMPONENTS</b>	At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>	<b>26,250</b>		
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>	<b>27,500</b>		
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>	<b>30,000</b>		

<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

June 24, 2022

HRD/3T/1002696065/22-23

Dear THUMMALA PRADEEP REDDY,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
EVP and Head Human Resources - Infosys Limited

Signature Not Verified  
Digitally signed by Richard Lobo  
Date: 2022.06.24 19:58:15  
Reason: Digitally Signed  
Location: Bangalore

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*Company Confidential - This communication is confidential between you and Infosys Limited*

  
PRINCIPAL  
Veerathi Institute of Engineering & Technology  
Gunthapally (V), Hoyasahpet,  
Ranga Reddy (Dist.)

*Company Confidential - This communication is confidential between you and Infosys Limited*

June 24, 2022

HRD/1002696019/22-23

Dear THUMMALA PRADEEP REDDY,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

**Definition**

The following terms shall have the following meanings for the purpose of this Offer of Employment ( "Offer Letter" hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.

"Company" refers to Infosys Limited.

"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

**Joining**

Your scheduled date of joining the employment of the Company will be **04-Aug-2022**.

**Location**

Your location for employment is **MYSORE, India**.

You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

  
**PRINCIPAL**  
Aravind Institute of Engineering & Technology  
Guntur (V), Rayachoti,  
Rangas-Ruddy (Dist.)



### **Training**

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

### **Terms and Conditions during Training**

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company's pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

  
**PRINCIPAL**  
Amrita Institute of Engineering & Technology  
Gurukrupa (V), Havelock Road,  
Ranga Reddy (Dist.)

y) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;

z) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.

aa) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above

### **Probation and Confirmation**

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

### **Leave**

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

### **Increments and Promotions**

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

### **Transfer**

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

**PRINCIPAL**  
Avernil Institute of Engineering & Technology  
Ganthapally (V), Nayudupeta,  
Ranga Reddy (Dist.)



## Compensation and Benefits

### Salary

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

### Performance-linked Incentive

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

### Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year 2021 - 22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.

  
PRINCIPAL  
Andhra Institute of Engineering & Technology  
Guntur (V), Rayachoti,  
Ranga Reddy (Dist.)



### **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

### **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

### **Passport & Driving License**

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

### **Notice Period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

  
PRINCIPAL  
VIT-VI Institute of Engineering & Technology  
Guntur (V), HSYA Linga  
Sanga Reddy (Dist.)

### **Background Checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### **Other Terms and Conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2021-22. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

  
PRINCIPAL  
Aarati Institute of Engineering & Technology  
Guntur (V), Rayachoti,  
Banga Reddy (Dist.)



You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

  
RANGA REDDY  
Infosys Limited  
Gurthally VJ, Havalingas,  
Ranga Reddy (Dist.)





**ANNEXURE - 9**  
 (Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	THUMMALA PRADEEP REDDY			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
<b>MONTHLY GROSS SALARY</b>				<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>25,000</b>
<b>TOTAL GROSS SALARY</b>				<b>25,000</b>
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.				

  
**PRINCIPAL**  
 Joint Institute of Engineering & Technology  
 Gouthami (V), West Amangal  
 Ranga Reddy (Dist.)

**ANNEXURE -**  
(Compensation post successful completion of six months)

COMPENSATION DETAILS (All figures in INR per month)			
NAME	THUMMALA PRADEEP REDDY		
ROLE	Systems Engineer		
ROLE DESIGNATION	Systems Engineer Trainee		
<b>1. MONTHLY COMPONENTS</b>			
BASIC SALARY			15,000
BASKET OF ALLOWANCES			4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid-out on a monthly basis)			2,850
<b>MONTHLY GROSS SALARY</b>			<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>			
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)			150
<b>3. RETIRAL BENEFITS</b>			
PROVIDENT FUND - 12% of Basic Salary			1,800
GRATUITY - 4.81% of Basic Salary*			722
<b>FIXED GROSS SALARY (1+2+3)</b>			<b>25,000</b>
<b>4. INCENTIVE COMPONENTS</b>			
	At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>			<b>26,250</b>
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>			<b>27,500</b>
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>			<b>30,000</b>
<b>OTHER BENEFITS</b>			
Scheme	Eligible Amount In INR	Interest	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.			
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act			



June 24, 2022

HRD/3T/1002696069/22-23

Dear KANDE AKHIL SAI,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2022.06.24 19:58:15  
Reason: Digitally Signed  
Location: Bangalore

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Electronics City, Hosur Road  
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T 91 80 2852 0261  
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askus@infosys.com  
www.infosys.com

*Company Confidential - This communication is confidential between you and Infosys Limited.*

  
PRINCIPAL  
Averni Institute of Engineering & Technology  
Gubbi Road, Hegganahalli,  
Ramesh Reddy (Dist.)

*Company Confidential - This communication is confidential between you and Infosys Limited.*

June 24, 2022

HRD/1002696019/22-23

Dear KANDE AKHIL SAI,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

**Definition**

The following terms shall have the following meanings for the purpose of this Offer of Employment ( "Offer Letter" hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.

"Company" refers to Infosys Limited.

"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

**Joining**

Your scheduled date of joining the employment of the Company will be **04-Aug-2022**.

**Location**

Your location for employment is **MYSORE, India**.

You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

  
PRINCIPAL  
Aardh Institute of Engineering & Technology  
Ganthapura (O), Haverlymore,  
Ranga Reddy (Dist.)

### **Training**

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

### **Terms and Conditions during Training**

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company's pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

  
PRINCIPAL  
Academy Institute of Engineering & Technology  
Surbhanga (M), Nalbari District,  
Assam (India)



ab) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company,

ac) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.

ad) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

#### **Probation and Confirmation**

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

#### **Leave**

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

#### **Increments and Promotions**

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

#### **Transfer**

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.



Infosys Limited  
Ranga Reddy (Dist.)

## **Compensation and Benefits**

### **Salary**

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure -I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

### **Performance-linked Incentive**

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

### **Ex - Gratia / Bonus**

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year 2021 - 22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### **Basket of Allowances (BOA)**

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.



**PRINCIPAL**  
Academy Institute of Engineering & Technology  
Guruvayur (V), Malayalam, 686  
Ranga Roddy (Dist.)



### **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

### **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

### **Passport & Driving License**

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

### **Notice Period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.



PRINCIPAL  
Amal Institute of Engineering & Technology  
Sivakapuri (V), Sivakapuri  
Sivakapuri



### **Background Checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### **Other Terms and Conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2021-22. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.



PRINCIPAL,  
Assoc Institute of Engineering & Technology  
Gurgaon (V), Faridkot,  
Punjab

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

PRINCIPAL  
Avanish Institute of Engineering & Technology  
Gunthapally (V), Nayalothpet,  
Bangalore



Yours sincerely,

**RICHARD LOBO**  
**EVP and Head Human Resources - Infosys Limited**

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_  
Print your full Name                      Location

Signature Not Verified  
Digitally signed by Richard Lobo  
Date: 2022.06.24 16:19:56 IST  
Reason: Digitally Signed  
Location: Bangalore

**INFOSYS LIMITED**  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

*Handwritten:*  
Ranga Ruddy (Dialy)



**ANNEXURE - 9**  
(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	KANDE AKHIL SAI			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
<b>MONTHLY GROSS SALARY</b>				<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>25,000</b>
<b>TOTAL GROSS SALARY</b>				<b>25,000</b>
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

  
**PRINCIPAL**  
 Amal Institute of Engineering & Technology  
 Ganthapaly (M), Hampdenagar,  
 Rangareddy District

**ANNEXURE -**  
(Compensation post successful completion of six months)

COMPENSATION DETAILS (All figures in INR per month)				
NAME:	KANDE AKHIL SAI			
ROLE:	Systems Engineer			
ROLE DESIGNATION:	Systems Engineer Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
<b>MONTHLY GROSS SALARY</b>				<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>25,000</b>
<b>4. INCENTIVE COMPONENTS</b>				
		At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)		1,250	2,500	5,000
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>				<b>26,250</b>
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>				<b>27,500</b>
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>				<b>30,000</b>
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

  
 Ranga Reddy (Dist.)

June 24, 2022

HRD/3T/1002696078/22-23

Dear VORUGANTI SHRAVANI,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
EVP and Head Human Resources - Infosys Limited

Signature Not Verified  
Digitally signed by Richard Lobo  
Date: 2022.06.24 16:19:58 IST  
Reason: Digitally Signed  
Location: Bangalore

INFOSYS LIMITED  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

*Company Confidential - This communication is confidential between you and Infosys Limited*

PRINCIPAL  
Accounting, Reporting & Technology  
Ganesh (M. J. Narayana)  
Balga Reddy (Pvt.)

*Company Confidential - This communication is confidential between you and Infosys Limited*



June 24, 2022

HRD/1002696019/22-23

Dear VORUGANTI SHRAVANI,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

**Definition**

The following terms shall have the following meanings for the purpose of this Offer of Employment ("Offer Letter" hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.

"Company" refers to Infosys Limited.

"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

**Joining**

Your scheduled date of joining the employment of the Company will be **04-Aug-2022**.

**Location**

Your location for employment is **MYSORE, India**.

You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

  
RANGA REDDY  
Senior Manager of Engineering & Technology  
Gandhiji (V), Mysore Nagar,  
Ranga Reddy (Dist).

### **Training**

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

### **Terms and Conditions during Training**

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company's pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

  
PRINCIPAL  
Acadmic Institute of Engineering & Technology  
Sudhanya (V), Nityanagar,  
Ranga Reddy (Dist)



ae) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company.

af) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.

ag) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

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PRINCIPAL  
Ranga Reddy (Dist.)



## **Compensation and Benefits**

### **Salary**

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Principal  
Amrita Institute of Engineering & Technology  
Gurukulapally (V), Koyambagar,  
Ranga Reddy (Dist.)

### **National Pension Scheme**

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In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

  
**PRINCIPAL**  
Avanhi Institute of Engineering & Technology  
Gynthapally (T), Hayathnagar,  
Ranga Reddy (Dist.)



### **Background Checks**

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Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2021-22. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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PRINCIPAL  
Aurahi Institute of Engineering & Technology  
Guntur (V), Rayachoti,  
Ranga Reddy (Dist.)



You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.



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Amiti Institute of Engineering & Technology  
Guntapally (V), Hayathnagar,  
Ranga Reddy (Dist.)



**ANNEXURE - 9**  
(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	KANDE AKHIL SAI			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
<b>MONTHLY GROSS SALARY</b>				<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>25,000</b>
<b>TOTAL GROSS SALARY</b>				<b>25,000</b>
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

  
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 Member Institute of Engineering & Technology  
 Guntur (V), Department,  
 Ranga Reddy (Dist.)



**ANNEXURE -**  
(Compensation post successful completion of six months)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	KANDE AKHIL SAI			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
<b>MONTHLY GROSS SALARY</b>				<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>25,000</b>
<b>4. INCENTIVE COMPONENTS</b>				
		At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)		1,250	2,500	5,000
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>				<b>26,250</b>
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>				<b>27,500</b>
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>				<b>30,000</b>
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

June 24, 2022

HRD/3T/1002696078/22-23

Dear VORUGANTI SHRAVANI,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
EVP and Head Human Resources - Infosys Limited

Signature Not Verified  
Digitally signed by Richard Lobo  
Date: 2022.06.24 18:19:58 IST  
Reason: Digitally signed  
Location: Bangalore

INFOSYS LIMITED  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

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PRINCIPAL  
Infosys Institute of Engineering & Technology  
Ganthapaly (V), Hosur, Bangalore  
Bangalore

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### **Training**

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

### **Terms and Conditions during Training**

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company's pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

  
**PRINCIPAL**  
Academy Institute of Engineering & Technology  
Surthani (V), Hoshiyarnagar,  
Bansgaon, Jhansi



ee) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;

ff) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.

gg) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

#### **Probation and Confirmation**

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

#### **Leave**

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

#### **Increments and Promotions**

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

#### **Transfer**

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

  
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Academy of Infosys of Engineering & Technology  
Gandhinagar (V), Kumbakonam  
Ranga Reddy (Dist)

## **Compensation and Benefits**

### **Salary**

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

### **Performance-linked Incentive**

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

### **Ex - Gratia / Bonus**

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year 2021 - 22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### **Basket of Allowances (BOA)**

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.



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Guntur (V), Huzur Nagar  
Ranga Reddy (Dist.)



### **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

### **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

### **Passport & Driving License**

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

### **Notice Period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

  
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Guntur (V), Havainnagar,  
Ranga Reddy (Dist.)



### Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2021-22. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

  
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Amrita Institute of Engineering & Technology  
Ganthopoly (V), Neyyattinkara,  
Ranga Reddy (Dist.)

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

  
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Amal Institute of Engineering & Technology  
Ganthapaly (V), Havelbarga  
Ranga Reddy (Dist.)







**ANNEXURE - 1**  
(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	VORUGANTI SHRAVANI
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>25,000</b>
<b>TOTAL GROSS SALARY</b>	<b>25,000</b>

OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

  
**PRINCIPAL**  
 Amrita Institute of Engineering & Technology  
 Gurinipally (V), Haysammet,  
 Ranga Reddy (Dist.)

**ANNEXURE - II**  
(Compensation post successful completion of six months)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	VORUGANTI SHRAVANI			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
<b>MONTHLY GROSS SALARY</b>				<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>25,000</b>
<b>4. INCENTIVE COMPONENTS</b>				
		At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)		1,250	2,500	5,000
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>				<b>26,250</b>
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>				<b>27,500</b>
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>				<b>30,000</b>
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

June 24, 2022

HRD/3T/1002696127/22-23

Dear PULIGILLA PRAVALIKA,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**

**EVP and Head Human Resources - Infosys Limited**

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2022.06.24 11:19:58 IST  
Reason: Digitally Signed  
Location: Bangalore

INFOSYS LIMITED  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0264  
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askus@infosys.com  
www.infosys.com



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PULIGILLA  
Pravalika  
Principal  
Acadmic Institute of Engineering & Technology  
Gunthapally (V), Hayathnagar,  
Ranga Reddy (Dist.)

*Company Confidential - This communication is confidential between you and Infosys Limited*



June 24, 2022

HRD/1002696019/22-23

Dear PULIGILLA PRAVALIKA,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

**Definition**

The following terms shall have the following meanings for the purpose of this Offer of Employment ( "Offer Letter" hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.

"Company" refers to Infosys Limited.

"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

**Joining**

Your scheduled date of joining the employment of the Company will be **04-Aug-2022**.

**Location**

Your location for employment is **MYSORE, India**.

You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.



PRINCIPAL  
Infosys Institute of Engineering & Technology  
Guntur (V), Huzurthangal,  
Ranga Reddy (Dist.)

### **Training**

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

### **Terms and Conditions during Training**

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company's pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

PRINCIPAL  
Amrita Institute of Engineering & Technology  
Guduvayilur (V), Chennai-600035  
Phone: 84451 2151



- hh) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;
- ii) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.
- jj) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

### **Probation and Confirmation**

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

### **Leave**

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

### **Increments and Promotions**

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

### **Transfer**

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

  
PRINCIPAL  
Infosys Institute of Engineering & Technology  
Gururao (V), Huzarabogga  
Bangalore (Dist)



## Compensation and Benefits

### Salary

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

### Performance-linked Incentive

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

### Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year 2021 - 22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.

  
**PRINCIPAL**  
AECOM Institute of Engineering & Technology  
Guntur (V), Nizampet,  
Ranga Reddy Dist.

### **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

### **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

### **Passport & Driving License**

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

### **Notice Period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

**PRINCIPAL**  
Aravali Institute of Engineering & Technology  
Gandhinagar (V), Nellore District,  
Ranga Reddy (Dist.)



### Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2021-22. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

PRINCIPAL  
Aarathi Institute of Engineering & Technological  
Ganeshapaly (V), Rayachoti,  
Ranga Reddy (Dist.)



You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

  
PRINCIPAL  
Aarathi Institute of Engineering & Technology  
Gunthapally (V), Nayathimootu,  
Ranga Reddy (Dist.)

Yours sincerely,

**RICHARD LOBO**  
**EVP and Head Human Resources - Infosys Limited**

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_  
Print your full Name                      Location

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2022.06.24 19:58:57  
Reason: Digitally signed  
Location: Bangalore

**INFOSYS LIMITED**  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com



**PRINCIPAL**  
Gandhi Institute of Engineering & Technology  
Gandhinagar (V), Hayathnagar,  
Bangalore (Dist.)

### ANNEXURE - 1

(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	PULIGILLA PRAVALIKA			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
<b>MONTHLY GROSS SALARY</b>				<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>25,000</b>
<b>TOTAL GROSS SALARY</b>				<b>25,000</b>
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	Nil	1200	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

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



**ANNEXURE - II**  
(Compensation post successful completion of six months)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	PULIGILLA PRAVALIKA			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
<b>MONTHLY GROSS SALARY</b>				<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>25,000</b>
<b>4. INCENTIVE COMPONENTS</b>				
	At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%	
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	align="center">5,000	
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>				<b>26,250</b>
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>				<b>27,500</b>
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>				<b>30,000</b>
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfillment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.				

Gunthoddy (V), Rayachoti,  
Ranga Reddy (Dist.)

Company Confidential - This communication is confidential between you and Infosys Limited

June 24, 2022

HRD/3T/1002696131/22-23

Dear PUSALA YESUMANI,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
EVP and Head Human Resources - Infosys Limited

Signature Not Verified  
Digitally signed by Richard Lobo  
Date: 2022.06.24 19:58 IST  
Reason: Digitally Signed  
Location: Bangalore

INFOSYS LIMITED  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com



*Company Confidential - This communication is confidential between you and Infosys Limited*

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

*Company Confidential - This communication is confidential between you and Infosys Limited*

Dear PUSALA YESUMANI,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

**Definition**

The following terms shall have the following meanings for the purpose of this Offer of Employment ("Offer Letter" hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.

"Company" refers to Infosys Limited.

"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

**Joining**

Your scheduled date of joining the employment of the Company will be **04-Aug-2022**.

**Location**

Your location for employment is **MYSORE, India**.

You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.



PRINCIPAL  
Avasi Institute of Engineering & Technology  
Guntur (V), Narsimharajpet,  
Ranga Reddy (Dist.)



### **Training**

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

### **Terms and Conditions during Training**

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company's pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

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

kk) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;

ll) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.

mm) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

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#### **Transfer**

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

  
Infosys Institute of Engineering & Technology  
Guntur (V), Rayachoti  
Ranga Reddy (Dist.)



## Compensation and Benefits

### Salary

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Principal  
People & Organization  
Gurubilly (V), Hyderabad  
Ranga Reddy (Inf.)



### **National Pension Scheme**

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In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

*[Handwritten signature]*  
Infosys Limited  
Surajpur, New Delhi  
Ranga Roddy (Dist.)

### Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

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Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

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You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2021-22. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

  
Principal  
Anand Institute of Engineering & Technology  
Guntachy (N), Hyderabad  
Ranga Reddy (Dist.)



You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

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You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

  
Principal Institute of Engineering & Technology  
Guntur (V), Rajamahendravaram  
Ranga Reddy (Dist.)





**ANNEXURE - 1**  
(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	PUSALA YESUMANI			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
<b>MONTHLY GROSS SALARY</b>				<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>25,000</b>
<b>TOTAL GROSS SALARY</b>				<b>25,000</b>
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.				

  
 P. R. Venkatesh  
 Assistant Institute of Engineering & Technology  
 Gunthapally (V), Hayathnagar,  
 Rangareddy (Dist.)

**ANNEXURE - II**  
(Compensation post successful completion of six months)

<b>COMPENSATION DETAILS</b> (All figures in INR per month)	
NAME	PUSALA YESUMANI
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

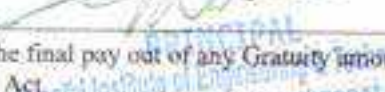
<b>3. RETIRAL BENEFITS</b>	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>25,000</b>

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>	<b>26,250</b>		
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>	<b>27,500</b>		
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>	<b>30,000</b>		

<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.

  
 Gunthapally V. Ranga Reddy (Dist.)





Date: 08-Sep-22

Dear GANJI RAHUL,

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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CIN: U72900TN2000PTC115034

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Gurthapally (V), Abdulpuram (M), R.R. P.O.



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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Ambattur, Chennai. Tel: 91 44 66768000, www.csscorp.com

*[Handwritten Signature]*  
PRINCIPAL  
Ambit Institute of Engg. & Tech.  
Gangapally (V), Abulapurmet (M), 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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Ambattur, Chennai Tel: 91 44 66768000, www.csscorp.com

*[Handwritten Signature]*  
Avarithi  
Guntasekalyani (P), Ambattur, Chennai (INDIA), 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 **Oct to Nov'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](mailto:campus.career@csscorp.com) before **3 business days** else, this Offer letter stands void.

**CSS Corp Private Limited**

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Gunthakapally (V), Ambattur (Tal), 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

CSS Corp Private Limited

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Gundhepaly (V), Ambalapuram (M.S.), R.R. Dist

Annexure 1				
Salary Working				
Designation:	Trainee		Grade:	J1. 1B
	Explanatory Notes		Monthly	Annual
<b>Guaranteed Compensation</b>				
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
<b>Statutory Benefits</b>				
Provident Fund (Employer Contribution)	As per the Act.		1,800	21,600
<b>Total Guaranteed Compensation (TGC)</b>			<b>19,792</b>	<b>237,500</b>
<b>Variable Compensation</b>				
Variable Performance Pay (VPP)	5%	On CTC		12,500
<b>Total Variable Compensation**</b>				<b>12,500</b>
<b>Gross Cost to Company (CTC)</b>				<b>250,000</b>
<b>Allowances</b>				
Night Shift Allowance (US)	22 days		3,300	39,600
<b>Total Allowances***</b>				<b>39,600</b>
<b>Benefits</b>				
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		
<b>Deductions</b>				
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.				



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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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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PRINCIPAL  
Avanhi Institute of Engg. & Tech  
Gandhapati (V), Abudapomet (Md.), R.R. L...





Date: 08-Sep-22

Dear PULIPATI SHYAMSUNDER,

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

CSS Corp Private Limited

CIN: U72900YN2000PTC115034

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Ambattur, Chennai Tel: 91 44 66768000, www.csscorp.com

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Amrita Institute of Engg. & Tech  
Ambattur, Chennai (V), Tamil Nadu, India





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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PRINCIPAL  
Government Institute of Engg. & Tech  
Chinnappally (N), Abudusamudri (Md), R.R. Lw.



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 **Oct to Nov'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](mailto:campus.career@csscorp.com) before **3 business days** else, this Offer letter stands void.

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Ambattur, Chennai Tel: 91-44-66768000, [www.csscorp.com](http://www.csscorp.com)

  
Principal  
Avanathi Institute of Engg. & Tech.  
Gundlupaly (V), Abulhasanpet (M.D.), R.R. ---





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

CSS Corp Private Limited

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Gunturpally (V), Aludupurmet (Mtd), R.R. Dist.



Annexure I				
Salary Working				
Designation:	Trainee		Grade:	JL 1B
	Explanatory Notes		Monthly	Annual
<b>Guaranteed Compensation</b>				
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
<b>Statutory Benefits</b>				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
<b>Total Guaranteed Compensation (TGC)</b>			<b>19,792</b>	<b>237,500</b>
<b>Variable Compensation</b>				
Variable Performance Pay (VPP)	5%	On CTC		12,500
<b>Total Variable Compensation**</b>				<b>12,500</b>
<b>Gross Cost to Company (CTC)</b>				<b>250,000</b>
<b>Allowances</b>				
Night Shift Allowance (US)	22 days		3,300	39,600
<b>Total Allowances***</b>				<b>39,600</b>
<b>Benefits</b>				
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		
<b>Deductions</b>				
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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Gandhinagar (V), Abdullapurmet (Mal.), R.R. L...

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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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Amritha Lakshmi of Engg. & Tech.  
Guntur (V), Abdulapurmet (Mdl.), R.R. L...



Date: 08-Sep-22

Dear KUDIKALA MANIKANTA,

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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Guntur (V), Andhra Pradesh (Dist. R.R. Di





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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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.
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*[Handwritten Signature]*

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*[Handwritten Signature]*





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We look forward to having you on board between **Oct to Nov'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](mailto:campus.career@csscorp.com) before **3 business days** else, this Offer letter stands void.

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Avanathi Institute of Engg. & Tr  
Sundarapet, (M. D. S. Road) R.R.





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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 I				
Salary Working				
Designation:	Trainee		Grade:	JL 1B
	Explanatory Notes		Monthly	Annual
<b>Guaranteed Compensation</b>				
Basic Pay	30%	On TGC	5,938	71,250
House Rent Allowance	50%	On Basic	2,969	35,625
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<b>Total Variable Compensation**</b>				<b>12,500</b>
<b>Gross Cost to Company (CTC)</b>				<b>250,000</b>
<b>Allowances</b>				
Night Shift Allowance (US)	22 days		3,300	39,600
<b>Total Allowances***</b>				<b>39,600</b>
<b>Benefits</b>				
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		
<b>Deductions</b>				
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.				

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.

**CSS Corp Private Limited**

CIN: U72900TN2000PTC115034

Regd Address: Plot No-32 A&B, 6<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Floor, Ambit IT Park, Industrial Estate,  
Ambattur, Chennai Tel: 91 44 66768000, [www.csscorp.com](http://www.csscorp.com)

  
PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Gandhipuram (C.I. Area) - Bangalore (K.A.), A.R. 2





Date: 08-Sep-22

Dear SAMA SHRAVANI,

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 Lakhs 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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Gandhipally (V), Absolutepinnacle (INDIA), R.R. Road



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.

**CSS Corp Private Limited**

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*Avanthi*  
Principal  
Avanthi Institute of Engg. & Tech.  
Gundlupet (V), Ambattur (Tal), 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

CSS Corp Private Limited

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Ambattur, Chennai Tel: 91 44 66768000, www.csscorp.com

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Avanhi Institute of Engg. & Tech.  
Company (P) Ltd. (Autonomous), R.R. Road







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

CSS Corp Private Limited

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Gundlupet (V), Abbotpurmet (M), R.R. Dist



Annexure 1				
Salary Working				
Designation:	Trainee		Grade:	J1, 1B
	Explanatory Notes		Monthly	Annual
<b>Guaranteed Compensation</b>				
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		1,388	14,256
Special Allowance*	Balancing Component		7,897	94,769
<b>Statutory Benefits</b>				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
<b>Total Guaranteed Compensation (TGC)</b>			<b>19,792</b>	<b>237,500</b>
<b>Variable Compensation</b>				
Variable Performance Pay (VPP)	5%	On CTC		12,500
<b>Total Variable Compensation**</b>				<b>12,500</b>
<b>Gross Cost to Company (CTC)</b>				<b>250,000</b>
<b>Allowances</b>				
Night Shift Allowance (US)	22 days		3,300	39,600
<b>Total Allowances***</b>				<b>39,600</b>
<b>Benefits</b>				
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		
<b>Deductions</b>				
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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 Ambattur, Chennai Tel: 91 44 66768000, www.csscorp.com

*[Signature]*  
**PRINCIPAL**  
 Avanishi Institute of Engg. & Tech  
 Gunthakapally (V), Ambattur (NW), S.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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Ambattur, Chennai Tel: 91 44 66768000, [www.csscorp.com](http://www.csscorp.com)

*[Handwritten Signature]*  
Avanthy Institute of Engg. & Tech.  
Gunthapally (V), Andolapurmet (M.D.), R.R. Dist.



Date: 08-Sep-22

Dear MALIGIREDDY KEERTHI,

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 I.
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 I.
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 I.
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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Guntur (N. Andhra Pradesh), 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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Ambattur, Chennai Tel: 91 44 66768000, www.csscorp.com

*[Handwritten signature]*  
Avinash  
General Manager (IT) & Tech.  
Ambattur





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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*[Signature]*  
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Avanthi Institute of Engg. & Tech.  
Gandhapur (V), Ambattur (T), Chennai (Dist). F.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 **Oct to Nov'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@esscorp.com](mailto:campus.career@esscorp.com) before **3 business days** else, this Offer letter stands void.

**CSS Corp Private Limited**

CIN: U72900TN2000PTC115034

Regd Address: Plot No-32 A&B, 6<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Floor, Ambit IT Park, Indira Nagar,  
Ambattur, Chennai Tel: 91 44 66768000, [www.csscorp.com](http://www.csscorp.com)

  
**PRINCIPAL**  
Avantra Institute of Engg. & Tech.  
Gurthepally (V), Abbotnagar (Dist.), 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:

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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

**CSS Corp Private Limited**  
CIN: U72900TN2000PTC115034  
Regd Address: Plot No-32 A&B, 6<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Floor, Ambit IT Park, Industrial Estate,  
Ambattur, Chennai Tel: 91 44 66769000, www.csscorp.com

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Gandhi Institute of Engg. & Tech  
Gunthakota (M), Ambattur (Dist), 20100



Annexure 1				
Salary Working				
Designation:	Trainee		Grade:	JL 1B
	Explanatory Notes		Monthly	Annual
<b>Guaranteed Compensation</b>				
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
<b>Statutory Benefits</b>				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
<b>Total Guaranteed Compensation (TGC)</b>			<b>19,792</b>	<b>237,500</b>
<b>Variable Compensation</b>				
Variable Performance Pay (VPP)	5%	On CTC		12,500
<b>Total Variable Compensation**</b>				<b>12,500</b>
<b>Gross Cost to Company (CTC)</b>				<b>250,000</b>
<b>Allowances</b>				
Night Shift Allowance (US)	22 days		3,300	39,600
<b>Total Allowances***</b>				<b>39,600</b>
<b>Benefits</b>				
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		
<b>Deductions</b>				
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.				

  
 Avanthi Indira  
 Gunasekaran (M)

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.

**CSS Corp Private Limited**

CIN: U72900TN2000PTC115034

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Ambattur, Chennai Tel: 91 44 66768000, [www.csscorp.com](http://www.csscorp.com)



Avanhi Institute of Engg. & Tech.  
Guntur (V), Abdullasameer (M), R.R. Road



Date: 08-Sep-22

Dear HANMANTHU SAMPATHREDDY,

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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**PRINCIPAL**  
Avanathi Institute of Engg. & Tech.  
Guntur (M), Andhra Pradesh (M), 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 I.
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.

**CSS Corp Private Limited**

CIN: U72900TN2000PTC115034

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Ambattur, Chennai Tel: 91 44 66768000, www.csscorp.com

  
PRINCIPAL  
Avanhi Institute of Engg. & Techno  
Gurthapur (M) ASSOCIATES (P) LTD.



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

**CSS Corp Private Limited**

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Ambattur, Chennai Tel: 91 44 66768000, www.csscorp.com

  
PRINCIPAL  
Avanithi Institute of Engg. & Tech.  
Gundhampally (V), Ambattur (T), Chennai - 600 075





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.
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We look forward to having you on board between **Oct to Nov'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](mailto:campus.career@csscorp.com) before **3 business days** else, this Offer letter stands void.

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PRINCIPAL  
Avanti Institute of Engg. & Tech.  
Gandhinagar (V), Ambattur (Chennai) - 600 033





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

**CSS Corp Private Limited**

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**PRINCIPAL**  
Avanhi Institute of Engg. & Tech.  
Gurthapally (V), Aduthipattinam (M), R.R. Dist

Annexure 1				
Salary Working				
Designation:	Trainee		Grade:	J1, 1B
	Explanatory Notes		Monthly	Annual
<b>Guaranteed Compensation</b>				
Basic Pay	30%	On TGC	5,938	71,256
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
<b>Statutory Benefits</b>				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
<b>Total Guaranteed Compensation (TGC)</b>			<b>19,792</b>	<b>237,500</b>
<b>Variable Compensation</b>				
Variable Performance Pay (VPP)	5%	On CTC		12,500
<b>Total Variable Compensation**</b>				<b>12,500</b>
<b>Gross Cost to Company (CTC)</b>				<b>250,000</b>
<b>Allowances</b>				
Night Shift Allowance (US)	22 days		3,300	39,600
<b>Total Allowances***</b>				<b>39,600</b>
<b>Benefits</b>				
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		
<b>Deductions</b>				
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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**PRINCIPAL**  
 Avanthi Institute of Engg. & Tech.  
 Gunthapally (V), Ambattur (M), 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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Ambattur, Chennai Tel: 91 44 66768000, [www.csscorp.com](http://www.csscorp.com)

  
**PRINCIPAL**  
Avante Institute of Engg. & Tech  
Gandhipally (V), Ambattur (N), KR. E.





Date: 08-Sep-22

Dear NIDA ZEHRA,

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 **JLIB** 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.
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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 (or any reason whatsoever) determined not

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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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Guntur (V), Andhra Pradesh (India), Res.





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 **Oct to Nov'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](mailto:campus.career@csscorp.com) before **3 business days** else, this Offer letter stands void.

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Gundampaly (V), Abudusopom (M), K.H.



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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Gandhinagar, (V), Ambattur, Chennai (Tamil Nadu)

Annexure 1				
Salary Working				
Designation:	Trainee		Grade:	JL 1B
	Explanatory Notes		Monthly	Annual
<b>Guaranteed Compensation</b>				
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
<b>Statutory Benefits</b>				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
<b>Total Guaranteed Compensation (TGC)</b>			<b>19,792</b>	<b>237,500</b>
<b>Variable Compensation</b>				
Variable Performance Pay (VPP)	5%	On CTC		12,500
<b>Total Variable Compensation**</b>				<b>12,500</b>
<b>Gross Cost to Company (CTC)</b>				<b>250,000</b>
<b>Allowances</b>				
Night Shift Allowance (US)	22 days		3,300	39,600
<b>Total Allowances***</b>				<b>39,600</b>
<b>Benefits</b>				
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		
<b>Deductions</b>				
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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Guntur (V), Andhra Pradesh



Date: 08-Sep-22

Dear BARLA SOUMY,

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:

- 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.
- Annual Guaranteed Compensation:** Your Annual Guaranteed Compensation will be Rs. **2,37,500/-** (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).
- 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.
- 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.
- 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.
- 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.
- 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.
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*[Signature]*  
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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.
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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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*Handwritten signature*  
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Avanhi Institute of Engg. & Tech.  
Guntur (N). Andhra Pradesh (India) 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

**CSS Corp Private Limited**

CIN: U72900TN2000PTC115034

Regd Address: Plot No-32 A&B, 6<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Floor, Ambit IT Park, Industrial Estate  
Ambattur, Chennai Tel: 91 44 66768000, www.csscorp.com

PRINCIPAL  
Avanathi Institute of Engg. & Tech  
Gunthapally (M. Ambattur) (Dist), R.R. C



Annexure I				
Salary Working				
Designation:	Trainee		Grade:	JL 1B
	Explanatory Notes		Monthly	Annual
<b>Guaranteed Compensation</b>				
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
<b>Statutory Benefits</b>				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
<b>Total Guaranteed Compensation (TGC)</b>			<b>19,792</b>	<b>237,500</b>
<b>Variable Compensation</b>				
Variable Performance Pay (VPP)	5%	On CTC		12,500
<b>Total Variable Compensation**</b>				<b>12,500</b>
<b>Gross Cost to Company (CTC)</b>				<b>250,000</b>
<b>Allowances</b>				
Night Shift Allowance (US)	22 days		3,300	39,600
<b>Total Allowances***</b>				<b>39,600</b>
<b>Benefits</b>				
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		
<b>Deductions</b>				
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.				

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 births) 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.



Date: 08-Sep-22

Dear MEKAPOTHULA SOUMYA,

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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*[Handwritten Signature]*  
**PRINCIPAL**  
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Gandhinagar (V), Madhavaram (East), R.R. 10





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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Ambattur, Chennai. Tel: 91-44-66768000, www.csscorp.com

  
Authorized Signatory  
Date: 20/08/2024  
Place: Chennai



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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AVANISH Institute of Engg. & Tech.  
Gundacheri, P.O. Ambattur - 601 005, Chn.





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 **Oct to Nov'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@esscorp.com](mailto:campus.career@esscorp.com) before **3 business days** else, this Offer letter stands void.

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Avanhi Institute of Engg. & Tech.  
Gandhinagar, Ambattur, Chennai - 600033





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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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Gunthakal (V), Ambattur (M), R.R. Dist.

Annexure I				
Salary Working				
Designation:	Trainee		Grade:	JL 1B
	Explanatory Notes		Monthly	Annual
<b>Guaranteed Compensation</b>				
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
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*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.				
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Annexure 2

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  - i) Degree certificates and those of other professional qualifications
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4. Personal details
  - i) Copy of Valid Passport and Valid Visas
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  - 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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Avanhi Institute of Engg. & Tech  
Gandhinagar (A), Ambattur, Chennai - 600 033, R.R. D.





Date: 08-Sep-22

Dear MOGULOJU DIVYA,

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:

- 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.
- Annual Guaranteed Compensation:** Your Annual Guaranteed Compensation will be Rs. **2,37,500/-** (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).
- 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.
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Ganthashy (A) Ambattur (Dist) A.R. DY



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.
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Gumthoosery M, Adambattur, Ambattur, Chennai





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

CSS Corp Private Limited

CIN: U72900TN2000PTC115034

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Ambattur, Chennai Tel: 91 44 66768000, www.csscorp.com

  
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Gurukrupa Nagar, Ambattur, Chennai - 600 059, A.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 **Oct to Nov'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](mailto:campus.career@csscorp.com) before **3 business days** else, this Offer letter stands void.

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Gandhinagar, V.V. Ashokapuram, P.O. R.R. Sta



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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Gandhinagar (M), Ambattur (M), RR, Pondicherry

Annexure I				
Salary Working				
Designation:	Trainee		Grade:	JL 1B
	Explanatory Notes		Monthly	Annual
<b>Guaranteed Compensation</b>				
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
<b>Statutory Benefits</b>				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
<b>Total Guaranteed Compensation (TGC)</b>			<b>19,792</b>	<b>237,500</b>
<b>Variable Compensation</b>				
Variable Performance Pay (VPP)	5%	On CTC		12,500
<b>Total Variable Compensation**</b>				<b>12,500</b>
<b>Gross Cost to Company (CTC)</b>				<b>250,000</b>
<b>Allowances</b>				
Night Shift Allowance (US)	22 days		1,100	39,600
<b>Total Allowances***</b>				<b>39,600</b>
<b>Benefits</b>				
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		
<b>Deductions</b>				
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.				



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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Gundampally (V), Ambattur (T), R.R.



Date: 08-Sep-22

Dear PULIPATI SOUNDARYA,

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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*[Signature]*  
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Guntur, (V), Andhra Pradesh (53) R.R. D





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 absetice 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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Avanthy Institute of Engg & Tech  
Gandhi Nagar, Ambattur, Chennai - 600 053





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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.
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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.

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Ambattur, Chennai. Tel: 91 44 66768000, [www.csscorp.com](http://www.csscorp.com)

*[Signature]*  
**PRINCIPAL**  
Avanathi Institute of Engg. & Tech.  
Gumthandi (S), Ambattur - 600055, C.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

CSS Corp Private Limited

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Gundlupaly (V), Ambattur (Tal. Ambattur), R.R. Dist.



Annexure 1				
Salary Working				
Designation:	Trainee		Grade:	JL 1B
	Explanatory Notes		Monthly	Annual
<b>Guaranteed Compensation</b>				
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
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<b>Total Variable Compensation**</b>				<b>12,500</b>
<b>Gross Cost to Company (CTC)</b>				<b>250,000</b>
<b>Allowances</b>				
Night Shift Allowance (US)	22 days		3,300	39,600
<b>Total Allowances***</b>				<b>39,600</b>
<b>Benefits</b>				
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		
<b>Deductions</b>				
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules.				
*Special Allowance includes Flexi option - LTA, Med 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.				

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.
3. UAN no.
6. Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme.

**CSS Corp Private Limited**

CIN: U72900TN2000PTC115034

Regd Address: Plot No-32 A&B, 5<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Floor, Ambit IT Park, Industrial Estate,

Ambattur, Chennai-Tel: 91 44 66768000, [www.csscorp.com](http://www.csscorp.com)

  
**PRINCIPAL**  
Avanthe Institute of Engg. & Tech.  
Gumbapalle, V.V. Nagar, Chennai-600 099, P.A. 044



Date: 08-Sep-22

Dear SARIKONDA DORYA SHIVANANDI 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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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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Gandhinagar, Ambattur, Chennai



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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Gandhinagar, Coimbatore - 641022, Dist. Coimbatore





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 **Oct to Nov'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](mailto:campus.career@csscorp.com) before **3 business days** else, this Offer letter stands void.

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*[Signature]*  
**PRINCIPAL**  
Avanithi Institute of Engg. & Tech.  
Gundacheruvu, Ambattur - 601101, RR 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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Gandhinagar (M), Ambattur (T), R.R. Dist.

Annexure I				
Salary Working				
Designation:	Trainee		Grade:	JL 1B
	Explanatory Notes		Monthly	Annual
<b>Guaranteed Compensation</b>				
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
<b>Statutory Benefits</b>				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
<b>Total Guaranteed Compensation (TGC)</b>			<b>19,792</b>	<b>237,500</b>
<b>Variable Compensation</b>				
Variable Performance Pay (VPP)	5%	On CTC		12,500
<b>Total Variable Compensation**</b>				<b>12,500</b>
<b>Gross Cost to Company (CTC)</b>				<b>250,000</b>
<b>Allowances</b>				
Night Shift Allowance (US)	22 days		3,300	39,600
<b>Total Allowances***</b>				<b>39,600</b>
<b>Benefits</b>				
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		
<b>Deductions</b>				
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.				

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 Visa
  - 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

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If already a member of a Provident Fund with previous employer, then:-

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6. Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme.

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Avanishi Institute of Engg. & Tech.  
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Date: 08-Sep-22

Dear BHUKYA VISHNU VARDHAN,

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.

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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.
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Guntur (AP) Dist. Guntur





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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 (or any reason whatsoever) determined not

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Gurthimayal, Ambattur  
Chennai - 600 050





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 **Oct to Nov'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](mailto:campus.career@csscorp.com) before **3 business days** else, this Offer letter stands void.

CSS Corp Private Limited

CIN: U72900TN2000PTC115034

Regd Address: Plot No-32 A&B, 6<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Floor, Ambit IT Park, Industrial Estate, Ambattur, Chennai. Tel: 91 44 66768000, [www.csscorp.com](http://www.csscorp.com)

  
PRINCIPAL  
Avanthy Institute of Engg & Tech  
17/2/2022



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

CSS Corp Private Limited  
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PRINCIPAL  
Avanhi Institute of Engg. & Tech  
Gandhipuram (M.A. Subramanian), R.R. C

Annexure I				
Salary Working				
Designation:	Trainee		Grade:	JL 1B
	Explanatory Notes		Monthly	Annual
<b>Guaranteed Compensation</b>				
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
<b>Statutory Benefits</b>				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
<b>Total Guaranteed Compensation (TGC)</b>			<b>19,792</b>	<b>237,500</b>
<b>Variable Compensation</b>				
Variable Performance Pay (VPP)	5%	On CTC		12,500
<b>Total Variable Compensation**</b>				<b>12,500</b>
<b>Gross Cost to Company (CTC)</b>				<b>250,000</b>
<b>Allowances</b>				
Night Shift Allowance (US)	22 days		3,300	39,600
<b>Total Allowances***</b>				<b>39,600</b>
<b>Benefits</b>				
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		
<b>Deductions</b>				
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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*[Signature]*  
**PRINCIPAL**  
 Avanthi Institute of Engg. & Tech  
 Gunthapally (M), Ambattur (M), 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.

**CSS Corp Private Limited**

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Ambattur, Chennai Tel: 91 44 66768000, [www.csscorp.com](http://www.csscorp.com)

*[Handwritten Signature]*  
**PRINCIPAL**  
Avanhi Institute of Engg & Tech-  
Gurthipati (V. Road) (M). R.R. Sit



Date: 08-Sep-22

Dear RAMAVATH 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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Gambhary (V), Kadapalur (M), 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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Ambattur, Chennai Tel: 91 44 66768000, www.csscorp.com

*[Signature]*  
PRINCIPAL  
Ambit Institute of Engg & Tech  
Gundacheri (M) Ambattur - 600057 (T.S.) P.O.





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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Guntur, AP



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We look forward to having you on board between **Oct to Nov'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](mailto:campus.career@csscorp.com) before **3 business days** else, this Offer letter stands void.

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**PRINCIPAL**  
Avanhi Institute of Engg. & Tech  
Gurukulam, Chennai





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

CSS Corp Private Limited

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Avanthe Institute of Engg. & Tech.  
Gandhinagar, Chennai



Annexure 1				
Salary Working				
Designation:	Trainee		Grade:	JL 1B
	Explanatory Notes		Monthly	Annual
<b>Guaranteed Compensation</b>				
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
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<b>Allowances</b>				
Night Shift Allowance (US)	22 days		3,300	39,600
<b>Total Allowances***</b>				<b>39,600</b>
<b>Benefits</b>				
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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		
<b>Deductions</b>				
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.				

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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**PRINCIPAL**  
Avanhi Institute of Engg. & Tech  
Gumthapur, (P.O. Gumthapur, Tal. P. P. D.



Date: 08-Sep-22

Dear BOYA RAJASHEKAR,

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.
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CSS Corp Private Limited

CIN: U72900TN2000PTC115034

Regd Address: Plot No-32 A&B, 6<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Floor, Ambit IT Park, Industrial Estate, Ambattur, Chennai Tel: 91 44 66768000; www.csscorp.com

  
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Gurugram, Haryana





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 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) 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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Gundacheri (V), Ambattur (T), 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 (M. Ambur Road) R.R.D





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 **Oct to Nov'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](mailto:campus.career@csscorp.com) before **3 business days** else, this Offer letter stands void.

**CSS Corp Private Limited**

CTN: 1122900TN000RPT0115014

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Guntur, (M. Road from J. Rd) R.R. Co.





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 I				
Salary Working				
Designation:	Trainee		Grade:	JL 1B
	Explanatory Notes		Monthly	Annual
<b>Guaranteed Compensation</b>				
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
<b>Statutory Benefits</b>				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
<b>Total Guaranteed Compensation (TGC)</b>			<b>19,792</b>	<b>237,500</b>
<b>Variable Compensation</b>				
Variable Performance Pay (VPP)	5%	On CTC		12,500
<b>Total Variable Compensation**</b>				<b>12,500</b>
<b>Gross Cost to Company (CTC)</b>				<b>250,000</b>
<b>Allowances</b>				
Night Shift Allowance (US)	22 days		3,300	39,600
<b>Total Allowances***</b>				<b>39,600</b>
<b>Benefits</b>				
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		
<b>Deductions</b>				
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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Gundlupaly (W), Adilapet, Jakkur, 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.





Date: 08-Sep-22

Dear SHAIK USMAN SHAREEF,

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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Ambattur, Chennai-Tel: 91 44 66768000, www.csscorp.com

*[Handwritten Signature]*  
PRINCIPAL  
Principal, CSS Corp Private Limited  
Date: 08/09/2022



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 I.
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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 **Oct to Nov'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](mailto:campus.career@csscorp.com) before **3 business days** else, this Offer letter stands void.



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

CSS Corp Private Limited

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Gunthapally (V), Abbotpalem (M), R.R. L.

Annexure 1				
Salary Working				
Designation:	Trainee		Grade:	J1. 1B
	Explanatory Notes		Monthly	Annual
<b>Guaranteed Compensation</b>				
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
<b>Statutory Benefits</b>				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
<b>Total Guaranteed Compensation (TGC)</b>			<b>19,792</b>	<b>237,500</b>
<b>Variable Compensation</b>				
Variable Performance Pay (VPP)	5%	On CTC		12,500
<b>Total Variable Compensation**</b>				<b>12,500</b>
<b>Gross Cost to Company (CTC)</b>				<b>250,000</b>
<b>Allowances</b>				
Night Shift Allowance (US)	22 days		3,300	39,600
<b>Total Allowances***</b>				<b>39,600</b>
<b>Benefits</b>				
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		
<b>Deductions</b>				
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.				

**CSS Corp Private Limited**

CIN: U72900TN2000PYC115034

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Ambattur, Chennai Tel: 91 44 66768000, www.csscorp.com

  
 Avanthi Institute of Engg & Tech  
 Guntur (V). Abdulapuram (Dist). A.R.C.



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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**PRINCIPAL**  
Avanithi Institute of Engg. & Tech  
Gandhinagar IV, Abdullapurmet (Mad.) R.R. Dist



Date: 08-Sep-22

Dear BOMMAKANTI MOUNIKA,

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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CTN: 1172900762000PTC115034

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Avanhi Institute of Engg. & Tech  
Guntur (V), Abdulaminpet (Mdr), R.R. Dis





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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Ambattur, Chennai, Tamil Nadu, India





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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Gundheerpet (V), Ambattur (Taluk), K.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 **Oct to Nov'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](mailto:campus.career@csscorp.com) before **3 business days** else, this Offer letter stands void.

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Gimshajar, P. O. - 600 032, Dist. - R.S. Puram





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				
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Designation:	Trainee		Grade:	J1: 1B
	Explanatory Notes		Monthly	Annual
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Annexure 2

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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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Avanathi Institute of Engg. & Tech.  
Gummidikonda (V), Anekal Taluk (Ho), R.R. Dist



Date: 08-Sep-22

Dear NEELAKANTAM SAI 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:**

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Guntur, M. Abdulaziz (2022) 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.
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Avanith Institute of Engg. & Tech.  
Gundlupaly (M) Ambattur, Chennai, India



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

CSS Corp Private Limited

CIN: U72900TN2000PTC115034

Regd Address: Plot No-3/2 Axis, 6<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Floor, Ambit IT Park, Industrial Estate,  
Ambattur, Chennai. Tel: 91 44 66768000, www.csscorp.com

  
PRINCIPAL  
Avarithi Institute of Engg. & Tech.  
Guntur (V), Andhra Pradesh (M.S.) 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 **Oct to Nov'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](mailto:campus.career@csscorp.com) before **3 business days** else, this Offer letter stands void.

**CSS Corp Private Limited**

CTN: U72900TN2000PTC115034

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Ambattur, Chennai Tel: 91 44 66768000, [www.csscorp.com](http://www.csscorp.com)

*[Handwritten Signature]*  
Avarithi  
Gambareddy (M. Ambattur)  
Principal - Engg. & Tech.  
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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Gundacheri (P), Ambattur (Dist), E.R. Dist

Annexure I				
Salary Working				
Designation:	Trainee		Grade:	JL 1B
	Explanatory Notes		Monthly	Annual
<b>Guaranteed Compensation</b>				
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
<b>Statutory Benefits</b>				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
<b>Total Guaranteed Compensation (TGC)</b>			<b>19,792</b>	<b>237,500</b>
<b>Variable Compensation</b>				
Variable Performance Pay (VPP)	5%	On CTC		12,500
<b>Total Variable Compensation**</b>				<b>12,500</b>
<b>Gross Cost to Company (CTC)</b>				<b>250,000</b>
<b>Allowances</b>				
Night Shift Allowance (US)	22 days		3,300	39,600
<b>Total Allowances***</b>				<b>39,600</b>
<b>Benefits</b>				
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		
<b>Deductions</b>				
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.				

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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Ambattur, Chennai Tel: 91 44 66768000, [www.csscorp.com](http://www.csscorp.com)



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Gurukrupa (V), Ashokapuram (M), R.R. Dist.





Date: 08-Sep-22

Dear KORTALWAR SUMASVI,

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 I.
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 I.
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 I.
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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*[Handwritten Signature]*  
**PRINCIPAL**  
Avanti In... & Tech.  
Chennai




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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Avanthi In... & Tech  
Gurubashi (V)...





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Ambattur, Chennai Tel: 91 44 66768000, www.csscorp.com

*[Handwritten Signature]*  
IPAL  
Avanithi Institute of Engg. & Tech  
Guilford Road, Ambattur (Mad), R.R. D.





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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 **Oct to Nov'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](mailto:campus.career@csscorp.com) before **3 business days** else, this Offer letter stands void.

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Avanish Institute of Engrg. & Tech.  
Gandhinagar, Madhavaram, Chennai - 600034



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

CSS Corp Private Limited

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Guilford, (A. Ambattur - 600 034) No. 104

Annexure I				
Salary Working				
Designation:	Trainee		Grade:	J1, 1B
	Explanatory Notes		Monthly	Annual
<b>Guaranteed Compensation</b>				
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
<b>Statutory Benefits</b>				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
<b>Total Guaranteed Compensation (TGC)</b>			<b>19,792</b>	<b>237,500</b>
<b>Variable Compensation</b>				
Variable Performance Pay (VPP)	5%	On CTC		12,500
<b>Total Variable Compensation**</b>				<b>12,500</b>
<b>Gross Cost to Company (CTC)</b>				<b>250,000</b>
<b>Allowances</b>				
Night Shift Allowance (US)	22 days		3,300	39,600
<b>Total Allowances***</b>				<b>39,600</b>
<b>Benefits</b>				
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		
<b>Deductions</b>				
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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*Prithvi*  
PRINCIPAL  
Avarathi Insulation & Tech.  
Guntur (M.R. & S. R. S.)



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.

**CSS Corp Private Limited**

CIN: U72900TN2000PTC115034

Regd Address: Plot No-32 A&B, 5<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Floor, Ambit IT Park, Industrial Estate,  
Ambattur, Chennai Tel: 91 44 66768000, [www.csscorp.com](http://www.csscorp.com)

  
**PRINCIPAL**  
Avanathi Institute of Engg. & Tech  
Chennai - 600 078



Date: 08-Sep-22

Dear GUNDEBOINA SANTHOSHINI,

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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Ambattur, Chennai Tel: 91 44 56758000, www.csscorp.com

*[Signature]*  
**PRINCIPAL**  
Avaniti Institute of Engg. & Tech  
Gandhinagar (M. Ambattur) (Viz.) R.R. D.





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 I.
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.

CSS Corp Private Limited

CIN: U72900TN2000PTC115034

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*[Handwritten Signature]*  
PRINCIPAL  
Aventhi Institute of Engg & Tech  
Gandhinagar (V), EB&S&PPT-100A, E.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

CSS Corp Private Limited

CIN: U72900TN2000PTC115034

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Ambattur, Chennai Tel: 91 44 56768000, www.csscorp.com

  
PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Gumthipaly (V), Sankarapuram (Tal.), RR. 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 **Oct to Nov'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](mailto:campus.career@csscorp.com) before **3 business days** else, this Offer letter stands void.

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Ambattur, Chennai Tel: 91 44 66768000, [www.csscorp.com](http://www.csscorp.com)

  
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Gundacheruvu (V), Ambattur (M), 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

**CSS Corp Private Limited**  
CIN: U72900TN2000PTC115074  
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Chennai



Annexure I			
Salary Working			
Designation:	Trainee		Grade:
	Explanatory Notes		Monthly
			Annual
Guaranteed Compensation			
Basic Pay	30%	On TGC	5,938
House Rent Allowance	50%	On Basic	2,969
Statutory Bonus	As per the Act		1,188
Special Allowance*	Balancing Component		7,897
Statutory Benefits			
Provident Fund (Employer Contribution)	As per the Act		1,800
<b>Total Guaranteed Compensation (TGC)</b>			<b>19,792</b>
Variable Compensation			
Variable Performance Pay (VPP)	5%	On CTC	12,500
<b>Total Variable Compensation**</b>			<b>12,500</b>
<b>Gross Cost to Company (CTC)</b>			<b>250,000</b>
Allowances			
Night Shift Allowance (US)	22 days		3,300
<b>Total Allowances***</b>			<b>39,600</b>
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.			

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.

**CSS Corp Private Limited**

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**PRINCIPAL**  
Avarna Institute of Engg. & Tech.  
Gumugur (T), Ambalapuram (Dist), R.R. Dist

23-June- 2022

Sub: Offer of Intern

Dear KOLLA PRASHANTH,

**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 which are outlined in Annexure I to this letter.

**3. Training Period**

The duration of the internship will be from 1<sup>st</sup> August 2022 to 1<sup>st</sup> November 2022. 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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Gunthapur (V) Kothuram (M) R.R. Dist

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Enclave, Madhapur, Hyderabad, Telangana - 500081.  
CIN: U72900TG2020PTC147265

Info@fixitytech.com, 040-40148862



## 1. 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 written notice or immediate termination.

## 2. 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.

## 3. 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 may be set up in future at any time and any place in India, without any increase in stipend.

## 4. Obligations and Responsibilities

- 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.

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 comply with the same. Any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the

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Enclave, Madhapur, Hyderabad, Telangana - 500081.  
CIN: U72900TG2020PTC147265



terms of your employment, shall immediately be brought to the notice of Fixity and appropriate disciplinary action will be initiated.

- a. 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.
- b. 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.
- c. 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.

## 5. 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.

## 6. Training Hours and Holidays

As an intern, you will be called upon to undergo training during the hours and days as may 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 all specifications, documents, literature, Assets, drawings, records, etc. belonging to Fixity or relating to its Businesses and shall not take or retain any copies of the said

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CIN: U72900TG2020PTC147265

items, posting, you will be governed by the policies, rules, and regulations as applicable in that Unit / Branch / Establishment.

### 1. Arbitration

Your Term of employment will be for Two (2) years from the date of your joining date. you need to abide by the clauses mentioned in the employment agreement in case you decide to 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 the bond, 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.

### 2. 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.

### 3. 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 or written 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 by law. 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.

This offer will remain open until, 1<sup>st</sup> July 2022. If you have any questions, please feel free to contact us.



Quality Matters

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, **Kumar Nalla**, have read and understood the terms and conditions governing my services/employment with the company.

Signature \_\_\_\_\_

Date \_\_\_\_\_



Dear KOLLA PRASHANTH,

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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Enclave, Madhapur, Hyderabad, Telangana - 500081.  
CIN: U72900TG2020PTC147265

23-June- 2022

**Sub: Offer of Intern**

Dear MAMIDI SOUJANYA,

**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 which are outlined in Annexure I to this letter.

**3. Training Period**

The duration of the internship will be from 1<sup>st</sup> August 2022 to 1<sup>st</sup> November 2022. 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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Amal Institute of Engg. & Tech,  
Guntur, AP, Andhra Pradesh, India.

Info@fixitytech.com, 040-40148862

Info@fixitytech.com, 040-40148862



## Quality Matters

### 1. 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 written notice or immediate termination.

### 2. 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.

### 3. 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 may be set up in future at any time and any place in India, without any increase in stipend.

### 4. 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.

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 comply with the same. Any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the

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Enclave, Madhapur, Hyderabad, Telangana - 500081.  
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Quality Matters

terms of your employment, shall immediately be brought to the notice of Fixity and appropriate disciplinary action will be initiated.

- a. 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.
- b. 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.
- c. 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.

## 5. 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.

## 6. Training Hours and Holidays

As an intern, you will be called upon to undergo training during the hours and days as may 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 all specifications, documents, literature, Assets, drawings, records, etc. belonging to Fixity or relating to its Businesses and shall not take or retain any copies of the said

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Quality Matters  
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### 1. Arbitration

Your Term of employment will be for Two (2) years from the date of your joining date. you need to abide by the clauses mentioned in the employment agreement in case you decide to 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 the bond, 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.

### 2. 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.

### 3. 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 or written 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 by law. 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.

This offer will remain open until, 1<sup>st</sup> July 2022. If you have any questions, please feel free to contact us.



Principal  
Avanti Institute of Engg. & Tech  
Gurukulam  
# 333, Workfella Business Centre, Cyber Crown, Sec-11, Village, HUDA Techno  
Enclave, Madhapur, Hyderabad, Telangana - 500081.  
CIN: U72900TG2020PTC147265



Quality Matters

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, **Kumar Nalla**, have read and understood the terms and conditions governing my services/  
employment with the company.

Signature \_\_\_\_\_

Date \_\_\_\_\_



PRINCIPAL  
Avanfi Institute of Engg. & Tech  
Address: A. S. Road, Sec-11, HUDA Techno

# 333, Workfella Business Centre, Cyber Crown, Sec-II, Village: HUDA Techno  
Enclave, Madhapur, Hyderabad, Telangana - 500081.  
CIN: U72900TG2020PTC147265

Info@fixitytech.com, 040-40148862

Dear MAMIDI SOUJANYA,


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  
Avanathi Institute of Engg & Tech  
Gurthapaly (M), #493, Hyderabad - 500081

# 333, Workfella Business Centre, Cyber Crown, Sec-II, Village, HUDA Techno  
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CIN: U72900TG2020PTC147265

Info@fixitytech.com, 040-40148862

23-June- 2022

Sub: Offer of Intern

Dear SIRIGADHA ANUDEEP,

**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 which are outlined in Annexure I to this letter.

**3. Training Period**

The duration of the internship will be from 1<sup>st</sup> August 2022 to 1<sup>st</sup> November 2022. 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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Avanti Institute of Engg. & Tech  
Gandhinagar (V), Anantapur (Dist), AP

Info@fixitytech.com, 040-40148862

Info@fixitytech.com, 040-40148862



### 1. Probation

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### 3. Posting

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- i. 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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- b. 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.
- c. 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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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.

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As an intern, you will be called upon to undergo training during the hours and days as may be fixed by Fixity. You will be entitled to holidays and leave rules as per the Company's policies.

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### 1. Arbitration

Your Term of employment will be for Two (2) years from the date of your joining date. you need to abide by the clauses mentioned in the employment agreement in case you decide to 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 the bond, 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.

### 3. 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 or written 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 by law. 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.

This offer will remain open until, 1<sup>st</sup> July 2022. If you have any questions, please feel free to contact us.



PRINCIPAL

# 333, Workfella Business Centre, Cyber Crown, Sector 11, Village, HUDA Techno Enclave, Madhapur, Hyderabad, Telangana - 500081  
CIN: U72900TG2020PTC147265

Info@fixitytech.com, 040-40148862



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, **Kumar Nalla**, have read and understood the terms and conditions governing my services/  
employment with the company.

Signature \_\_\_\_\_

Date \_\_\_\_\_



PRINCIPAL

Avanti Institute of Engg & Tech  
Village, HUDA Techno

# 333, Workfella Business Centre, Cyber Crown, Sec 9,  
Enclave, Madhapur, Hyderabad, Telangana - 500081.  
CIN: U72900TG2020PTC147265

Info@fixitytech.com, 040-40148862

Dear SIRIGADHA ANUDEEP,

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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# 333, Workfella Business Centre, Cyber Crown, Sec-II, Village, HUDA Techno  
Enclave, Madhapur, Hyderabad, Telangana - 500081,  
CIN: U72900TG2020PTC147285

Info@fixitytech.com, 040-40148862

23-June- 2022

**Sub: Offer of Intern**Dear **KYATHAM ANEESHA**,**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 which are outlined in Annexure I to this letter.

**3. Training Period**

The duration of the internship will be from 1<sup>st</sup> August 2022 to 1<sup>st</sup> November 2022. 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.

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Enclave, Madhapur, Hyderabad, Telangana - 500081  
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Avanti Institute of Engg. & Tech  
Guntur, Andhra Pradesh (Mo: 9753012345)

Info@fixitytech.com, 040-40148862

Info@fixitytech.com, 040-40148862



## 1. Probation

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Quality Matters  
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This offer will remain open until, 1<sup>st</sup> July 2022. If you have any questions, please feel free to contact us.



PRINCIPAL

Avanhi Institute of Engg. & Tech.

Chilakaluri (V), Madhura (M), R.R. Dist.

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Enclave, Madhapur, Hyderabad, Telangana - 500081  
CIN: U72900TG2020PTC147265



Quality Matters

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, **Kumar Nalla**, have read and understood the terms and conditions governing my services/employment with the company.

Signature \_\_\_\_\_

Date \_\_\_\_\_



# 333, Workella Business Centre, Cyber Crown, Sec-II, Village, HUDA Techno  
Enclave, Madhapur, Hyderabad, Telangana - 500081.  
CIN: U72900TG2020PTC147265

Info@fixitytech.com, 040-40148862

ANNEXURE I

Dear KYATHAM ANEESHA,

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  
Avanhi Institute of Engg. & Tech.  
Guntur, Andhra Pradesh

23-June- 2022

**Sub: Offer of Intern**Dear **BOYA MOHIT**,**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 which are outlined in Annexure I to this letter.

**3. Training Period**

The duration of the internship will be from 1<sup>st</sup> August 2022 to 1<sup>st</sup> November 2022. 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.

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Enclave, Madhapur, Hyderabad, Telangana - 500081.  
CIN: U72900TG2020PTC147265

*Handwritten notes:*  
Annexure I to Offer Letter  
Candidate's information

Info@fixitytech.com, 040-40148862

Info@fixitytech.com, 040-40148862



Quality Matters

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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 may be set up in future at any time and any place in India, without any increase in stipend.

## 4. 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.

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 comply with the same. Any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the

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Enclave, Madhapur, Hyderabad, Telangana - 500081  
CIN: U72900TG2020PTC147265



## Confidentiality Matters

terms of your employment, shall immediately be brought to the notice of Fixity and appropriate disciplinary action will be initiated.

- a. 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.
- b. 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.
- c. 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.

### 5. 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.

### 6. Training Hours and Holidays

As an intern, you will be called upon to undergo training during the hours and days as may 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 all specifications, documents, literature, Assets, drawings, records, etc. belonging to Fixity or relating to its Businesses and shall not take or retain any copies of the said

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CIN: U72900TG2020PTC147265

## Quality Matters

items, posting, you will be governed by the policies, rules, and regulations as applicable in that Unit / Branch / Establishment.

### 1. Arbitration

Your Term of employment will be for Two (2) years from the date of your joining date. you need to abide by the clauses mentioned in the employment agreement in case you decide to 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 the bond, 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.

### 2. 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.

### 3. 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 or written 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 by law. 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.

This offer will remain open until, 1<sup>st</sup> 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, **Kumar Nalla**, have read and understood the terms and conditions governing my services/employment with the company.

Signature \_\_\_\_\_

Date \_\_\_\_\_



ORIGINAL  
Kumar Nalla  
Employee of Fixity Technologies Private Limited

ANNEXURE I

Dear BOYA MOHIT,

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.  
Guntur

23-June- 2022

**Sub: Offer of Intern**

Dear DULGUNDE VIKAS,

**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 which are outlined in Annexure I to this letter.

**3. Training Period**

The duration of the internship will be from 1<sup>st</sup> August 2022 to 1<sup>st</sup> November 2022. 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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Info@fixitytech.com, 040-40148862

*[Handwritten Signature]*  
PRINCIPAL  
Avanitha  
Institute of Engg & Tech.  
Gandhinagar, Hyderabad



## 1. 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 written notice or immediate termination.

## 2. 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.

## 3. 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 may be set up in future at any time and any place in India, without any increase in stipend.

## 4. Obligations and Responsibilities

- i. 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.

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 comply with the same. Any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the

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Quality Matters

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- a. 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.
- b. 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.
- c. 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.

#### **5. 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.

#### **6. Training Hours and Holidays**

As an intern, you will be called upon to undergo training during the hours and days as may 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 all specifications, documents, literature, Assets, drawings, records, etc. belonging to Fixity or relating to its Businesses and shall not take or retain any copies of the said

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## Quality Matters

items. posting, you will be governed by the policies, rules, and regulations as applicable in that Unit / Branch / Establishment.

### 1. Arbitration

Your Term of employment will be for Two (2) years from the date of your joining date. you need to abide by the clauses mentioned in the employment agreement in case you decide to 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 the bond, 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.

### 2. 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.

### 3. 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 or written 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 by law. 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.

This offer will remain open until, 1<sup>st</sup> 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, **Kumar Nalla**, have read and understood the terms and conditions governing my services/employment with the company.

Signature \_\_\_\_\_

Date \_\_\_\_\_



Dear DULGUNDE VIKAS,

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

PH. DE. PAL  
Aventi Institute of Engg. & Tech.  
Gandhinagar (V), Madhavaram (M), R. #. Dist.

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Info@fixitytech.com, 040-40148862

23-June- 2022

**Sub: Offer of Intern**Dear **KUDIRE MANASA**,**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 which are outlined in Annexure I to this letter.


**3. Training Period**

The duration of the internship will be from 1<sup>st</sup> August 2022 to 1<sup>st</sup> November 2022. 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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Info@fixitytech.com, 040-40148862



## QUALITY MATTERS

### 1. 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 written notice or immediate termination.

### 2. 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.

### 3. 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 may be set up in future at any time and any place in India, without any increase in stipend.

### 4. Obligations and Responsibilities

- 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.

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 comply with the same. Any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the

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terms of your employment, shall immediately be brought to the notice of Fixity and appropriate disciplinary action will be initiated.

- a. 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.
- b. 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.
- c. 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.

#### 5. 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.

#### 6. Training Hours and Holidays

As an intern, you will be called upon to undergo training during the hours and days as may 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 all specifications, documents, literature, Assets, drawings, records, etc. belonging to Fixity or relating to its Businesses and shall not take or retain any copies of the said

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### Quality Matters

items. posting, you will be governed by the policies, rules, and regulations as applicable in that Unit / Branch / Establishment.

#### 1. Arbitration

Your Term of employment will be for Two (2) years from the date of your joining date. you need to abide by the clauses mentioned in the employment agreement in case you decide to 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 the bond, 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.

#### 2. 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.

#### 3. 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 or written 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 by law. 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.

This offer will remain open until, 1<sup>st</sup> July 2022. If you have any questions, please feel free to contact us.



Quality Matters

We welcome you to our team and look forward to having you as a part of the Fixity family.

for Fixity Technologies Pvt. Ltd.,

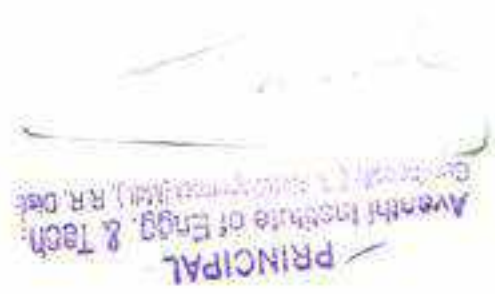


Keerthi Addanki  
HR Manager

I, **Kumar Nalla**, have read and understood the terms and conditions governing my services/  
employment with the company.

Signature \_\_\_\_\_

Date \_\_\_\_\_



PRINCIPAL  
Avenhi Institute of Engg. & Tech.  
(Autonomous), R.R. Dab.

Dear KUDIRE MANASA,

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  
Avanathi Institute of Engg. & Tech.  
Guntur (V), Abulapurna (M), R.R. Dist.

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Info@fixitytech.com, 040-40148862

23-June- 2022

**Sub: Offer of Intern**

Dear RUDRA BHANUSRI,

**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 which are outlined in Annexure I to this letter.

**3. Training Period**

The duration of the internship will be from 1<sup>st</sup> August 2022 to 1<sup>st</sup> November 2022. 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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## Quality Matters

### 1. 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 written notice or immediate termination.

### 2. 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.

### 3. 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 may be set up in future at any time and any place in India, without any increase in stipend.

### 4. 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.

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 comply with the same. Any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the

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## QUALITY MATTERS

terms of your employment, shall immediately be brought to the notice of Fixity and appropriate disciplinary action will be initiated.

- a. 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.
- b. 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.
- c. 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.

### 5. 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.

### 6. Training Hours and Holidays

As an intern, you will be called upon to undergo training during the hours and days as may 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 all specifications, documents, literature, Assets, drawings, records, etc. belonging to Fixity or relating to its Businesses and shall not take or retain any copies of the said

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CIN: U72900TG2020PTC147265

## QUALITY MATTERS

items. posting, you will be governed by the policies, rules, and regulations as applicable in that Unit / Branch / Establishment.

### 1. Arbitration

Your Term of employment will be for Two (2) years from the date of your joining date. you need to abide by the clauses mentioned in the employment agreement in case you decide to 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 the bond, 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.

### 2. 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.

### 3. 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 or written 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 by law. 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.

This offer will remain open until, 1<sup>st</sup> July 2022. If you have any questions, please feel free to contact us.



PRINCIPAL

Avanthi Institute of Engg. & Te

Gundlupally, Dist. Nalgonda (M.D.), R.R.

# 333, Workella Business Centre, Cyber Crown, Sec-II,  
Enclave: Madhapur, Hyderabad, Telangana - 500081.  
CIN: U72900TG2020PTC147265



Q U A L I T Y M A K E S F I X

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, **Kumar Nalla**, have read and understood the terms and conditions governing my services/  
employment with the company.

Signature \_\_\_\_\_

Date \_\_\_\_\_



PRINCIPAL

Avanthi Institute of Engg. & Tech  
Gundlupeta, N. Tondur, Nellore (M.D.), R. S.

# 333, Workella Business Centre, Cyber Crown, Sec-II, Village, HUDA Techno  
Enclave, Madhapur, Hyderabad, Telangana - 500081,  
CIN: U72900TG2020PTC147265

Quality Matters  
ANNEXURE I

Dear RUDRA BHANUSRI,

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



23-June- 2022

**Sub: Offer of Intern**

Dear K NIKITHA,

**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 which are outlined in Annexure I to this letter.

**3. Training Period**

The duration of the internship will be from 1<sup>st</sup> August 2022 to 1<sup>st</sup> November 2022. 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  
Pranathi Institute of Engg. & Tech.  
Chandrabally (V), Abdallepuruzi (M), R.F. Lines

Info@fixitytech.com, 040-40148862

Info@fixitytech.com, 040-40148862



## 1. 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 written notice or immediate termination.

## 2. 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.

## 3. 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 may be set up in future at any time and any place in India, without any increase in stipend.

## 4. 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.

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 comply with the same. Any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the

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Enclave, Madhapur, Hyderabad, Telangana - 500081  
CIN: U72900TG2020PTC147285



terms of your employment, shall immediately be brought to the notice of Fixity and appropriate disciplinary action will be initiated.

- a. 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.
- b. 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.
- c. 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.

## 5. Termination

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CIN: U72900TG2020PTC147265

## Quality Matters

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### 1. Arbitration

Your Term of employment will be for Two (2) years from the date of your joining date. you need to abide by the clauses mentioned in the employment agreement in case you decide to 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 the bond, 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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### 3. 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 or written 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 by law. 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.

This offer will remain open until, 1<sup>st</sup> July 2022. If you have any questions, please feel free to contact us.

  
PRINCIPAL  
Avanhi Institute of Engg. & Tec  
Ganthapally (V), Adulpuram (M), R.R. 1



Quality Matters

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, **Kumar Nalla**, have read and understood the terms and conditions governing my services/employment with the company.

Signature \_\_\_\_\_

Date \_\_\_\_\_



**PRINCIPAL**  
**Avanthi Institute of Engg. & Tech**  
A.S. Road, Addlakshmi (M.D.), H.R. Dist.

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Enclave, Madhapur, Hyderabad, Telangana - 500081.  
CIN: U72900TG2020PTC147265

**Info@fixitytech.com, 040-40148862**

ANNEXURE I

Dear K NIKITHA,

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. & Te  
Gundlapaty (V), Abdulapuram (MS), P.R.

# 333, Workfella Business Centre, Cyber Crown, Sec-II, Village, HUDA Techno  
Enclave, Madhapur, Hyderabad, Telangana - 500081  
CIN: U72900TG2020PTC147265

Info@fixitytech.com, 040-40148862

23-June- 2022

**Sub: Offer of Intern**Dear **MIRYALA PAVANI**,**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 which are outlined in Annexure I to this letter.

**3. Training Period**

The duration of the internship will be from 1<sup>st</sup> August 2022 to 1<sup>st</sup> November 2022. 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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Available Institute of Engg. & Tech  
Gunthapally (V), Abdolapurmet (Mdl.), R.R. Dist

Info@fixitytech.com, 040-40148862

Info@fixitytech.com, 040-40148862



Quality Matters

## 1. 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 written notice or immediate termination.

## 2. Travel

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## 3. Posting

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## 4. 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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Enclave, Madhapur, Hyderabad, Telangana - 500081.

CIN: U72900TG2020PTC147265



## Quality Matters

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- c. 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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As an intern, you will be called upon to undergo training during the hours and days as may be fixed by Fixity. You will be entitled to holidays and leave rules as per the Company's policies.

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CIN: U72900TG2020PTC147285

### Quality Matters

items, posting, you will be governed by the policies, rules, and regulations as applicable in that Unit / Branch / Establishment.

#### 1. Arbitration

Your Term of employment will be for Two (2) years from the date of your joining date. you need to abide by the clauses mentioned in the employment agreement in case you decide to 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 the bond, 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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This offer will remain open until, 1<sup>st</sup> July 2022. If you have any questions, please feel free to contact us.

A handwritten signature in green ink, appearing to read "M. S. Reddy", is written over a blue circular stamp.

**PRINCIPAL**  
Avanthy Institute of Engg. & Tech  
Gundlupet (V), Abdulapornat (Mdl.), R.R. D

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Enclave, Madhapur, Hyderabad, Telangana - 500081.  
CIN: U72900TG2020PTC147265

Info@fixitytech.com, 040-40148862



Quality Matters

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, **Kumar Nalla**, have read and understood the terms and conditions governing my services/  
employment with the company.

Signature \_\_\_\_\_

Date \_\_\_\_\_



PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
Gunturpally (V), Abhisipurnam (M.C.), B.R. Dist

# 333, Workforce Business Centre, Cyber Crown, Sec-II, Village, HUDA Techno  
Enclave, Madhapur, Hyderabad, Telangana - 500081.  
CIN: U72900TG2020PTC147265

Info@fixitytech.com, 040-40148862

ANNEXURE I

Dear MIRYALA PAVANI,

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.  
Gunshapally (V), Abdulsapurmet (Mdl.), R.R. Dist.

23-June- 2022

Sub: Offer of Intern

Dear JINKALA ANIL KUMAR REDDY,

**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 which are outlined in Annexure I to this letter.

**3. Training Period**

The duration of the internship will be from 1<sup>st</sup> August 2022 to 1<sup>st</sup> November 2022. 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.

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CIN: U72900TG2020PTC147265



PRINCIPAL  
Avanthi Institute of Engg. & Tech  
Village - HUDA Technopolis (M), R.R. D  
Guntur (V), Andhra Pradesh

Info@fixitytech.com, 040-40148862

Info@fixitytech.com, 040-40148862



## 1. 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 written notice or immediate termination.

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Fixity or relating to its Businesses and shall not take or retain any copies of the said **PRINCIPAL** **Institute of Engg. & Tech**  
# 333, Workella Business Centre, Cyber Crown, Sec-II, Village, HUDA Techno **AVS**  
Enclave, Madhapur, Hyderabad, Telangana - 500081. **Guntur (M. R.R. D)**  
CIN: U72900TG2020PTC147265

Quality Matters

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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 the bond, 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.

### 2. 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.

### 3. 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 or written 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 by law. 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.

This offer will remain open until, 1<sup>st</sup> July 2022. If you have any questions, please feel free to contact us.

*[Handwritten Signature]*  
PRINCIPAL  
AVANTHI Institute of Engg. & Tech.  
Guntur, Andhra Pradesh, India



Quality Matters

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, **Kumar Nalla**, have read and understood the terms and conditions governing my services/employment with the company.

Signature \_\_\_\_\_

Date: \_\_\_\_\_



PRINCIPAL  
Avanhi Institute of Engg. & Tech  
Guntur (M. Abdurazzeq (M), R.R. D

ANNEXURE I

Dear JINKALA ANIL KUMAR REDDY,

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  
Gunthachally (V), Abotulapuram (M), R.R. Dist

23-June- 2022

Sub: Offer of Intern

Dear KAMMADANAM NANDINI,

**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 which are outlined in Annexure I to this letter.

**3. Training Period**

The duration of the internship will be from 1<sup>st</sup> August 2022 to 1<sup>st</sup> November 2022. 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.  
Gundlupeta, AVDA Techno (Mol), R.R. Dist

# 333, Workfella Business Centre, Cyber Crown, Seetha Village, AVDA Techno (Mol), R.R. Dist  
Enclave, Madhapur, Hyderabad, Telangana - 500081  
CIN: U72900TG2020PTC147265

Info@fixitytech.com, 040-40148862

Info@fixitytech.com, 040-40148862



## 1. 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 written notice or immediate termination.

## 2. 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.

## 3. 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 may be set up in future at any time and any place in India, without any increase in stipend.

## 4. 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.

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 comply with the same. Any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the

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CIN: U72900TG2020PTC147285



## Quality Matters

terms of your employment, shall immediately be brought to the notice of Fixity and appropriate disciplinary action will be initiated.

- a. 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.
- b. 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.
- c. 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.

### 5. 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.

### 6. Training Hours and Holidays

As an intern, you will be called upon to undergo training during the hours and days as may 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 all specifications, documents, literature, Assets, drawings, records, etc. belonging to Fixity or relating to its Businesses and shall not take or retain any copies of the said

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*[Signature]*  
PRINCIPAL  
Avanhi Institute of Engg. & Tech  
Guntur, (V. Abdulapuram) (M), R.R. 2

## Quality Matters

items. posting, you will be governed by the policies, rules, and regulations as applicable in that Unit / Branch / Establishment.

### 1. Arbitration

Your Term of employment will be for Two (2) years from the date of your joining date. you need to abide by the clauses mentioned in the employment agreement in case you decide to 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 the bond, 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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### 3. 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 or written 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 by law. 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.

This offer will remain open until, 1<sup>st</sup> July 2022. If you have any questions, please feel free to contact us.



PRINCIPAL  
Avanthi Institute of Engg. & Tech.  
Gundhampally (V), Abdulapurmet (Md.), R.R. Dist.



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, **Kumar Nalla**, have read and understood the terms and conditions governing my services/  
employment with the company.

Signature \_\_\_\_\_

Date \_\_\_\_\_



PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
Gunthapally (V), Abdullapuram (Md.), R.R. Dist.

Dear KAMMADANAM NANDINI,

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  
Avanithi Institute of Engg. & Tech.  
Chinthamani (V), Abdulgannoni (M), R.R. Dist.

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Enclave, Madhapur, Hyderabad, Telangana - 500081.  
CIN: U72900TG2020PTC147265

Info@fixitytech.com, 040-40148862

23-June- 2022

**Sub: Offer of Intern**Dear **MAALE SHIRISHA,****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 which are outlined in Annexure I to this letter.

**3. Training Period**

The duration of the internship will be from 1<sup>st</sup> August 2022 to 1<sup>st</sup> November 2022. 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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Aventhi Institute of Engg. & Te  
Bundelkhand (U.P.)  
Department (N&I), R.P.

Info@fixitytech.com, 040-40148862

Info@fixitytech.com, 040-40148862



## Quality Matters

### 1. 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 written notice or immediate termination.

### 2. 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.

### 3. 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 may be set up in future at any time and any place in India, without any increase in stipend.

### 4. 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.

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 comply with the same. Any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the

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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.

## 6. Training Hours and Holidays

As an intern, you will be called upon to undergo training during the hours and days as may 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 all specifications, documents, literature, Assets, drawings, records, etc. belonging to

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Quality Matters  
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### 1. Arbitration

Your Term of employment will be for Two (2) years from the date of your joining date. you need to abide by the clauses mentioned in the employment agreement in case you decide to 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 the bond, 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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This offer will remain open until, 1<sup>st</sup> July 2022. If you have any questions, please feel free to contact us.



PRINCIPAL  
Avanthi Institute of Engg. & Tech  
Ganthapally (V), Abdulazizpuram (M.D.), R.R. Di



Quality Matters

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, **Kumar Nalla**, have read and understood the terms and conditions governing my services/employment with the company.

Signature \_\_\_\_\_

Date \_\_\_\_\_



PRINCIPAL  
Avanathi Institute of Engg. & T  
Gunthapally (V), Addankapeta (M), A

Dear MAALE SHIRISHA,

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  
Avanhi Institute of Engg. & Tech  
Guntur City, 200900, Andhra Pradesh, R.R. Dist.

23-June-2022

Sub: Offer of Intern

Dear VISLAVATH BHASKAR NAIK,

**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 which are outlined in Annexure I to this letter.

**3. Training Period**

The duration of the internship will be from 1<sup>st</sup> August 2022 to 1<sup>st</sup> November 2022. 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.

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Enclave, Madhapur, Hyderabad, Telangana - 500081. Gunthapally (V), Addala (M.C.), R.R. Dist  
CIN: U72900TG2020PTC147265

PRINCIPAL

Avadh Institute of Engg. & Tech.  
Gunthapally (V), Addala (M.C.), R.R. Dist

Info@fixitytech.com, 040-40148862

Info@fixitytech.com, 040-40148862



## 1. 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 written notice or immediate termination.

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## Quality Matters

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This offer will remain open until, 1<sup>st</sup> July 2022. If you have any questions, please feel free to contact us.

  
PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
Guntur (M. Abdulgummet (P&T), R.R. Dist.

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Enclave, Madhapur, Hyderabad, Telangana - 500081  
CIN: U72900TG2020PTC147265

Info@fixitytech.com, 040-40148862



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, **Kumar Nalla**, have read and understood the terms and conditions governing my services/  
employment with the company.

Signature \_\_\_\_\_

Date \_\_\_\_\_



PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Gunthepally (M), Abudulapurmet (M.D.), R.R. Dist

Dear VISLAVATH BHASKAR NAIK,

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  
Avanthy Institute of Engg. & Tech.  
Gunthapally (M), Amda-Regarpet (Dist), R.R. Dist.

23-June- 2022

Sub: Offer of Intern

Dear DEGALA ASHA,

**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 which are outlined in Annexure I to this letter.

**3. Training Period**

The duration of the internship will be from 1<sup>st</sup> August 2022 to 1<sup>st</sup> November 2022. 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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Enclave, Madhapur, Hyderabad, Telangana - 500081.  
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PRINCIPAL  
Avanthy Institute of Engg. & Tech  
Village: HUDA Techno  
Gulbarga, Dist: Gulbarga, Karnataka (INDIA), R.R. 5

Info@fixitytech.com, 040-40148862

Info@fixitytech.com, 040-40148862



## Quality Matters

### 1. 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 written notice or immediate termination.

### 2. 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.

### 3. 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 may be set up in future at any time and any place in India, without any increase in stipend.

### 4. 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.

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 comply with the same. Any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the

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Anandhi Institute of Engg. & Tech.  
Gundlupeta, V. V. A. Dasapuram (Mad.), R. R. Dist.



terms of your employment, shall immediately be brought to the notice of Fixity and appropriate disciplinary action will be initiated.

- a. 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.
- b. 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.
- c. 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.

#### 5. 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.

#### 6. Training Hours and Holidays

As an intern, you will be called upon to undergo training during the hours and days as may 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 all specifications, documents, literature, Assets, drawings, records, etc. belonging to Fixity or relating to its Businesses and shall not take or retain any copies of the said

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*[Handwritten Signature]*  
PRINCIPAL  
Avanhi Institute of Engg. & Tech  
Gandhinagar, Hyderabad (H.S.) P.R. Dr.

## Quality Matters

items. posting, you will be governed by the policies, rules, and regulations as applicable in that Unit / Branch / Establishment.

### 1. Arbitration

Your Term of employment will be for Two (2) years from the date of your joining date. you need to abide by the clauses mentioned in the employment agreement in case you decide to 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 the bond, 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.

### 2. 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.

### 3. 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 or written 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 by law. 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.

This offer will remain open until, 1<sup>st</sup> July 2022. If you have any questions, please feel free to contact us.



PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
Gunthapally (V), Abdulapurmet (Mol.), R.R. Dist.



Quality Matters

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, **Kumar Nalla**, have read and understood the terms and conditions governing my services/employment with the company.

Signature \_\_\_\_\_

Date \_\_\_\_\_



PRINCIPAL  
Avanthy Institute of Engg. & Tech.  
Gunturposhi (V), Abdulgumast (Mdr.), R.R. Dist

ANNEXURE I

Dear DEGALA ASHA,

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Yours sincerely,  
For Fixity Technologies Pvt Ltd,



Keerthi Addanki

HR Manager



PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Gunthapally (V), Abdulapurmet (M), R.R. Dist.

23-June- 2022

**Sub: Offer of Intern**

Dear DUBA SRILAKSHMI,

**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 which are outlined in Annexure I to this letter.

**3. Training Period**

The duration of the internship will be from 1<sup>st</sup> August 2022 to 1<sup>st</sup> November 2022. 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.

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CIN: U72900TG2020PTC147265

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Info@fixitytech.com, 040-40148862

*[Handwritten Signature]*  
PRINCIPAL  
A. V. D. A. Techno  
Gurukulam  
Abulhasan Ali Nadwi Institute of Engg. & Tech  
R.F.



## Quality Matters

### 1. 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 written notice or immediate termination.

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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 comply with the same. Any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the

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## Quality Matters

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- b. 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.
- c. 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.

### 5. 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.

### 6. Training Hours and Holidays

As an intern, you will be called upon to undergo training during the hours and days as may 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 all specifications, documents, literature, Assets, drawings, records, etc. belonging to Fixity or relating to its Businesses and shall not take or retain any copies of the said

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CIN: U72900TG2020PTC147265

items, posting, you will be governed by the policies, rules, and regulations as applicable in that Unit / Branch / Establishment.

### 1. Arbitration

Your Term of employment will be for Two (2) years from the date of your joining date. you need to abide by the clauses mentioned in the employment agreement in case you decide to 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 the bond, 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.


### 2. 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.

### 3. 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 or written 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 by law. 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.

This offer will remain open until, 1<sup>st</sup> July 2022. If you have any questions, please feel free to contact us.

  
PRINCIPAL  
Avanthi Institute of Engg. & Tech.  
Gunthakota (P.O. Abdulapuram (M.D.) R.R. Dist.



Quality Matters

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, **Kumar Nalla**, have read and understood the terms and conditions governing my services/employment with the company.

Signature \_\_\_\_\_

Date \_\_\_\_\_



PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
Gunthapally (V), Abdulgopurmet (Mak), 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

ANNEXURE I

Dear DUBA SRILAKSHMI,

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.  
Guntur (V), Abuladpuzmet (M), R.R. Dist.

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Info@fixitytech.com, 040-40148862

23-June- 2022

Sub: Offer of Intern

Dear GOLLAPALLY UDAY KIRAN REDDY,

**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 which are outlined in Annexure I to this letter.

**3. Training Period**

The duration of the internship will be from 1<sup>st</sup> August 2022 to 1<sup>st</sup> November 2022. 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**

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Info@fixitytech.com, 040-40148862



## Quality Matters

### 1. 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 written notice or immediate termination.

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CIN: U72900TG2020PTC147265



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Quality Matters

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This offer will remain open until, 1<sup>st</sup> July 2022. If you have any questions, please feel free to contact us.

  
PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Gurthapally (V), Abdulapuram (P), R.R. Dist.



Quality Matters

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, Kumar Nalla, have read and understood the terms and conditions governing my services/  
employment with the company.

Signature \_\_\_\_\_

Date \_\_\_\_\_



PRINCIPAL  
Avanathi Institute of Engg. & Tech  
Gundacheru (V), Abhishekpuram (M.D), P.R. Dist

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Enclave, Madhapur, Hyderabad, Telangana - 500081.  
CIN: U72900TG2020PTC147265

Info@fixitytech.com, 040-40148862

ANNEXURE I

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Yours sincerely,  
For Fixity Technologies Pvt Ltd,



Keerthi Addanki

HR Manager



PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
Gunturapally (M), Abdulapurmet (Midi), R.R. Dist.

23-June- 2022

Sub: Offer of Intern

Dear GUNDA DILEEP,

**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):

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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, Workfiella Business Centre, Cyber Crown  
Enclave, Madhapur, Hyderabad, Telangana - 500082  
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PRINCIPAL  
Sri Sai Institute of Engg. & Tech.  
Vengal Rao Nagar, Hyderabad (M), R.R. ...  
Sri Sai Institute of Technology  
Vengal Rao Nagar, Hyderabad (M), R.R. ...

Info@fixitytech.com, 040-40148862

Info@fixitytech.com, 040-40148862



## 1. 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 written notice or immediate termination.

## 2. 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.

## 3. 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 may be set up in future at any time and any place in India, without any increase in stipend.

## 4. 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.

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 comply with the same. Any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the

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Enclave, Madhapur, Hyderabad, Telangana - 500081.  
CIN: U72900TG2020PTC147265.



Quality Matters

terms of your employment, shall immediately be brought to the notice of Fixity and appropriate disciplinary action will be initiated.

- a. 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.
- b. 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.
- c. 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.

## 5. 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.

## 6. Training Hours and Holidays

As an intern, you will be called upon to undergo training during the hours and days as may 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 all specifications, documents, literature, Assets, drawings, records, etc. belonging to Fixity or relating to its Businesses and shall not take or retain any copies of the said

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Quality Matters  
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### 1. Arbitration

Your Term of employment will be for Two (2) years from the date of your joining date. you need to abide by the clauses mentioned in the employment agreement in case you decide to 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 the bond, 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.

### 2. 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.

### 3. 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 or written 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 by law. 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.

This offer will remain open until, 1<sup>st</sup> July 2022. If you have any questions, please feel free to contact us.

  
Principal  
Avanthy Institute of Engg. & Tech.  
Gunthapally (V), Abudulapurmet (M.S.), R.R. Dist



Quality Matters

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, **Kumar Nalla**, have read and understood the terms and conditions governing my services/employment with the company.

Signature \_\_\_\_\_

Date \_\_\_\_\_



PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
Gunthopally (V), Abuddepuram (M.D.), R.R. Dist.

Dear GUNDA DILEEP,

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.  
Gundherly (M), Abdulopannet (M), P. & Dist.

23-June- 2022

Sub: Offer of Intern

Dear KUTHATI VENKATESH,

**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 which are outlined in Annexure I to this letter.

**3. Training Period**

The duration of the internship will be from 1<sup>st</sup> August 2022 to 1<sup>st</sup> November 2022. 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.

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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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Info@fixitytech.com, 040-40148862



## Quality Matters

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- 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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- a. 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.
- b. 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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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.

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As an intern, you will be called upon to undergo training during the hours and days as may be fixed by Fixity. You will be entitled to holidays and leave rules as per the Company's policies.

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### 1. Arbitration

Your Term of employment will be for Two (2) years from the date of your joining date. you need to abide by the clauses mentioned in the employment agreement in case you decide to 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 the bond, 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.

### 3. 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 or written 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 by law. 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.

This offer will remain open until, 1<sup>st</sup> July 2022. If you have any questions, please feel free to contact us.



PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Gunthapally (V), Abdulgoumat (Mdl), R.R. Dist.



Quality Matters

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, **Kumar Nalla**, have read and understood the terms and conditions governing my services/employment with the company.

Signature \_\_\_\_\_

Date \_\_\_\_\_



PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Guntur (M), Abdulapuram (M), R.R. Dist.

# 333, Workfella Business Centre, Cyber Crown, Sec-II, Village: HUDA Techno  
Enclave, Madhapur, Hyderabad, Telangana - 500081  
CIN: U72900TG2020PTC147265

Dear KUTHATI VENKATESH,

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Yours sincerely,  
For Fixity Technologies Pvt Ltd,



Keerthi Addanki

HR Manager



PRINCIPAL  
Aveni Institute of Engg. & Tech.  
Guntur-07, Addalapuram, Dist. G.P. Dist.

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Enclave, Madhapur, Hyderabad, Telangana - 500081  
CIN: U72900TG2020PTC147265

Info@fixitytech.com, 040-40148862

23-June- 2022

Sub: Offer of Intern

Dear CHIMADABOINA SHIVA 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 which are outlined in Annexure I to this letter.

**3. Training Period**

The duration of the internship will be from 1<sup>st</sup> August 2022 to 1<sup>st</sup> November 2022. 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.

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CIN: U72900TG2020PTC147265

  
PRINCIPAL  
Avanithi Institute of Engg. & Tech.  
Gachibowli, Hyderabad (M.D.), R.R. Dist.

Info@fixitytech.com, 040-40148862

Info@fixitytech.com, 040-40148862



## Quality Matters

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## Quality Matters

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### 1. Arbitration

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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 the bond, 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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This offer will remain open until, 1<sup>st</sup> July 2022. If you have any questions, please feel free to contact us.

  
Principal  
Avanhi Institute of Engg. & Tech.  
Guntur, AP, Andhra Pradesh



Quality Masters

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, **Kumar Nalla**, have read and understood the terms and conditions governing my services/employment with the company.

Signature \_\_\_\_\_

Date \_\_\_\_\_



**PRINCIPAL**  
Avanithi Institute of Engg. & Tech.  
Ganthapally (M), Abdulazizpet (M), R.R. Dist.

# 333, Workfella Business Centre, Cyber Crown, Sec-8, Village, HUDA Techno  
Enclave, Madhapur, Hyderabad, Telangana - 500081.  
CIN: U72900TG2020PTC147285

Quality Matters

ANNEXURE I

Dear CHIMADABOINA SHIVA 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



PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Guntur (V), Abdullapurmet (M.L), R.R. Dist.

# 333, Workella Business Centre, Cyber Crown, Sec-II, Village, HUDA Techno  
Enclave, Madhapur, Hyderabad, Telangana - 500081.  
CIN: U72900TG2020PTC147265

Info@fixitytech.com, 040-40148862

23-June- 2022

Sub: Offer of Intern

Dear KAMBAMPATI VAMSHINADH,

**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 which are outlined in Annexure I to this letter.

**3. Training Period**

The duration of the internship will be from 1<sup>st</sup> August 2022 to 1<sup>st</sup> November 2022. 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.

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CIN: U72900TG2020PTC147265

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Info@fixitytech.com, 040-40148862

*[Handwritten Signature]*  
PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Village: HUDA Techno



## 1. 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 written notice or immediate termination.

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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 may be set up in future at any time and any place in India, without any increase in stipend.

## 4. Obligations and Responsibilities

- 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.

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 comply with the same. Any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the

# 333, Workfella Business Centre, Cyber Crown, Sec-II, Village, HUDA Techno Enclave, Madhapur, Hyderabad, Telangana - 500081.  
CIN: U72900TG2020PTC147265



terms of your employment, shall immediately be brought to the notice of Fixity and appropriate disciplinary action will be initiated.

- a. 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.
- b. 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.
- c. 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.

## 5. 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.

## 6. Training Hours and Holidays

As an intern, you will be called upon to undergo training during the hours and days as may 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 all specifications, documents, literature, Assets, drawings, records, etc. belonging to Fixity or relating to its Businesses and shall not take or retain any copies of the said

# 333, Workfella Business Centre, Cyber Crown, Sec-II, Village, HUDA Techno Enclave, Madhapur, Hyderabad, Telangana - 500081.  
CIN: U72900TG2020PTC147265

## Quality Matters

items. posting, you will be governed by the policies, rules, and regulations as applicable in that Unit / Branch / Establishment.

### 1. Arbitration

Your Term of employment will be for Two (2) years from the date of your joining date. you need to abide by the clauses mentioned in the employment agreement in case you decide to 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 the bond, 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.

### 2. 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.

### 3. 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 or written 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 by law. 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.

This offer will remain open until, 1<sup>st</sup> July 2022. If you have any questions, please feel free to contact us.

  
Avanthi [Signature] of Engg. & Tech.  
Gundlupeta (V), Abdulapurmet (Mtd.), R.R. Dist.



Quality Matters

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, **Kumar Nalla**, have read and understood the terms and conditions governing my services/employment with the company.

Signature \_\_\_\_\_

Date \_\_\_\_\_



PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
Guntakapally (S), Abdullapurmet (M), R.R. Dist.

Dear KAMBAMPATI VAMSHINADH,


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  
Avanathi Institute of Engg. & Tech.  
Guntur (M), Abbulapurnam (M), R.R. Dist.

## 112) PASSPORT AND AADHAAR CARD

It would be to your advantage and in view of the business of MSys, all trainees are required to possess a valid passport and an Aadhaar Card. In case you do not already have one, you are required to obtain / produce a proof of having applied for the same at your own expense and intimate the same to the HR at your location, within three months of joining.

These above details need to be updated through the HR portal.

According to the standard practice of our Company, you will treat the above terms of this agreement as confidential.

We welcome you to our company and look forward to a long and fruitful association with you.

Yours faithfully,

For MSys Tech India Pvt Ltd.

**Kathirvel** Digitally signed  
by Kathirvel  
**Ayyasamy** Ayyasamy

Mar 21, 2022

**KATHIRVEL AYYASAMY**  
**DIRECTOR – TALENT ACQUISITION**

I hereby declare that my offer of Appointment is valid only if I meet the eligibility criteria of passing the final year of Graduation/Post Graduation in the first attempt, securing 60% or above across semesters and also, undertake to produce final mark sheets and passing certificate (Attested soft copies) at the time of Onboarding to the company within 30 days of my joining, \*failing which my employment with MSys may be terminated.

To confirm your acceptance of this letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to MSys.

\*In case of any extension in submitting the documents a special approval to be obtained from MSys HR.

Name: \_\_\_\_\_

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

Date: \_\_\_\_\_



**PRINCIPAL**  
Kathirvel Ayyasamy  
Director - Talent Acquisition  
MSys Tech India Pvt. Ltd.



**ANNEXURE**

**NAME: PENUMUCHHU RAMYA KEERTHI**

**CURRENT POSITION: Software Engineer Trainee**

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
<b>Base Salary</b>	<b>30075</b>	<b>360900</b>
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
<b>COST TO COMPANY</b>		<b>400000</b>

**Non-Transferrable Meal Voucher \*** - NTMV provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

**Medical Insurance Benefit \*\*** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-. The details of the policy will be given separately.

  
**PRINCIPAL**  
 Avasthi Institute of Engineering & Technology  
 Ganthipally (V), Hoyasahenagar,  
 Rangareddy (Dist)

**MSYS TECHINDIA PRIVATE LTD**

ASV Chandiya Towers,  
8<sup>th</sup> Floor, # 5/397, Rajiv Gandhi Salai (OMR),  
Okkyam Thoraipakkam,  
Chennai - 600 096.  
Tel No: 044 39167015  
[www.msystechnologies.com](http://www.msystechnologies.com)

Date: Mar 21, 2022

Name: PENUMUCHHU  
RAMYA KEERTHI  
Designation: **Software Engineer Trainee**

**Dear PENUMUCHHU RAMYA KEERTHI,**

We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amount of Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs.50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3rd year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully  
For MSys Tech India Pvt Ltd

**Kathirvel** Digitally signed  
**Ayyasamy** by Kathirvel  
Ayyasamy

Mar 21, 2022

**Human Resources**  
**I have read the above and accept the same**

Signature and date  
(Employee)



Mar 21, 2022

MSys / Offer Letter/ HR

**OFFER OF EMPLOYMENT**

Dear PULIPELLI PAVANI,

We are pleased to appoint you as "Software Engineer Trainee" at MSys Tech India Pvt. Ltd., at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

**113) APPOINTMENT**

- a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.
- b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

**114) TRANSFER**

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or aboard with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

**115) PROBATION**

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.



**PRINCIPAL**  
Aaradh Institute of Engineering & Technology  
Guntur (V), Rayachoti

MSys Tech India Private Limited,  
30V Chandraya Towers, 8th Floor, #5-287,  
Rajiv Gandhi Sagar DMRC Colony,  
Thiruvallur, Chennai - 600 056.  
Ph. - +91 44 38167015  
www.msystechnologies.com



## 116) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that you will be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

## 117) SALARY AND DESIGNATION

- Your remuneration details are stated in the Annexure mentioned below.
- Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
- Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
- The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

## 118) PERFORMANCE REVIEW AND PAY REVISION

- Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
- The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
- Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
- Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

## 119) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

- You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
- You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
- You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
- Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a



- maximum of 7 days of leave during the year.
- e) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
  - f) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

## 120) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

## 121) RESIGNATION

- a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
- b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
- c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

## 122) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

- a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and information declared at the time of joining the Company;



Principal  
Anand Institute of Engineering & Technology  
Gandhi Nagar, Koyimbatour  
Ranga Road, (Dist.)



- b) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients; and or involvement in any act of moral turpitude commit breach of the terms of your employment;
- c) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the set expectations and objectives, an improvement plan shall be prepared, and you will be expected to meet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

### 123) RESPONSIBILITIES

- a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
- b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
- c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action will be taken, up to termination.
- d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

### 124) CONFLICT OF INTEREST

- a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
- b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
- c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
- d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection.
- e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.

MSys Technologies Private Limited  
 45V Grandiya Towers, 99 Feet Road,  
 Raju Gandhi Estate (CRR), Orkney,  
 Thirupattur, Chennai - 600 056.  
 Ph. : +91 44 20187015  
 www.mysystechnologies.com



- f) Any existing employee to become associated with or perform services of any type for any third party.
- g) Any violation of the above will be viewed seriously and will lead to action up to termination.

## 125) GENERAL

- a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
- b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
- c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
- d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

## 126) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

## 127) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same:

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

### Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.



PRINCIPAL  
Anna Institute of Engineering & Technology  
Gandhinagar, Porur, Chennai  
600 076

MSys Tech India Private Limited  
A10/ Chandiva Towers, 2nd Floor, #5-387,  
Rajiv Gandhi Salai (O.M.R.), Gokulam,  
Thiruvalluvar, Chennai - 600 098  
Ph: +91 44 30187015  
www.msys technologies.com









**MSYS TECHINDIA PRIVATE LTD**

ASV Chandhya Towers,  
8<sup>th</sup> Floor, # 5/387, Rajiv Gandhi Salai (OMR),  
Okkiyam Thoraipakkam,  
Chennai - 600 096.  
Tel No: 044 39167015  
[www.msystechnologies.com](http://www.msystechnologies.com)

Date: Mar 21, 2022

Name: PULIPELLI  
PAVANI  
Designation: **Software Engineer Trainee**

**Dear PULIPELLI PAVANI,**

We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amount of Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs.50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3rd year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully  
For MSys Tech India Pvt Ltd

**Kathirvel** Digitally signed  
**Ayyasamy** by Kathirvel  
Ayyasamy

Mar 21, 2022

**Human Resources**  
I have read the above and accept the same

Signature and date  
(Employee)

  
PRINCIPAL  
Asstt Institute of Engineering & Technology  
Gandhiply (P), Havelock Nagar,  
Ranga Reddy (Dist.)

Mar 21, 2022

MSys / Offer Letter/ HR

**OFFER OF EMPLOYMENT**

Dear R PRAVEEN,

We are pleased to appoint you as "Software Engineer Trainee" at MSys Tech India Pvt. Ltd., at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

**129) APPOINTMENT**

- a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.
- b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

**130) TRANSFER**

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or abroad with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

**131) PROBATION**

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.

  
PRINCIPAL  
Ranga Reddy Institute of Engineering & Technology  
Gurthampally (V), Mavathurpet  
Ranga Reddy District



### 132) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that you will be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

### 133) SALARY AND DESIGNATION

- Your remuneration details are stated in the Annexure mentioned below.
- Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
- Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
- The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

### 134) PERFORMANCE REVIEW AND PAY REVISION

- Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
- The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
- Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
- Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

### 135) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

- You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
- You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
- You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
- Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a



maximum of 7 days of leave during the year.

- e) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
- f) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

### 136) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

### 137) RESIGNATION

- a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
- b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
- c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

### 138) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

- a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and information declared at the time of joining the Company;



PRINCIPAL  
Annamalai Institute of Engineering & Technology  
Guntur (V), Rayachoti  
Ranga Reddy (Dist)



- b) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients: and or involvement in any act of moral turpitude commit breach of the terms of your employment;
- c) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the set expectations and objectives, an improvement plan shall be prepared, and you will be expected to meet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

### 139) RESPONSIBILITIES

- a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
- b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
- c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action will be taken, up to termination.
- d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

### 140) CONFLICT OF INTEREST

- a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
- b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
- c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
- d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier or any customer with you in any connection.
- e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.

- f) Any existing employee to become associated with or perform services of any type for any third party.
- g) Any violation of the above will be viewed seriously and will lead to action up to termination.

#### 141) GENERAL

- a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
- b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
- c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
- d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

#### 142) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

#### 143) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

#### Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.

  
P. Srinivas  
Assistant Institute of Engineering & Technology  
Gurukulapally (V), Rajalahmudi,  
Ranga Reddy (Dist.)





**ANNEXURE**

**NAME: RPRAVEEN**

**CURRENT POSITION: Software Engineer Trainee**

<b>Particulars</b>	<b>Monthly (INR)</b>	<b>Annual (INR)</b>
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
<b>Base Salary</b>	<b>30075</b>	<b>360900</b>
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
<b>COST TO COMPANY</b>		<b>400000</b>

**Non-Transferrable Meal Voucher \*- NTMV** provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

**Medical Insurance Benefit \*\*** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-. The details of the policy will be given separately.

  
**PRINCIPAL**  
 Anna Institute of Engineering & Technology  
 Guindy (IV), Koyambakkam  
 Sreeya Reddy (Dist.)

## MSYS TECH INDIA PRIVATE LTD

ASV Chandiya Towers,  
8<sup>th</sup> Floor, # 5/397, Rajiv Gandhi Salai (OMR),  
Okkiyam Thoraipakkam,  
Chennai - 600 096.  
Tel No: 044 39167015  
[www.msys technologies.com](http://www.msys technologies.com)

Date: Mar 21, 2022

Name: R PRAVEEN  
Designation: Software Engineer Trainee

Dear R PRAVEEN,

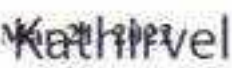

We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amount of Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs.50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3rd year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully  
For MSys Tech India Pvt Ltd

 Digitally signed  
by Kathirvel  
 Ayyasamy  
I have read the above and accept the same

Signature and date  
(Employee)




Mar 21, 2022

MSys / Offer Letter/ HR

**OFFER OF EMPLOYMENT**

Dear RACHURI AISHWARYA,

We are pleased to appoint you as "Software Engineer Trainee" at MSys Tech India Pvt. Ltd., at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

**145) APPOINTMENT**

- a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.
- b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

**146) TRANSFER**

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or aboard with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

**147) PROBATION**

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.



#### 148) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that you will be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

#### 149) SALARY AND DESIGNATION

- Your remuneration details are stated in the Annexure mentioned below.
- Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
- Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
- The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

#### 150) PERFORMANCE REVIEW AND PAY REVISION

- Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
- The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
- Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
- Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

#### 151) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

- You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
- You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
- You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
- Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a



maximum of 7 days of leave during the year.

- e) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
- f) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

#### 152) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

#### 153) RESIGNATION

- a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
- b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
- c) Upon your resignation or retirement from the company or termination of your service you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

#### 154) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

- a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and information declared at the time of joining the Company;



Principal  
MSys Institute of Engineering & Technology  
Chennai, India



- b) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients; and or involvement in any act of moral turpitude commit breach of the terms of your employment;
- e) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the set expectations and objectives, an improvement plan shall be prepared, and you will be expected to meet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

#### 155) RESPONSIBILITIES

- a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
- b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
- c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action will be taken, up to termination.
- d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

#### 156) CONFLICT OF INTEREST

- a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
- b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
- c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
- d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier or any customer with you in any connection.
- e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.



- f) Any existing employee to become associated with or perform services of any type for any third party.
- g) Any violation of the above will be viewed seriously and will lead to action up to termination.

#### 157) GENERAL

- a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
- b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
- c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
- d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

#### 158) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

#### 159) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Canceled bank cheque leaf.

#### Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.









ANNEXURE

**NAME: RACHURI AISHWARYA**

**CURRENT POSITION: Software Engineer Trainee**

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
<b>Base Salary</b>	<b>30075</b>	<b>360900</b>
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
<b>COST TO COMPANY</b>		<b>400000</b>

**Non-Transferrable Meal Voucher \*-** NTMV provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

**Medical Insurance Benefit \*\* -** You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-. The details of the policy will be given separately.



## MSYS TECHINDIA PRIVATE LTD

ASV Chandiya Towers,  
8<sup>th</sup> Floor, # 5/297, Rajiv Gandhi Salai (OMR),  
Okkiyam Thoralpakkam,  
Chennai - 600 096,  
Tel No: 044 39167015  
[www.msystechnologies.com](http://www.msystechnologies.com)

Date: Mar 21, 2022

Name: RACHURI  
AISHWARYA  
Designation: **Software Engineer Trainee**

Dear RACHURI AISHWARYA,

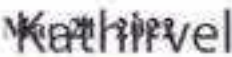
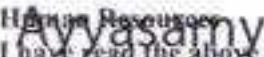
We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amount of Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs 50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3rd year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully  
For MSys Tech India Pvt Ltd

 Digitally signed  
by Kathirvel  
 Ayyasamy  
I have read the above and accept the same

Signature and date  
(Employee)

  
PRINCIPAL  
Anzhi Institute of Engineering & Technology  
Chandiyar (V), Isurambakkam,  
Tamil Nadu (Dist)

Mar 21, 2022

MSys / Offer Letter/ HR

OFFER OF EMPLOYMENT

Dear **KONGARI DHARANI,**

We are pleased to appoint you as "Software Engineer Trainee" at MSys Tech India Pvt. Ltd., at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

**161) APPOINTMENT**

- a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.
- b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

**162) TRANSFER**

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or aboard with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

**163) PROBATION**

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.



maximum of 7 days of leave during the year.

- e) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
- f) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

#### 168) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

#### 169) RESIGNATION

- a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
- b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
- c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

#### 170) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

- a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and information declared at the time of joining the Company;



**PRINCIPAL**  
 Aarathi Institute of Engineering & Technology  
 Gudalur (V), Hoyalakoddi

MSys Technologies Limited  
 457 Chandra Towers, 8th Floor, #5501  
 Bay View Road, Chennai - 600 046  
 Ph: +91 44 30107015  
 www.mysystechnologies.com



#### 164) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that you will be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

#### 165) SALARY AND DESIGNATION

- Your remuneration details are stated in the Annexure mentioned below.
- Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
- Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
- The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

#### 166) PERFORMANCE REVIEW AND PAY REVISION

- Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
- The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
- Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
- Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

#### 167) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

- You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
- You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
- You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
- Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a




- b) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients; and or involvement in any act of moral turpitude commit breach of the terms of your employment;
- c) Your performance on the job and your ability to deliver on the expectations of the company and circuits, shall be reviewed from time to time. Any shortfall in your performance, from the set expectations and objectives, an improvement plan shall be prepared, and you will be expected to meet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

### 171) RESPONSIBILITIES

- a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
- b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
- c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action will be taken, up to termination.
- d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

### 172) CONFLICT OF INTEREST

- a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
- b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
- c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
- d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection
- e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.

  
**PRINCIPAL**  
 Account Institute of Engineering & Technology  
 Gouthami P.O., K.V. Road,  
 Thiruvananthapuram, Kerala - 695 026  
 Ph. +91 44 32 1870 15  
 www.mysystechologies.com



- f) Any existing employee to become associated with or perform services of any type for any third party.
- g) Any violation of the above will be viewed seriously and will lead to action up to termination.

### 173) GENERAL

- a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
- b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
- c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
- d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

### 174) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

### 175) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

#### Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.



PRINCIPAL  
Amal Institute of Engineering & Technology  
Guruvayur, Kerala  
Kannur, India



ANNEXURE

**NAME: KONGARI DHARANI**

**CURRENT POSITION: Software Engineer Trainee**

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
<b>Base Salary</b>	<b>30075</b>	<b>360900</b>
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
<b>COST TO COMPANY</b>		<b>400000</b>

**Non-Transferrable Meal Voucher \*-** NTMV provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

**Medical Insurance Benefit \*\* -** You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-. The details of the policy will be given separately.



  
**PRINCIPAL**  
 HR Department  
 MSys Technologies  
 Chennai



**MSYS TECHINDIA PRIVATE LTD**

A SV Chandiya Towers,  
8<sup>th</sup> Floor, # 5/397, Rajiv Gandhi Salai (OMR),  
Okkiyam Thoralpekkam,  
Chennai - 600 096.  
Tel No: 044 39167015  
[www.msys technologies.com](http://www.msys technologies.com)

Date: Mar 21, 2022

Name: KONGARI  
DHARANI  
Designation: Software Engineer Trainee

Dear KONGARI DHARANI,

We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amount of Rs. 1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs 50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3rd year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully  
For MSys Tech India Pvt Ltd

**Kathirvel** Digitally signed  
by Kathirvel  
**Ayyasamy** Ayyasamy  
I have read the above and accept the same

Signature and date  
(Employee)

Mar 21, 2022

MSys / Offer Letter/ HR

**OFFER OF EMPLOYMENT**

Dear DEKKA SAI KIRAN,

We are pleased to appoint you as "Software Engineer Trainee" at MSys Tech India Pvt. Ltd., at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

**177) APPOINTMENT**

- a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.
- b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

**178) TRANSFER**

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or abroad with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

**179) PROBATION**

You will be on probation for one year from the date of joining. During the period you will be given an *on-the-job training* for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.



**PRINCIPAL**  
Aravind Institute of Engineering & Technology  
Senthil Kumar M. Murugesan



## 180) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that you will be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

## 181) SALARY AND DESIGNATION

- Your remuneration details are stated in the Annexure mentioned below.
- Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
- Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
- The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

## 182) PERFORMANCE REVIEW AND PAY REVISION

- Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
- The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
- Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
- Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

## 183) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

- You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
- You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
- You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
- Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a



maximum of 7 days of leave during the year.

- e) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
- f) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

#### 184) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

#### 185) RESIGNATION

- a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
- b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
- c) Upon your resignation or retirement from the company or termination of your service you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

#### 186) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

- a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and information declared at the time of joining the Company;



PRINCIPAL  
Principal Institute of Engineering & Technology

MSys Tech India Private Limited  
A2V Chandigarh Tower-30, Phase - 05/297  
Rajiv Gandhi Sala / ICMR, Gurgaon  
Trilokpattan, Chennai - 600 094  
Ph : +91 44 30287019  
www.msystechnologies.com



- b) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients; and or involvement in any act of moral turpitude commit breach of the terms of your employment;
- c) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the set expectations and objectives, an improvement plan shall be prepared, and you will be expected to meet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

### 187) RESPONSIBILITIES

- a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
- b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
- c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action will be taken, up to termination.
- d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

### 188) CONFLICT OF INTEREST

- a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
- b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
- c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
- d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection
- e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.

- f) Any existing employee to become associated with or perform services of any type for any third party.
- g) Any violation of the above will be viewed seriously and will lead to action up to termination.

#### 189) GENERAL

- a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
- b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
- c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
- d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

#### 190) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

#### 191) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

#### Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.





**ANNEXURE**

**NAME: DEKKA SAI KIRAN**

**CURRENT POSITION: Software Engineer Trainee**

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
<b>Base Salary</b>	<b>30075</b>	<b>360900</b>
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
<b>COST TO COMPANY</b>		<b>400000</b>

**Non-Transferrable Meal Voucher \***- NTMV provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

**Medical Insurance Benefit \*\*** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-. The details of the policy will be given separately.



**PRINCIPAL**  
 Anna Institute of Engineering & Technology  
 Guindy, Chennai - 600 025

**MSYS TECHINDIA PRIVATE LTD**

ASV Chandiya Towers,  
8<sup>th</sup> Floor, # 5/397, Rajiv Gandhi Salai (OMR),  
Okkiyam Thoralpakkam,  
Chennai - 600 096.  
Tel No: 044 35167015  
[www.msys technologies.com](http://www.msys technologies.com)

Date: Mar 21, 2022

Name: DEKKA SAI  
KIRAN  
Designation: **Software Engineer Trainee**

Dear DEKKA SAI KIRAN,

We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amount of Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs 50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3rd year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully  
For MSys Tech India Pvt Ltd

**Kathirvel** Digitally signed  
by Kathirvel  
**Ayyasamy** Ayyasamy  
I have read the above and accept the same

Signature and date  
(Employee)

  
**PRINCIPAL**  
MSys Technologies  
Chennai



Mar 21, 2022

MSys / Offer Letter/ HR

**OFFER OF EMPLOYMENT**

Dear MARVATHU SAI ROHITH,

We are pleased to appoint you as "Software Engineer Trainee" at MSys Tech India Pvt. Ltd., at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

**193) APPOINTMENT**

- a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.
- b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

**194) TRANSFER**

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or abroad with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

**195) PROBATION**

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.

## 196) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that you will be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

## 197) SALARY AND DESIGNATION

- Your remuneration details are stated in the Annexure mentioned below.
- Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
- Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
- The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

## 198) PERFORMANCE REVIEW AND PAY REVISION

- Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
- The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
- Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
- Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

## 199) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

- You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
- You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
- You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
- Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a



maximum of 7 days of leave during the year.

- e) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
- f) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

## 200) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

## 201) RESIGNATION

- a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
- b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
- c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

## 202) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

- a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and information declared at the time of joining the Company;



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Institute of Engineering & Technology  
Gandhinagar, Bangalore



- b) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients; and or involvement in any act of moral turpitude commit breach of the terms of your employment;
- c) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the set expectations and objectives, an improvement plan shall be prepared, and you will be expected to meet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

### 203) RESPONSIBILITIES

- a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
- b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
- c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action will be taken, up to termination.
- d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

### 204) CONFLICT OF INTEREST

- a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
- b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
- c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
- d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier or any customer with you in any connection
- e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.

*[Handwritten Signature]*  
PRINCIPAL  
Institute of Engineering & Technology  
Kattompu (V), Kottayam,  
Tiruv. Road, (Dist.)

- f) Any existing employee to become associated with or perform services of any type for any third party.
- g) Any violation of the above will be viewed seriously and will lead to action up to termination.

## 205) GENERAL

- a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
- b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
- c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
- d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

## 206) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

## 207) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

### Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.









ANNEXURE

**NAME: MARVATHU SAI ROHITH**

**CURRENT POSITION: Software Engineer Trainee**

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
<b>Base Salary</b>	<b>30075</b>	<b>360900</b>
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
<b>COST TO COMPANY</b>		<b>400000</b>

**Non-Transferrable Meal Voucher \*-** NTMV provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

**Medical Insurance Benefit \*\*** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-. The details of the policy will be given separately.



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**Association of Engineering & Technicians**  
 Government of Karnataka

**MSYS TECHINDIA PRIVATE LTD**

ASV Chandilya Towers,  
8<sup>th</sup> Floor, # 5/397, Rajiv Gandhi Salai (OMR),  
Oggyam Thoraipakkam,  
Chennai - 600 096.  
Tel No: 044 39167015  
[www.msys technologies.com](http://www.msys technologies.com)

Date: Mar 21, 2022

Name: MARVATHU SAI  
ROHITH  
Designation: **Software Engineer Trainee**

**Dear MARVATHU SAI ROHITH,**



We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amount of Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs 50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3rd year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully  
For MSys Tech India Pvt Ltd

 Digitally signed  
by Kathirvel  
 Ayyasamy  
I have read the above and accept the same

Signature and date  
(Employee)



**PRINCIPAL**  
Marvathu Institute of Engineering & Technology,  
Chennai - 600 096

Mar 21, 2022

MSys / Offer Letter/ HR

**OFFER OF EMPLOYMENT**

Dear PERUMALLA MANISAL,

We are pleased to appoint you as "Software Engineer Trainee" at MSys Tech India Pvt. Ltd., at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

**209) APPOINTMENT**

- a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.
- b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

**210) TRANSFER**

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or aboard with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

**211) PROBATION**

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.





## 212) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that you will be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

## 213) SALARY AND DESIGNATION

- Your remuneration details are stated in the Annexure mentioned below.
- Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
- Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
- The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

## 214) PERFORMANCE REVIEW AND PAY REVISION

- Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
- The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
- Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
- Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

## 215) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

- You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
- You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
- You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
- Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a



maximum of 7 days of leave during the year.

- e) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
- f) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

## 216) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

## 217) RESIGNATION

- a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
- b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
- c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

## 218) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

- a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and information declared at the time of joining the Company;



MSys Tech India Private Limited  
 A/V Chandigarh Towers, 8th Floor, 48/68F  
 Pusa, Gurgaon, Haryana - 122001  
 Thiruvananthapuram, Kerala - 690 002  
 Ph: +91 44 30167015  
 www.mysystechindia.com



- b) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients; and or involvement in any act of moral turpitude commit breach of the terms of your employment;
- c) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the set expectations and objectives, an improvement plan shall be prepared, and you will be expected to meet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

## 219) RESPONSIBILITIES

- a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
- b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
- c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action will be taken, up to termination.
- d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

## 220) CONFLICT OF INTEREST

- a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
- b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
- c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
- d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection
- e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.



- f) Any existing employee to become associated with or perform services of any type for any third party.
- g) Any violation of the above will be viewed seriously and will lead to action up to termination.

## 221) GENERAL

- a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
- b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
- c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
- d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

## 222) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

## 223) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

### Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.



PRINCIPAL



**ANNEXURE**

**NAME: PERUMALLA MANISAI**

**CURRENT POSITION: Software Engineer Trainee**

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
<b>Base Salary</b>	<b>30075</b>	<b>360900</b>
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
<b>COST TO COMPANY</b>		<b>400000</b>

**Non-Transferrable Meal Voucher \*** - NTMV provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

**Medical Insurance Benefit \*\*** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-. The details of the policy will be given separately.

*Perumalla Manisai*  
Principal  
Sri Sathya Sai Institute of Engineering & Technology  
Srinivasa Nagar, Mysore  
Karnataka, India



**MSYS TECHINDIA PRIVATE LTD**

ASV Chandiya Towers,  
8<sup>th</sup> Floor, # 6/397, Rajiv Gandhi Salai (OMR),  
Okkiyam Thoraipakkam,  
Chennai - 600 096,  
Tel No: 044 39167055  
[www.msvstechnologies.com](http://www.msvstechnologies.com)

Date: Mar 21, 2022

Name: PERUMALLA  
MANISAI  
Designation: Software Engineer Trainee

Dear PERUMALLA MANISAI,

We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amount of Rs. 1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs 50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3rd year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully  
For MSys Tech India Pvt Ltd

**Kathirvel** Digitally signed  
by Kathirvel  
**Ayyasamy** Ayyasamy  
I have read the above and accept the same

Signature and date  
(Employee)

  
**PRINCIPAL**  
North India Head Office & Technology  
Department, Chennai

Mar 21, 2022

MSys / Offer Letter/ HR

**OFFER OF EMPLOYMENT**

Dear CHALLAGUNDLA SRAVYA,

We are pleased to appoint you as "Software Engineer Trainee" at MSys Tech India Pvt. Ltd., at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

**225) APPOINTMENT**

a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.

b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

**226) TRANSFER**

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or aboard with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

**227) PROBATION**

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.



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MSys Institute of Engineering & Technology  
Chennai-600 095



## 228) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that you will be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

## 229) SALARY AND DESIGNATION

- Your remuneration details are stated in the Annexure mentioned below.
- Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
- Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
- The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

## 230) PERFORMANCE REVIEW AND PAY REVISION

- Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
- The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
- Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
- Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

## 231) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

- You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
- You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
- You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
- Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a



maximum of 7 days of leave during the year.

- e) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
- f) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

### 232) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

### 233) RESIGNATION

- a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
- b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
- c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

### 234) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

- a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and information declared at the time of joining the Company;



- b) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients; and or involvement in any act of moral turpitude commit breach of the terms of your employment;
- c) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the set expectations and objectives, an improvement plan shall be prepared, and you will be expected to meet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

### 235) RESPONSIBILITIES

- a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
- b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
- c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action will be taken, up to termination.
- d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

### 236) CONFLICT OF INTEREST

- a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
- b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
- c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage;
- d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection
- e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.



- f) Any existing employee to become associated with or perform services of any type for any third party.
- g) Any violation of the above will be viewed seriously and will lead to action up to termination.

### 237) GENERAL

- a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
- b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
- c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
- d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

### 238) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

### 239) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

#### Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.





ANNEXURE

**NAME: CHALLAGUNDLA SRAVYA**

**CURRENT POSITION: Software Engineer Trainee**

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
<b>Base Salary</b>	<b>30075</b>	<b>360900</b>
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
<b>COST TO COMPANY</b>		<b>400000</b>

**Non-Transferrable Meal Voucher \***- NTMV provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

**Medical Insurance Benefit \*\*** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-. The details of the policy will be given separately.

**MSYS TECHINDIA PRIVATE LTD**

A5V Chandiya Towers,  
8<sup>th</sup> Floor, # 5/397, Rajiv Gandhi Salai (OMR),  
Okkyam Thoraipakkam,  
Chennai - 600 096,  
Tel No: 044 39167015  
[www.mysystechnologies.com](http://www.mysystechnologies.com)

Date: Mar 21, 2022

Name: CHALLAGUNDLA  
SRAVYA  
Designation: **Software Engineer Trainee**

Dear CHALLAGUNDLA SRAVYA,

We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amount of Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs 50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3rd year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully  
For MSys Tech India Pvt Ltd

**Kathirvel** Digitally signed  
by Kathirvel  
**Ayyasamy** Ayyasamy  
I have read the above and accept the same

Signature and date  
(Employee)



Mar 21, 2022

MSys / Offer Letter / HR

### OFFER OF EMPLOYMENT

Dear **BALABHADRA SUKANYA,**

We are pleased to appoint you as "Software Engineer Trainee" at MSys Tech India Pvt. Ltd., at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

#### 241) APPOINTMENT

- a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.
- b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

#### 242) TRANSFER

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or abroad with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

#### 243) PROBATION

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.

## 244) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that you will be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

## 245) SALARY AND DESIGNATION

- Your remuneration details are stated in the Annexure mentioned below.
- Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
- Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
- The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

## 246) PERFORMANCE REVIEW AND PAY REVISION

- Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
- The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
- Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
- Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

## 247) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

- You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
- You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
- You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
- Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a



maximum of 7 days of leave during the year.

- e) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
- f) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

#### 248) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

#### 249) RESIGNATION

- a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
- b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
- c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

#### 250) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

- a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and information declared at the time of joining the Company;



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Thiruvananthapuram, Chennai - 600 095  
Ph: +91 44 32187078  
www.msys technologies.com



- b) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients; and or involvement in any act of moral turpitude commit breach of the terms of your employment;
- c) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the set expectations and objectives, an improvement plan shall be prepared, and you will be expected to meet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

## 251) RESPONSIBILITIES

- a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
- b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
- c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action will be taken, up to termination.
- d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

## 252) CONFLICT OF INTEREST

- a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
- b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
- c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
- d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection
- e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.



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MSys Tech India Private Limited  
45V Chandraya Towers, 8th Floor, #808F,  
Rajiv Gandhi Salai (IT Corridor), Cybercity,  
Tondiarpet, Chennai - 600 095  
Ph: +91 44 29167015  
www.msystechnologies.com









**ANNEXURE**

**NAME: BALABHADRA SUKANYA**

**CURRENT POSITION: Software Engineer Trainee**

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
<b>Base Salary</b>	<b>30075*</b>	<b>360900</b>
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
<b>COST TO COMPANY</b>		<b>400000</b>

**Non-Transferrable Meal Voucher \*-** NTMV provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

**Medical Insurance Benefit \*\* -** You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-. The details of the policy will be given separately.

*[Handwritten Signature]*  
**PRINCIPAL**  
 Msys Institute of Engineering & Technology  
 Chennai, Tamil Nadu

**MSYS TECH INDIA PRIVATE LTD**

ASV Chandiya Towers,  
8<sup>th</sup> Floor, # 5/397, Rajiv Gandhi Salai (OMR),  
Okkyam Thoraipakkam,  
Chennai - 600 096.  
Tel No: 044 39167015  
[www.mysystechnologies.com](http://www.mysystechnologies.com)

Date: Mar 21, 2022

Name: BALABHADRA  
SUKANYA  
Designation: Software Engineer Trainee

Dear BALABHADRA SUKANYA,

We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amount of Rs. 1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs 50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3rd year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully  
For MSys Tech India Pvt Ltd

 Digitally signed  
by Kathirvel  
 Ayyasamy  
I have read the above and accept the same

Signature and date  
(Employee)



PRINCIPAL

Mar 21, 2022

MSys / Offer Letter/ HR

**OFFER OF EMPLOYMENT**

Dear NALUMASU VAISHNAVI,

We are pleased to appoint you as "Software Engineer Trainee" at MSys Tech India Pvt. Ltd., at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

**257) APPOINTMENT**

a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.

b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

**258) TRANSFER**

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or aboard with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

**259) PROBATION**

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.



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## 260) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that you will be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

## 261) SALARY AND DESIGNATION

- Your remuneration details are stated in the Annexure mentioned below.
- Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
- Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
- The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

## 262) PERFORMANCE REVIEW AND PAY REVISION

- Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
- The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
- Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
- Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

## 263) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

- You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
- You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
- You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
- Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a



maximum of 7 days of leave during the year.

- e) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
- f) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

## 264) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

## 265) RESIGNATION

- a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
- b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
- c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

## 266) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

- a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and information declared at the time of joining the Company;



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Amal Institute of Engineering & Technology  
Gandhinagar (N), Haveribagur,



- b) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients; and or involvement in any act of moral turpitude commit breach of the terms of your employment;
- c) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the set expectations and objectives, an improvement plan shall be prepared, and you will be expected to meet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

## 267) RESPONSIBILITIES

- a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
- b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
- c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action will be taken, up to termination.
- d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

## 268) CONFLICT OF INTEREST

- a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
- b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
- c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
- d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection.
- e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.



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www.mysystechnologies.com



- f) Any existing employee to become associated with or perform services of any type for any third party.
- g) Any violation of the above will be viewed seriously and will lead to action up to termination.

## 269) GENERAL

- a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
- b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
- c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
- d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

## 270) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

## 271) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

### Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.



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Academy Institute of Engineering & Technology



**ANNEXURE**

**NAME: NALUMASU VAISHNAVI**

**CURRENT POSITION: Software Engineer Trainee**

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
<b>Base Salary</b>	<b>30075</b>	<b>360900</b>
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
<b>COST TO COMPANY</b>		<b>400000</b>

**Non-Transferrable Meal Voucher \*** - NTMV provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

**Medical Insurance Benefit \*\*** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-. The details of the policy will be given separately.

  
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 MSys Institute of Engineering & Technology  
 Surathkal, Mysore



**MSYS TECHINDIA PRIVATE LTD**

ASV Chandiya Towers,  
8<sup>th</sup> Floor, # 5/397, Rajiv Gandhi Salai (OMR),  
Okkyam Thoraipakkam,  
Chennai - 600 096,  
Tel No: 044 39167015  
[www.msystechnologies.com](http://www.msystechnologies.com)

Date: Mar 21, 2022

Name: NALUMASU  
VAISHNAVI  
Designation: **Software Engineer Trainee**

**Dear NALUMASU VAISHNAVI,**

We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amount of Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs. 50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3rd year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully  
For MSys Tech India Pvt Ltd

**Kathirvel** Digitally signed  
by Kathirvel  
**Ayyasamy** Ayyasamy  
I have read the above and accept the same

Signature and date  
(Employee)



**PRINCIPAL**  
MSys Institute of Engineering & Technology  
Senthilpalayam, Koyambakkam

Mar 21, 2022

MSys / Offer Letter/ HR

**OFFER OF EMPLOYMENT**

Dear **DARAM MAMATHA**,

We are pleased to appoint you as "Software Engineer Trainee" at MSys Tech India Pvt. Ltd., at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

**273) APPOINTMENT**

- a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.
- b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

**274) TRANSFER**

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or abroad with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

**275) PROBATION**

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.



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Archives/Info of Engineering & Technology



**276) CONDITIONS OF EMPLOYMENT**

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that you will be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

**277) SALARY AND DESIGNATION**

- Your remuneration details are stated in the Annexure mentioned below.
- Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
- Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
- The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

**278) PERFORMANCE REVIEW AND PAY REVISION**

- Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
- The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
- Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
- Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

**279) LEAVE, HOURS OF WORK AND PAID HOLIDAYS**

- You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
- You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
- You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
- Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a

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 Sarithi, Mysore



maximum of 7 days of leave during the year.

- e) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
- f) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

## 280) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

## 281) RESIGNATION

- a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
- b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
- c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

## 282) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

- a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and information declared at the time of joining the Company;



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Gandhipuram (VI), Varambakkulam,  
Pondicherry - 605 006



- b) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients; and or involvement in any act of moral turpitude commit breach of the terms of your employment;
- c) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the set expectations and objectives, an improvement plan shall be prepared, and you will be expected to meet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

### 283) RESPONSIBILITIES

- a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
- b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
- c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action will be taken, up to termination.
- d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

### 284) CONFLICT OF INTEREST

- a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
- b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
- c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
- d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection
- e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.

- f) Any existing employee to become associated with or perform services of any type for any third party
- g) Any violation of the above will be viewed seriously and will lead to action up to termination.

## 285) GENERAL

- a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
- b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
- c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
- d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

## 286) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

## 287) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

### Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.



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## ANNEXURE

**NAME: DARAMMAMATHA**

**CURRENT POSITION: Software Engineer Trainee**

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
<b>Base Salary</b>	<b>30075</b>	<b>360900</b>
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
<b>COST TO COMPANY</b>		<b>400000</b>

**Non-Transferrable Meal Voucher \*- NTMV** provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

**Medical Insurance Benefit \*\*** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-. The details of the policy will be given separately.

  
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 Amrita Institute of Engineering & Technology  
 Gandhinagar IV, Mysore, Karnataka

## MSYS TECH INDIA PRIVATE LTD

ASV Chandiya Towers,  
8<sup>th</sup> Floor, # 5-297, Rajiv Gandhi Salai (OMR),  
Okkyam Thoraipakkam,  
Chennai - 600 096,  
Tel No: 044 38167015  
[www.msys technologies.com](http://www.msys technologies.com)

Date: Mar 21, 2022

Name: DARAM  
MAMATHA  
Designation: Software Engineer Trainee

Dear DARAM MAMATHA,

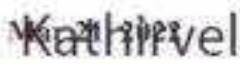

We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amount of Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs 50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3rd year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully  
For MSys Tech India Pvt Ltd

  
Digitally signed  
by Kathirvel  
  
Ayyasamy  
I have read the above and accept the same

Signature and date  
(Employee)

  
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Amal Institute of Engineering & Technology  
Gandhinagar (M), Hoysasankar,  
Pondicherry - 605 006



Mar 21, 2022

MSys / Offer Letter/ HR

### OFFER OF EMPLOYMENT

Dear **KAKUMANI HARIKA**,

We are pleased to appoint you as "Software Engineer Trainee" at MSys Tech India Pvt. Ltd., at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

#### 289) APPOINTMENT

- a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.
- b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

#### 290) TRANSFER

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or aboard with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

#### 291) PROBATION

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.



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Head of Sales & Marketing

## 292) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that you will be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

## 293) SALARY AND DESIGNATION

- Your remuneration details are stated in the Annexure mentioned below.
- Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
- Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
- The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

## 294) PERFORMANCE REVIEW AND PAY REVISION

- Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
- The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
- Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
- Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

## 295) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

- You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
- You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
- You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
- Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a








- b) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients; and or involvement in any act of moral turpitude commit breach of the terms of your employment;
- c) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the set expectations and objectives, an improvement plan shall be prepared, and you will be expected to meet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

### 299) RESPONSIBILITIES

- a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
- b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
- c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action will be taken, up to termination.
- d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

### 300) CONFLICT OF INTEREST

- a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
- b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
- c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
- d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection
- e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.

  
Principal  
Amal Institute of Engineering & Technology  
Chennai (TN), India  
2015-2016

- f) Any existing employee to become associated with or perform services of any type for any third party.
- g) Any violation of the above will be viewed seriously and will lead to action up to termination.

### 301) GENERAL

- a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
- b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
- c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
- d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

### 302) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

### 303) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

#### Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.







**ANNEXURE**

**NAME: KAKUMANI HARIKA**

**CURRENT POSITION: Software Engineer Trainee**

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
<b>Base Salary</b>	<b>30075*</b>	<b>360900</b>
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
<b>COST TO COMPANY</b>		<b>400000</b>

**Non-Transferrable Meal Voucher \*- NTMV** provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

**Medical Insurance Benefit \*\*** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-. The details of the policy will be given separately.

  
**PRINCIPAL**  
 MSys Technologies  
 Software Engineering & Technology  
 4th Floor, 4th Avenue,  
 Anna Nagar, Chennai

## MSYS TECHINDIA PRIVATE LTD

ASV Chandilya Towers,  
8<sup>th</sup> Floor, # 5/397, Rajiv Gandhi Salai (OMR),  
Okkiyam Thorapakkam,  
Chennai - 600 096.  
Tel No: 044 39167015  
[www.msys technologies.com](http://www.msys technologies.com)

Date: Mar 21, 2022

Name: KAKUMANI  
HARIKA  
Designation: Software Engineer Trainee

Dear KAKUMANI HARIKA,



We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amount of Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs 50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3rd year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully  
For MSys Tech India Pvt Ltd

 Digitally signed  
by Kathirvel  
 Ayyasamy  
I have read the above and accept the same

Signature and date  
(Employee)



PRINCIPAL  
MSys Tech India Private Limited  
ASV Chandilya Towers, 8th Floor, #5/397,  
Rajiv Gandhi Salai (OMR), Okkiyam  
Thorapakkam, Chennai - 600 096.  
Ph: +91 44 39167015  
[www.msys technologies.com](http://www.msys technologies.com)

Mar 21, 2022

MSys / Offer Letter/ HR

**OFFER OF EMPLOYMENT**

Dear GUGULOTH GANESH,

We are pleased to appoint you as "Software Engineer Trainee" at MSys Tech India Pvt. Ltd., at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

**305) APPOINTMENT**

- a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.
- b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

**306) TRANSFER**

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or abroad with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

**307) PROBATION**

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.



PRINCIPAL  
MSys Institute of Engineering & Technology  
Srinivasan, Mysore  
Srinivasan, Mysore



### 308) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that you will be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

### 309) SALARY AND DESIGNATION

- Your remuneration details are stated in the Annexure mentioned below.
- Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
- Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
- The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

### 310) PERFORMANCE REVIEW AND PAY REVISION

- Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
- The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
- Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
- Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

### 311) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

- You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
- You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
- You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
- Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a



maximum of 7 days of leave during the year.

- c) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
- f) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

### 312) UNAUTHORIZED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

### 313) RESIGNATION

- a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
- b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
- c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

### 314) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

- a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and information declared at the time of joining the Company;



MSys Technologies  
Rajiv Gandhi Institute of Engineering & Technology  
Ghaziabad (U), Meerut Road,  
Banga Road (GATE)



- b) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients; and or involvement in any act of moral turpitude commit breach of the terms of your employment;
- c) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the set expectations and objectives, an improvement plan shall be prepared, and you will be expected to meet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

### 315) RESPONSIBILITIES

- a) In view of your position and office; you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
- b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
- c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action will be taken, up to termination.
- d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

### 316) CONFLICT OF INTEREST

- a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
- b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
- c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
- d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection
- e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.

Principal  
Medit Institute of Engineering & Technology  
Gandhinagar (V), Mysore  
Ranga Reddy (Dist)



- f) Any existing employee to become associated with or perform services of any type for any third party.
- g) Any violation of the above will be viewed seriously and will lead to action up to termination.

### 317) GENERAL

- a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
- b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
- c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
- d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

### 318) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

### 319) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

#### Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.



PRINCIPAL  
Arunal Institute of Engineering & Technology  
Senthilpalayam, Kanyakumari  
Pin - 620 025



ANNEXURE

**NAME: GUGULOTH GANESH**

**CURRENT POSITION: Software Engineer Trainee**

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
<b>Base Salary</b>	<b>30075*</b>	<b>360900</b>
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
<b>COST TO COMPANY</b>		<b>400000</b>

**Non-Transferrable Meal Voucher \*- NTMV** provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

**Medical Insurance Benefit \*\*** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-. The details of the policy will be given separately.

  
**PRINCIPAL**  
 Head Office of Engineering & Technology  
 Ganesh M. Karimnagar  
 Bangalore (India)



## MSYS TECHINDIA PRIVATE LTD

ASV Chandilya Towers,  
1<sup>st</sup> Floor, # 5/397, Rajiv Gandhi Salai (OMR),  
Okkyam Thoraipakkam,  
Chennai - 600 096.  
Tel No: 644 39167015  
[www.msys technologies.com](http://www.msys technologies.com)

Date: Mar 21, 2022

Name: GUGULOTH  
GANESH  
Designation: Software Engineer Trainee

Dear GUGULOTH GANESH,

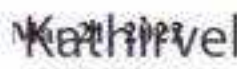

We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amount of Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs 50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3rd year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully  
For MSys Tech India Pvt Ltd

 Digitally signed  
by Kathirvel  
 Ayyasamy  
I have read the above and accept the same

Signature and date  
(Employee)

  
PRINCIPAL  
Arunth Institute of Engineering & Technology  
Chandilya (V), Thoraipakkam

Mar 21, 2022

MSys / Offer Letter/ HR

### OFFER OF EMPLOYMENT

Dear SIRAGONI MADHAVI,

We are pleased to appoint you as "Software Engineer Trainee" at MSys Tech India Pvt. Ltd., at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

#### 321) APPOINTMENT

- a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.
- b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

#### 322) TRANSFER

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or aboard with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

#### 323) PROBATION

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.



PRINCIPAL  
Amita Institute of Engineering & Technology



### 324) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that you will be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

### 325) SALARY AND DESIGNATION

- Your remuneration details are stated in the Annexure mentioned below.
- Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
- Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
- The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

### 326) PERFORMANCE REVIEW AND PAY REVISION

- Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
- The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
- Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
- Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

### 327) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

- You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
- You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
- You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
- Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a



- maximum of 7 days of leave during the year.
- e) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
  - f) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

### 328) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

### 329) RESIGNATION

- a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
- b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
- c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

### 330) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

- a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and information declared at the time of joining the Company;



PRINCIPAL  
MSys Institute of Engineering & Technology  
Sankarapuram, Chennai - 600 096  
Tamil Nadu, India



- b) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients; and or involvement in any act of moral turpitude commit breach of the terms of your employment;
- c) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the set expectations and objectives, an improvement plan shall be prepared, and you will be expected to meet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

### 331) RESPONSIBILITIES

- a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
- b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
- c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action will be taken, up to termination.
- d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

### 332) CONFLICT OF INTEREST

- a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
- b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
- c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
- d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection.
- e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.

*[Handwritten Signature]*  
*[Handwritten Stamp: MSys Technologies]*

- f) Any existing employee to become associated with or perform services of any type for any third party.
- g) Any violation of the above will be viewed seriously and will lead to action up to termination.

### 333) GENERAL

- a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
- b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
- c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
- d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

### 334) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

### 335) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

#### Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.



PRINCIPAL  
Vandana Institute of Engineering & Technology  
Gandhinagar (V), Havelock Nagar,  
Sungar Reddy (MTR)



### 336) PASSPORT AND AADHAAR CARD

It would be to your advantage and in view of the business of MSys, all trainees are required to possess a valid passport and an Aadhaar Card. In case you do not already have one, you are required to obtain / produce a proof of having applied for the same at your own expense and intimate the same to the HR at your location, within three months of joining.

These above details need to be updated through the HR portal.

According to the standard practice of our Company, you will treat the above terms of this agreement as confidential.

We welcome you to our company and look forward to a long and fruitful association with you.

Yours faithfully,

For MSys Tech India Pvt Ltd.

Kathirvel      Digitally signed  
                         by Kathirvel  
Ayyasamy      Ayyasamy

Mar 21, 2022

**KATHIRVEL AYYASAMY  
DIRECTOR – TALENT ACQUISITION**

I hereby declare that my offer of Appointment is valid only if I meet the eligibility criteria of passing the final year of Graduation/Post Graduation in the first attempt, securing 60% or above across semesters and also, undertake to produce final mark sheets and passing certificate (Attested soft copies) at the time of Onboarding to the company within 30 days of my joining, \*failing which my employment with MSys may be terminated.

To confirm your acceptance of this letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to MSys.

\*In case of any extension in submitting the documents a special approval to be obtained from MSys HR.

Name: \_\_\_\_\_

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

Date: \_\_\_\_\_



PRINCIPAL  
Aravali Institute of Engineering & Technology  
Guruvandiy (V), Hovvancherry,  
Bongra, Noida (Dist.)

ANNEXURE

**NAME: SIRAGONI MADHAVI**

**CURRENT POSITION: Software Engineer Trainee**

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
<b>Base Salary</b>	<b>30075</b>	<b>360900</b>
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
<b>COST TO COMPANY</b>		<b>400000</b>

**Non-Transferrable Meal Voucher \*-** NTMV provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

**Medical Insurance Benefit \*\* -** You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-. The details of the policy will be given separately.

  
**PRINCIPAL**  
 Jssrd Institute of Engineering & Technology  
 Guntur City (V), Mylavada  
 P. N. Reddy (Dist)

## MSYS TECHINDIA PRIVATE LTD

ASV Chandiya Towers,  
8<sup>th</sup> Floor, # 5/397, Rajiv Gandhi Salai (OMR),  
Okkiam Thoraipakkam,  
Chennai - 600 096,  
Tel No: 044 39167015  
[www.msys technologies.com](http://www.msys technologies.com)

Date: Mar 21, 2022

Name: SIRAGONI  
MADHAVI  
Designation: Software Engineer Trainee

Dear SIRAGONI MADHAVI,

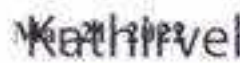
We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amount of Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs.50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3rd year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully  
For MSys Tech India Pvt Ltd

  
Digitally signed  
by Kathirvel  
Ayyasamy  
I have read the above and accept the same

Signature and date  
(Employee)



PRINCIPAL  
MSys Tech India Private Limited  
ASV Chandiya Towers, 8<sup>th</sup> Floor, #5/397,  
Rajiv Gandhi Salai (OMR), Okkiam  
Thoraipakkam, Chennai - 600 096,  
Ph: +91 44 39167015  
[www.msys technologies.com](http://www.msys technologies.com)



Mar 21, 2022

MSys / Offer Letter/ HR

**OFFER OF EMPLOYMENT**

Dear AKULA UUDAY,

We are pleased to appoint you as "Software Engineer Trainee" at MSys Tech India Pvt. Ltd., at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

**337) APPOINTMENT**

- a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.
- b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

**338) TRANSFER**

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or abroad with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

**339) PROBATION**

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.



**PRINCIPAL**  
Head Institute of Technology & Research  
Government Engineering College  
Thirupattur, Chennai - 600 060

### 340) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that you will be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

### 341) SALARY AND DESIGNATION

- Your remuneration details are stated in the Annexure mentioned below.
- Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
- Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
- The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

### 342) PERFORMANCE REVIEW AND PAY REVISION

- Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
- The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
- Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
- Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

### 343) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

- You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
- You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
- You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
- Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a

MSys (India) Pvt. Ltd.	MSys (India) Pvt. Ltd.	MSys (India) Pvt. Ltd.
MSys (India) Pvt. Ltd.	MSys (India) Pvt. Ltd.	MSys (India) Pvt. Ltd.
MSys (India) Pvt. Ltd.	MSys (India) Pvt. Ltd.	MSys (India) Pvt. Ltd.
MSys (India) Pvt. Ltd.	MSys (India) Pvt. Ltd.	MSys (India) Pvt. Ltd.



maximum of 7 days of leave during the year.

- c) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
- f) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

#### 344) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

#### 345) RESIGNATION

- a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
- b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
- c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

#### 346) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

- a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and information declared at the time of joining the Company;

PRINCIPAL

Amal Institute of Engineering & Technology  
Guntur (V), Rayachoti,  
Punjab Raddi (Dist.)




- b) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients; and or involvement in any act of moral turpitude commit breach of the terms of your employment;
- c) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the set expectations and objectives, an improvement plan shall be prepared, and you will be expected to meet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

### 347) RESPONSIBILITIES

- a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
- b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
- c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action will be taken, up to termination.
- d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

### 348) CONFLICT OF INTEREST

- a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
- b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
- c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage;
- d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection.
- e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.

  
 V. Vijayakumar  
 Director (HR)

- f) Any existing employee to become associated with or perform services of any type for any third party.
- g) Any violation of the above will be viewed seriously and will lead to action up to termination.

### 349) GENERAL

- a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
- b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
- c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
- d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

### 350) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

### 351) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

#### Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.



PRINCIPAL  
Aravali Institute of Engineering & Technology  
Surthipally (V), Mayiladuthurai  
Thiruvallur District



### 352) PASSPORT AND AADHAAR CARD

It would be to your advantage and in view of the business of MSys, all trainees are required to possess a valid passport and an Aadhaar Card. In case you do not already have one, you are required to obtain / produce a proof of having applied for the same at your own expense and intimate the same to the HR at your location, within three months of joining.

These above details need to be updated through the HR portal.

According to the standard practice of our Company, you will treat the above terms of this agreement as confidential.

We welcome you to our company and look forward to a long and fruitful association with you.

Yours faithfully,

**For MSys Tech India Pvt Ltd.**

**Kathirvel** Digitally signed  
by Kathirvel  
**Ayyasamy** Ayyasamy

**Mar 21, 2022**

**KATHIRVEL AYYASAMY**  
**DIRECTOR – TALENT ACQUISITION**

I hereby declare that my offer of Appointment is valid only if I meet the eligibility criteria of passing the final year of Graduation/Post Graduation in the first attempt, securing 60% or above across semesters and also, undertake to produce final mark sheets and passing certificate (Attested soft copies) at the time of Onboarding to the company within 30 days of my joining, \*failing which my employment with MSys may be terminated.

To confirm your acceptance of this letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to MSys.

\*In case of any extension in submitting the documents a special approval to be obtained from MSys HR.

Name: \_\_\_\_\_

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

Date: \_\_\_\_\_



**PRINCIPAL**  
MSys Institute of Engineering & Technology  
Sankarapally (V), Haverhennagar,  
Tiruvallur District



**ANNEXURE**

**NAME: AKULA UDAY**

**CURRENT POSITION: Software Engineer Trainee**

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
<b>Base Salary</b>	<b>30075</b>	<b>360900</b>
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
<b>COST TO COMPANY</b>		<b>400000</b>

**Non-Transferrable Meal Voucher \*-** NTMV provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

**Medical Insurance Benefit \*\* -** You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-. The details of the policy will be given separately.



**PRINCIPAL**  
Amala Institute of Engineering & Technology  
Senthilpatti (V), Kanyakumari  
Tamil Nadu - 620 021

## MSYS TECHINDIA PRIVATE LTD

ASV Chandiya Towers,  
8<sup>th</sup> Floor, # 5/397, Rajiv Gandhi Sala (OMR),  
Okkiyam Thoralpakkam,  
Chennai - 600 096,  
Tel No: 044 39167015  
[www.msystechnologies.com](http://www.msystechnologies.com)

Date: Mar 21, 2022

Name: AKULA UUDAY  
Designation: Software Engineer Trainee

Dear AKULA UUDAY,

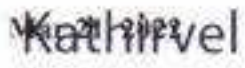

We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amount of Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs.50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3rd year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully  
For MSys Tech India Pvt Ltd

 Digitally signed  
by Kathirvel  
 Ayyasamy  
I have read the above and accept the same

Signature and date  
(Employee)



PRINCIPAL  
Anna Institute of Engineering & Technology

Mar 21, 2022

MSys / Offer Letter / HR

**OFFER OF EMPLOYMENT**

Dear VEMULA SURESH,

We are pleased to appoint you as "Software Engineer Trainee" at MSys Tech India Pvt. Ltd., at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

**353) APPOINTMENT**

- a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.
- b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

**354) TRANSFER**

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or aboard with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

**355) PROBATION**

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.



PRINCIPAL  
MSys Institute of Engineering & Technology  
Bengaluru, Karnataka



### 356) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that you will be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

### 357) SALARY AND DESIGNATION

- Your remuneration details are stated in the Annexure mentioned below.
- Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
- Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
- The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

### 358) PERFORMANCE REVIEW AND PAY REVISION

- Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
- The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
- Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
- Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

### 359) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

- You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
- You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
- You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
- Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a



maximum of 7 days of leave during the year.

- c) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
- d) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

### 360) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

### 361) RESIGNATION

- a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
- b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
- c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

### 362) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

- a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and information declared at the time of joining the Company;



**PRINCIPAL**  
**Avanti Institute of Engineering & Technology**  
**Gandhinagar (V), Mysore**



- b) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients; and or involvement in any act of moral turpitude commit breach of the terms of your employment;
- c) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the set expectations and objectives, an improvement plan shall be prepared, and you will be expected to meet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

### 363) RESPONSIBILITIES

- a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
- b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
- c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action will be taken, up to termination.
- d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

### 364) CONFLICT OF INTEREST

- a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
- b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
- c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
- d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection.
- e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.



- f) Any existing employee to become associated with or perform services of any type for any third party.
- g) Any violation of the above will be viewed seriously and will lead to action up to termination.

### 365) GENERAL

- a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
- b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
- c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
- d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

### 366) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

### 367) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

#### Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.



PRINCIPAL

**368) PASSPORT AND AADHAAR CARD**

It would be to your advantage and in view of the business of MSys, all trainees are required to possess a valid passport and an Aadhaar Card. In case you do not already have one, you are required to obtain / produce a proof of having applied for the same at your own expense and intimate the same to the HR at your location, within three months of joining.

These above details need to be updated through the HR portal.

According to the standard practice of our Company, you will treat the above terms of this agreement as confidential.

We welcome you to our company and look forward to a long and fruitful association with you.

Yours faithfully,

**For MSys Tech India Pvt Ltd.**

**Kathirvel** Digitally signed  
by Kathirvel  
**Ayyasamy** Ayyasamy

Mar 21, 2022

**KATHIRVEL AYYASAMY**  
**DIRECTOR - TALENT ACQUISITION**

I hereby declare that my offer of Appointment is valid only if I meet the eligibility criteria of passing the final year of Graduation/Post Graduation in the first attempt, securing 60% or above across semesters and also, undertake to produce final mark sheets and passing certificate (Attested soft copies) at the time of Onboarding to the company within 30 days of my joining. \*failing which my employment with MSys may be terminated.

To confirm your acceptance of this letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to MSys.

\*In case of any extension in submitting the documents a special approval to be obtained from MSys HR.

Name: \_\_\_\_\_

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

Date: \_\_\_\_\_



**PRINCIPAL**  
Inventive Institute of Engineering & Technology  
(Autonomous), Havelockpet,  
Ranga Reddy (Dist.)

**ANNEXURE**

**NAME: VEMULA SURESH**

**CURRENT POSITION: Software Engineer Trainee**

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
<b>Base Salary</b>	<b>30075</b>	<b>360900</b>
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
<b>COST TO COMPANY</b>		<b>400000</b>

**Non-Transferrable Meal Voucher \*-** NTMV provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

**Medical Insurance Benefit \*\*** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-. The details of the policy will be given separately.



*Pratik Chandra*  
**Pratik Chandra**  
 World Institute of Engineering & Technology  
 Guindy, VI, Madhavapuram.



## MSYS TECHINDIA PRIVATE LTD

ASV Chandiya Towers,  
8<sup>th</sup> Floor, # 5/397, Rajiv Gandhi Salai (OMR),  
Okkayam Thoraipakkam,  
Chennai - 600 096,  
Tel No: 044 39167015  
[www.msys technologies.com](http://www.msys technologies.com)

Date: Mar 21, 2022

Name: VEMULA  
SURESH  
Designation: Software Engineer Trainee

Dear VEMULA SURESH,


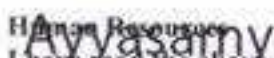
We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amount of Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs.50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3rd year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully  
For MSys Tech India Pvt Ltd

  
Digitally signed  
by Kathirvel  
  
Ayyasamy  
I have read the above and accept the same

Signature and date  
(Employee)



PRINCIPAL  
MSys Institute of Engineering & Technology  
Gurukrupa IV, Marudhacheri,  
Chennai - 600 096

Mar 21, 2022

MSys / Offer Letter / HR

### OFFER OF EMPLOYMENT

Dear **SRIRAMA PRIYACHANDANA,**

We are pleased to appoint you as "Software Engineer Trainee" at MSys Tech India Pvt. Ltd., at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

#### 369) APPOINTMENT

a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.

b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

#### 370) TRANSFER

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or aboard with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

#### 371) PROBATION

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.



PRINCIPAL  
MSys Technologies



### 372) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that you will be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

### 373) SALARY AND DESIGNATION

- Your remuneration details are stated in the Annexure mentioned below.
- Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
- Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
- The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

### 374) PERFORMANCE REVIEW AND PAY REVISION

- Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
- The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
- Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
- Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

### 375) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

- You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
- You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
- You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
- Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a

MSys Institute of Engineering & Technology  
Gandhinagar, Hoysalkerepet,



maximum of 7 days of leave during the year.

- e) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
- f) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

### 376) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

### 377) RESIGNATION

- a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
- b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
- c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

### 378) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

- a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and information declared at the time of joining the Company.

  
PRINCIPAL  
Amal Institute of Engineering & Technology  
Chennai (P), Tamil Nadu  
Tamil Nadu (Dist.)



- b) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients; and or involvement in any act of moral turpitude commit breach of the terms of your employment;
- c) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the set expectations and objectives, an improvement plan shall be prepared, and you will be expected to meet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

### 379) RESPONSIBILITIES

- a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
- b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
- c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action will be taken, up to termination.
- d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

### 380) CONFLICT OF INTEREST

- a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
- b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
- c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
- d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection.
- e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.

*[Signature]*  
**PRINCIPAL**  
World Institute of Engineering & Technology  
Sambalpur (O), Bhubaneswar,  
Tameshwar Road, Odisha

- f) Any existing employee to become associated with or perform services of any type for any third party.
- g) Any violation of the above will be viewed seriously and will lead to action up to termination.

### 381) GENERAL

- a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
- b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
- c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
- d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

### 382) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

### 383) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

#### Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.



**PRINCIPAL**  
Aravali Institute of Engineering & Technology  
Gandhinagar (V), Kuvempur  
Sangee Reddy (2464)





**ANNEXURE**

**NAME: SRIRAMA PRIYACHANDANA**

**CURRENT POSITION: Software Engineer Trainee**

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
<b>Base Salary</b>	<b>30075</b>	<b>360900</b>
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
<b>COST TO COMPANY</b>		<b>400000</b>

**Non-Transferrable Meal Voucher \*- NTMV** provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

**Medical Insurance Benefit \*\*** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-. The details of the policy will be given separately.



**PRINCIPAL**  
 Arvind Institute of Engineering & Technology  
 Gudimply (V), Hoyalasagar,  
 Ranga Reddy (Dist.)

**MSYS TECHINDIA PRIVATE LTD**

ASV Chandiya Towers,  
8<sup>th</sup> Floor, # 5/397, Rajiv Gandhi Salai (OMR),  
Okkiyam Thoralpakkam,  
Chennai - 600 096,  
Tel No: 044 39167015  
[www.msys technologies.com](http://www.msys technologies.com)

Date: Mar 21, 2022

Name: SRIRAMA  
PRIYACHANDANA  
Designation: **Software Engineer Trainee**

**Dear SRIRAMA PRIYACHANDANA,**

We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amount of Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs.50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3rd year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully  
For MSys Tech India Pvt Ltd

**Kathirvel** Digitally signed  
by Kathirvel  
**Ayyasamy** Ayyasamy  
I have read the above and accept the same

Signature and date  
(Employee)



**MSys Technologies**  
Murali Institute of Engineering & Technology  
Guruthappally (V), Marathampalayam



Mar 21, 2022

MSys/ Offer Letter/ HR

**OFFER OF EMPLOYMENT**

Dear SYED MAZHAR ALI,

We are pleased to appoint you as "Software Engineer Trainee" at MSys Tech India Pvt. Ltd., at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

**385) APPOINTMENT**

- a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.
- b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

**386) TRANSFER**

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or abroad with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

**387) PROBATION**

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.



PRINCIPAL  
MSys Technologies  
MSys Tech India Pvt. Ltd.  
ASV Chandra Tower, 9th Floor, 48/97,  
Ray Dandi Salu (DMS), Okoyam,  
Thiruvallur, Chennai - 600 090.  
Ph: +91 44 33547010  
www.mysystechnologies.com

### 388) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that you will be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

### 389) SALARY AND DESIGNATION

- Your remuneration details are stated in the Annexure mentioned below.
- Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
- Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
- The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

### 390) PERFORMANCE REVIEW AND PAY REVISION

- Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
- The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
- Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
- Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

### 391) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

- You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
- You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
- You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
- Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a



maximum of 7 days of leave during the year.

- e) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
- f) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

### 392) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

### 393) RESIGNATION

- a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
- b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
- c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

### 394) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

- a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and information declared at the time of joining the Company;



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MSys Institute of Engineering & Technology  
Gandhinagar, Chennai





- f) Any existing employee to become associated with or perform services of any type for any third party.
- g) Any violation of the above will be viewed seriously and will lead to action up to termination.

### 397) GENERAL

- a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
- b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
- c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
- d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

### 398) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

### 399) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

#### Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.



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Avinthi Institute of Engineering & Technology  
Ganthipalayam (V), Royapettah,  
Chennai - 600 021







ANNEXURE

**NAME: SYED MAZHAR ALI**

**CURRENT POSITION: Software Engineer Trainee**

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
<b>Base Salary</b>	<b>30075</b>	<b>360900</b>
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
<b>COST TO COMPANY</b>		<b>400000</b>

**Non-Transferrable Meal Voucher \*** - NTMV provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

**Medical Insurance Benefit \*\*** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-. The details of the policy will be given separately.

**MSYS TECHINDIA PRIVATE LTD**

ASV Chandilya Towers,  
6<sup>th</sup> Floor, # 5/397, Rajiv Gandhi Salai (OMR),  
Okkiyam Thoraipakkam,  
Chennai - 600 096.  
Tel No: 044 39167015  
[www.msys technologies.com](http://www.msys technologies.com)

Date: Mar 21, 2022

Name: SYED MAZHAR  
ALI  
Designation: **Software Engineer Trainee**

**Dear SYED MAZHAR ALI,**

We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amount of Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs.50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3rd year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully  
For MSys Tech India Pvt Ltd

**Kathirvel** Digitally signed  
by Kathirvel  
**Ayyasamy** Ayyasamy  
I have read the above and accept the same

Signature and date  
(Employee)

*[Handwritten Signature]*  
AVANTH INSTITUTE OF ENGINEERING & TECHNOLOGY  
GUNTUR (V), HAYATHNAGAR,  
RANGA REDDY DISTRICT,  
ANDHRA PRADESH

MSys Internal	MSys Internal	MSys Internal
MSys Internal	MSys Internal	MSys Internal

Mar 21, 2022

MSys / Offer Letter/ HR

**OFFER OF EMPLOYMENT**

Dear **K NARASIMHA,**

We are pleased to appoint you as **"Software Engineer Trainee"** at **MSys Tech India Pvt. Ltd.,** at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

**401) APPOINTMENT**

- a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.
- b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

**402) TRANSFER**

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or aboard with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

**403) PROBATION**

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.

**PRINCIPAL**  
The Institute of Engineering & Technology  
MSys Tech India Private Limited  
MSY Chandrai Towers, 8th Floor, #5-297  
Raw Ganga, S.B. (OMR), Chennai  
Thodupakkam, Chennai - 600 095  
Ph: +91 44 30167015  
www.msystechnologies.com



#### 404) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that you will be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

#### 405) SALARY AND DESIGNATION

- Your remuneration details are stated in the Annexure mentioned below.
- Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
- Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
- The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

#### 406) PERFORMANCE REVIEW AND PAY REVISION

- Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
- The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
- Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
- Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

#### 407) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

- You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
- You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
- You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
- Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a



maximum of 7 days of leave during the year.

- e) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
- f) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

#### 408) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

#### 409) RESIGNATION

- a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
- b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
- c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

#### 410) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

- a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and information declared at the time of joining the Company;



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Aravali Institute of Engineering & Technology  
Gandhinagar, Mysore



- b) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients; and or involvement in any act of moral turpitude commit breach of the terms of your employment;
- c) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the set expectations and objectives, an improvement plan shall be prepared, and you will be expected to meet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

#### 411) RESPONSIBILITIES

- a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
- b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
- c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action will be taken, up to termination.
- d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

#### 412) CONFLICT OF INTEREST

- a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
- b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
- c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
- d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection.
- e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.

*[Signature]*  
PRINCIPAL  
Amrita Institute of Engineering & Technology  
Chennai, India



- f) Any existing employee to become associated with or perform services of any type for any third party.
- g) Any violation of the above will be viewed seriously and will lead to action up to termination.

#### 413) GENERAL

- a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
- b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
- c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
- d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

#### 414) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

#### 415) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

#### Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.

*[Handwritten Signature]*  
**PRINCIPAL**  
**MSys Institute of Engineering & Technology**  
**Gandhipuram (V), Arinjillem**  
**Chennai - 600026**

MSys (BER 1)	MSys (BER 1)	MSys (BER 1)
MSys (BER 1)	MSys (BER 1)	MSys (BER 1)
MSys (BER 1)	MSys (BER 1)	MSys (BER 1)
MSys (BER 1)	MSys (BER 1)	MSys (BER 1)

#### 416) PASSPORT AND AADHAAR CARD

It would be to your advantage and in view of the business of MSys, all trainees are required to possess a valid passport and an Aadhaar Card. In case you do not already have one, you are required to obtain / produce a proof of having applied for the same at your own expense and intimate the same to the HR at your location, within three months of joining.

These above details need to be updated through the HR portal.

According to the standard practice of our Company, you will treat the above terms of this agreement as confidential.

We welcome you to our company and look forward to a long and fruitful association with you.

Yours faithfully,

For MSys Tech India Pvt Ltd.

Kathirvel  
Ayyasamy

Digitally signed  
by Kathirvel  
Ayyasamy

Mar 21, 2022

**KATHIRVEL AYYASAMY**  
**DIRECTOR - TALENT ACQUISITION**

I hereby declare that my offer of Appointment is valid only if I meet the eligibility criteria of passing the final year of Graduation/Post Graduation in the first attempt, securing 60% or above across semesters and also, undertake to produce final mark sheets and passing certificate (Attested soft copies) at the time of Onboarding to the company within 30 days of my joining. \*failing which my employment with MSys may be terminated.

To confirm your acceptance of this letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to MSys.

\*In case of any extension in submitting the documents a special approval to be obtained from MSys HR.

Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

**ANNEXURE**

**NAME: K NARASIMHA**

**CURRENT POSITION: Software Engineer Trainee**

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
<b>Base Salary</b>	<b>30075</b>	<b>360900</b>
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
<b>COST TO COMPANY</b>		<b>400000</b>

**Non-Transferrable Meal Voucher \*** - NTMV provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

**Medical Insurance Benefit \*\*** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-. The details of the policy will be given separately.





**MSYS TECHINDIA PRIVATE LTD**

ASV Chandiya Towers,  
8<sup>th</sup> Floor, # 5/397, Rajiv Gandhi Salai (OMR),  
Okkiyam Thoraipakkam,  
Chennai - 600 096.  
Tel No: 044 29167015  
[www.msysstechnologies.com](http://www.msysstechnologies.com)

Date: Mar 21, 2022

Name: K NARASIMHA  
Designation: **Software Engineer Trainee**

Dear K NARASIMHA,

We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amount of Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs.50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3<sup>rd</sup> year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully  
For MSystems Tech India Pvt Ltd

**Kathirvel** Digitally signed  
by Kathirvel  
**Ayyasamy** Ayyasamy  
I have read the above and accept the same

Signature and date  
(Employee)

*[Handwritten Signature]*  
**PRINCIPAL**  
Human Resources & Technology  
MSystems Technologies Private Limited  
ASV Chandiya Towers, 8<sup>th</sup> Floor, #5/397,  
Rajiv Gandhi Salai (OMR), Okkiyam  
Thoraipakkam, Chennai - 600096.  
PH: +91 44 29167015  
[www.msysstechnologies.com](http://www.msysstechnologies.com)



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20224223915/Hyderabad**  
**Date: 14/04/2022**

Dear KASHAPOGU MOSES,

**Sub: Letter of Offer**

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

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

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

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

PRINCIPAL

Avanthi Institute of Engg. & Tech.  
Gundachally Of, Avanigadda (M.D.), R.R. Dist.

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TCSLDT20224223915

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanquart, No.1 Software Units Layout, Madhapur, Hyderabad-500 081 India  
Tel: 91 40 6667 2009 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nallurva Point, Mumbai-400 021  
TCS Careers ServiceLine: 1800 209 1111 Email: careers@tcs.com





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

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of `14,784/- per month.

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

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

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

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

Your HRA will be `5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

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

#### **3. Food Card**

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

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TCSL/DT20224223915

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

PRINCIPAL 2  
Avanhi Institute of Engg. & Tech,  
Gumshetty (V), Abulaparnet (Wd), S.R. Dist.

Deccanpark, No.1 Software Techs Layout, Marthandur, Hyderabad-500081 India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Narayana Park, Mysuru-570023  
TCS Careers Service Line: 1 800 209 3111 Email: careers@tcs.com





## PERFORMANCE PAY

### **Monthly Performance Pay**

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

### **Quarterly Variable Allowance**

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

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

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

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## CITY ALLOWANCE

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

## XPLORE/ LEARNING INCENTIVES

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

## OTHER BENEFITS

### **Health Insurance Scheme**


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

HIS offers the following benefits:

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Tata Consultancy Services Limited

(Devgangotri, No.1 Software Units Layout, Malviya Nagar, Hyderabad)   
Tel: 91 40 6657 2000 Fax: 91 40 6657 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers ServiceLine: 1800 209 3111 Email: careers@tcs.com

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Guntur, Andhra Pradesh, India



## 1. Basic Cover

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

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

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

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

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

## Maternity Leave

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

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

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

## Loans

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

## Professional Memberships

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

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TCS Career Services: 1800 209 3111 Email: careers@tcs.com

  
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Gandhinagar, Abdulgoum (502) 15 91 51





## RETIRALS

### **Provident Fund**

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

### **Gratuity**

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

## TERMS AND CONDITIONS

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

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

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

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

### **2. Pre requisites for Joining**

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

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Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Web site: www.tcs.com  
Registered Office: Noida Building, 9th Floor, Noida, India, Mumbai 400 071  
TCS Careers Service Line: 1800 299 3333 Email: careers@tcs.com





## 1. Training Period

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

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

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

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

## 2. Working Hours

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

## 3. Mobility

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

## 4. Compensation Structure / Salary components

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

## 5. Increments and Promotions

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

## 6. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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

TCS Career Service Line: 1800 209 1111 Email: careers@tcs.com

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

### 1. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

### 2. Service Agreement

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

### 3. Work in SBWS mode

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

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

### 4. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

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

### 1. Terms and Conditions

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

### 2. TATA Code of Conduct

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

### 3. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCSL as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCSL.

### 4. Retirement

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

### 5. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by

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3d, tel: 40 6627 2000 Fax: 91 40 6627 2222 Website: www.tcs.com

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TCS Careers Service Line: 1800 209 3011 Email: careers@tcs.com

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TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

### 1. Employment of Non Indian Citizens

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

### 2. Background Check

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

### 3. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Sri Lankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Service Line: 1800 209 4111 Email: careers@tcs.com

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

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

#### 4. TCS Xperience Program

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

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

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

#### 5. Letter of Appointment

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

#### 6. Rules and Regulations of the Company

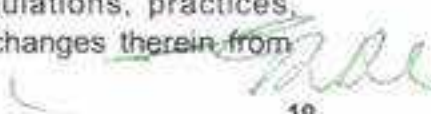
Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

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time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, these shall be communicated on internal portal/Ultimatix.

## 1. Compliance to all clauses

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

## 2. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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The Company: No.1 Software Tech Layout, Madhavaram, Hyderabad 500 011 India  
Tel: 91-40-6667-2000 Fax: 91-40-6667-2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nallaboina Road, Mumbai 400 021  
TCS Career Service Line: (800) 209 1111 Email: careers@tcs.com





**Withdrawal of Offer**

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

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

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



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

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GROSS SALARY SHEET

Annexure 1

Name	KASHAPOGU MOSES
Designation	Assistant System Engineer-Trainee
Institute Name	Avanthi Institute Of Engineering And Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	27,415	3,36,877
<b>Xplore/ Learning Incentive****</b>		Upto 60,000

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

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

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

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

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	7,646	91,752

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Registered Office: Nariman Building, 4th Floor, Nariman Point, Mumbai-400 021  
TCS Career Services: 1200 204 1111 Email: careers@tcs.com

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Guntur Road (V), Abdulapuram (M.D.), R.R. Dist.



**Annexure**

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue- Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT:0) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th floor, Galaxy Business Park, Block - C &amp; D, Sector - 02, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFI House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Katod, Indore - 492018, Madhya Pradesh</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - III/12, New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park Lords</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark, Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Milsan-Sez, Nagpur, Telhara, Maharashtra 441108.</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Oneconpark, No 1 Software Unity Layout, Marthapur - Hyderabad 500 081 India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2227 Website: www.tcs.com  
Regional Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 071  
TCS Career Services Tel: 1800 209 3111 E-mail: careers@tcs.com

**PRINCIPAL**

**Avanhi Institute of Engg. & Tech.**  
Gudhawal (V), Bha. Gajumet (M.S.) - 421 131





**Confidentiality and IP Terms and Conditions**

**1. Confidential Information**

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

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

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

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

(d) Customer and prospective customer lists, and

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

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GunShepdy (V), Adilapur (M), T.N. Co.



## 1. Associate's Obligations

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

## 2. Intellectual Property Rights

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

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Registered Office: Nirbhay Building, 9th Floor, Naraina Point, Mumbai 400 071  
TCS Care24 Secretariat: 1 800 209 31 11 Email: care24@tcs.com





**1. Prior knowledge**

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

**2. Use of third party material**

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

**3. Security policies and Guidelines.**

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

**4. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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Gunthapally (V), Abaddipet (M.D.), R.R. C.T.





(a) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(b) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(c) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(d) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(e) will not allow anybody to share the official asset being used.

#### 5. Restriction on Associate's Rights

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

#### 6. No License

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



## 1. Equitable Rights

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

## 2. General

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

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

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

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





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

(b) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

  
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Guntur, Andhra Pradesh 522002, RR Dist.





**Offer: Computer Consultancy**  
**Ref: TCSL/DT20224223975/Hyderabad**  
**Date: 14/04/2022**

Dear BATTU JHANSI,

**Sub: Letter of Offer**

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

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

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

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

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Gandhinagar 20, Narsingi, Hyderabad 500075



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

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ` 14,784/- per month.

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

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

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

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

Your HRA will be ` 5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

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

#### **3. Food Card**

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

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## PERFORMANCE PAY

### **Monthly Performance Pay**

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

### **Quarterly Variable Allowance**

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

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

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

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## CITY ALLOWANCE

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

## XPLORE/ LEARNING INCENTIVES

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

## OTHER BENEFITS

### **Health Insurance Scheme**

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

HIS offers the following benefits:

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Guntur, A.P.  
17/10/2022  
RR 202





## 1. Basic Cover

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

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

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

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

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

## Maternity Leave

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

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

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

## Loans

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

## Professional Memberships

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

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Guntur



## RETIRALS

### **Provident Fund**

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

### **Gratuity**

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

## TERMS AND CONDITIONS

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

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

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

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

### **2. Pre requisites for Joining**

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

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## 1. Training Period

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

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

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

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

## 2. Working Hours

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

## 3. Mobility

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

## 4. Compensation Structure / Salary components

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

## 5. Increments and Promotions

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

## 6. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a





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

### 1. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

### 2. Service Agreement

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

### 3. Work in SBWS mode

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

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

### 4. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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documents pertaining to the international assignment for which you are being placed in case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

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

### 1. Terms and Conditions

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

### 2. TATA Code of Conduct

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

### 3. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCSL as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCSL.

### 4. Retirement

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

### 5. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by

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TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

### 1. Employment of Non Indian Citizens

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

### 2. Background Check

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

### 3. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

  
PRINCIPAL  
Aventhi Institute of Engg. & Tech.  
Gunturpoly (V), Adalapuram (AT), P.R. Dist

Deccanpark, No.1 Software Units Layout, Madhapur, Hyderabad 500 081 India  
Tel: 91 40 5667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Nilmal Building, 4th Floor, Nallamuri Fort, Madurai-625 021  
TCS Careers Service (toll free 1800 309 3111) Email: careers@tcs.com





- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents:

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

#### 4. TCS Xperience Program

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

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

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

#### 5. Letter of Appointment

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

#### 6. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited



Deccanpark, No.1, Software Units Layout, Marolundhi, Hyderabad-500 081  
Tel: (+91) 40 6607 2000 Fax: (+91) 40 6607 2222 Website: www.tcs.com  
Registered Office: Normal Building, 9th Floor, Narimann Point, Mumbai-400 025  
TCS Care4U Service Line: 1 800 209 5111 | Email: care4u@tcs.com

Principal  
Aparna Institute of Engg. & Tech.  
Gundlupet (V), Akkurapuram (M), R.R. Side



time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

**1. Compliance to all clauses**

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

**2. Data Privacy Clause:**

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.





**Withdrawal of Offer**

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

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

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



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

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, No. 1 Software Units Campus, Mahalingapur, Hyderabad-500045 (PRINCIPAL)  
Tel: 91 40 6667 1000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Normal Building, 9th Floor, Narayana Complex,  
TCS Careers ServiceLine: 1800 209 3333 Email: careers@tcs.com  
Avadh Institute of Engg. & Tech,  
Gandhinagar, Akota, Bhopal (M.P.), I.R.R. Dist.





GROSS SALARY SHEET

Annexure 1

Name	BATTU JHANSI
Designation	Assistant System Engineer-Trainee
Institute Name	Avanthi Institute Of Engineering And Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>
<b>Xplore/ Learning Incentive****</b>		<b>Upto 60,000</b>

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

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

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

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

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>

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Tata Consultancy Services Limited

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(Cheranpalle, No.1 Software Park, Jayapuri, Madhapur, Hyderabad-500 080) **PRINCIPAL**  
Tul: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: **Avanthi Institute of Engg. & Tech.**  
Registered Office: Nirmal Building, 9th Floor, Narayana Park, **Gouthapally (V) 160505 Jumeir (Ms), R.R. Dist.**  
TCS Career Services: 1-800-209-8111 Email: careers@tcs.com



**Annexure**

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES SEZ, Plot #41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100, Karnataka</p>
<p><b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue- Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-4) - BARBATI SEZ, IT/ITES- SPECIAL ECONOMIC ZONE (SEZ), PLOT NO. 35, CHANDIKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45, Ground, 1st to 5th Floor &amp; 10th floor, Galaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309, UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFI House, G.S. Road, Dispur, Guwahati - 781006, Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES-SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - 1B/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium, 2nd Floor, Wanderers Building, Delta Park - Lords</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark, Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Seq, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057, Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Preepal Park, Technopark Campus, Kiriyaattom P.O, Trivandrum - 695581, India</p>	

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Deccanpark, No 1 Software Units Layout, Madhapur - Hyderabad 500080  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.  
Bengaluru Office: Normal Building, 5th Floor, Nanamangal, Bangalore  
TCS Careers ServiceLine: 1800 209 3111 Email: careers@tcs.com

Avanhi Institute of Engg. & Tech.  
Guntur (V. Rajagopal Reddy) R.R. Dist.





**Confidentiality and IP Terms and Conditions**

**1. Confidential Information**

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

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

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

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

(d) Customer and prospective customer lists, and

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

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PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Guntur (V. Add. Capital Hill), P.R.D.S.





## 1. Associate's Obligations

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

## 2. Intellectual Property Rights

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

PRINCIPAL  
Avanti Institute of Engg. & Tech.  
Gannapeta (M), Gulbarga (M), K.R. Dist.



**1. Prior knowledge**

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

**2. Use of third party material**

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

**3. Security policies and Guidelines.**

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

**4. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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PRINCIPAL  
Avinash Institute of Engg. & Tech.  
Guntur (M), Andhra Pradesh (M.S.), R.R. Dist.





(a) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(b) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(c) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(d) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(e) will not allow anybody to share the official asset being used.

#### 5. Restriction on Associate's Rights

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

#### 6. No License

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





**1. Equitable Rights**

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

**2. General**

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

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

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

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



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

(b) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

  
Principal  
Avarahi Institute of Engg. & Tech.  
Gugunpur (M.C.), R.R. 322



**Offer: Computer Consultancy**

**Ref:**

**Date: 14/04/2022**

Dear ,

**Sub: Letter of Offer**

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

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

Your gross salary including all benefits will be `3,36,877/- per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

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

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Tata Consultancy Services Limited

Deccanpark, No.1 Software Units Layout, Madhapur, Hyderabad-500 080  
Tel: 91 40 5657 2000 Fax: 91 40 5657 2222 Website: www.tcs.com  
Registered Office: Nandal Building, 5th Floor, Nandan Road, Guntur-522 002 (AP), India  
TCS Careers ServiceLine: 1 800 709 3333 Email: careers@tcs.com

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Guntur-522 002 (AP), India

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

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of `14,784/- per month.

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

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

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

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

Your HRA will be `5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

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

#### **3. Food Card**

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

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Tata Consultancy Services Limited

Decorapark, No.11, Software Units Layout, Marthahalli, Hyderabad-500 081  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Normal Building, 5th Floor, Nariman Point, Mumbai-400 021  
TCS Career Service: Phon: 1502 209 8111 Email: [tcscareers@tcs.com](mailto:tcscareers@tcs.com)

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GATEWAY TO KNOWLEDGE  
R.R. D



## PERFORMANCE PAY

### **Monthly Performance Pay**

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

### **Quarterly Variable Allowance**

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

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

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

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## CITY ALLOWANCE

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

## XPLORE/ LEARNING INCENTIVES

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

## OTHER BENEFITS

### **Health Insurance Scheme**

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

HIS offers the following benefits:

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Tel: 91 40 6677 2000 Fax: 91 40 6677 2122 Website: www.tcs.com  
Registered Office: Nandan Building, 9th Floor, Nandanam Court, Madhavara, Hyderabad - 500 080  
TCS Career Services: 1 800 209 31 11 Email: careers@tcs.com

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## 1. Basic Cover

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

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

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

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

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

## Maternity Leave

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

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

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

## Loans

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

## Professional Memberships

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

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Tata Consultancy Services Limited

Decorum Park, No. 1, Software Units Layout, Marriajapur, Hyderabad 500 080 (INDIA)  
Tel: (91) 40 6667 2000 Fax: (91) 40 6667 2222 Website: [www.tcs.com](http://www.tcs.com)  
Registered Office: Sunil Building, 9th Floor, Narayana Point, Hyderabad - 500 080  
TCS Careers Service line: 1800 209 1111 Email: [careers@tcs.com](mailto:careers@tcs.com)

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Ward No. 10, J. R. S. Rd.





## RETIRALS

### **Provident Fund**

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

### **Gratuity**

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

## TERMS AND CONDITIONS

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

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

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

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

### **2. Pre requisites for Joining**

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

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Registered Office: Normal Building, 9th Floor, Nariman Point, Mumbai 400 025  
TCS Careers Service No: 1 800 209 3111 Email: care@tcs.com

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## 1. Training Period

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

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

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

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

## 2. Working Hours

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

## 3. Mobility

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

## 4. Compensation Structure / Salary components

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

## 5. Increments and Promotions

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

## 6. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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Registered Office: Nirmal Building, 9th Floor, Nirmal Park, Hyderabad  
TCS Careers Service Line: 1800 209 2111 Email: careers@tcs.com

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Guntur, M. 521 201  
Guntur, M. 521 201





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

#### 1. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

#### 2. Service Agreement

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

#### 3. Work in SBWS mode

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

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

#### 4. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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documents pertaining to the international assignment for which you are being placed in case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

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

#### 1. Terms and Conditions

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

#### 2. TATA Code of Conduct

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

#### 3. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

#### 4. Retirement

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

#### 5. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by

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Registered Office: Normal Building, 9th Floor, Narayana, Hyderabad 500 080  
TCS Careers Service Line: 1800 294 3111 Email: careers@tcs.com

*[Signature]*  
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TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

### 1. Employment of Non Indian Citizens

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

### 2. Background Check

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

### 3. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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Registered Office: Normal Building, 9th Floor, Nirmal Park, Guntur (A) District, (A.P.), P.R. Dist.  
TCS Career Service Desk: 1800 209 3111 (toll free) [careers@tcs.com](mailto:careers@tcs.com)

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

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

#### 4. TCS Xperience Program

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

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

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

#### 5. Letter of Appointment

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

#### 6. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

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Registered Office: Nirmal Building, 9th Floor, Naraina Place, New Delhi-110028  
TCS Careers Service: Toll Free: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

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time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

**1. Compliance to all clauses**

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

**2. Data Privacy Clause:**

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Normal Building, 9th Floor, Naraina Post, New Delhi 110028  
TCS Career Services: 1-800-209-3110 Email: careers@tcs.com

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Gurgaon, Haryana (Delhi)



**Withdrawal of Offer**

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

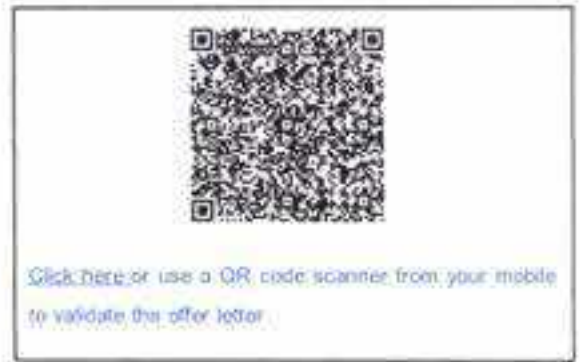
Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



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

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Registered Office: Nirmal Building, 9th Floor, Panjara House, Hyderabad 500 033  
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GROSS SALARY SHEET

Annexure 1

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

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	27,415	3,36,877
<b>Xplore/ Learning Incentive****</b>		Upto 60,000

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

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

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

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

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	7,646	91,752

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Tata Consultancy Services Limited

Electronics Park, No.1 Software Skills Layout, Madhav Nagar, Hyderabad 500 080

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

Registered Office: Narima Building, 9th Floor, Narima Point, Andhra Pradesh

TCS Career Service-line: 1 800 209 1111 Email: careers@tcs.com

*Signature*  
Avanthi Institute of Engg. & Tech.  
Guntur, Andhra Pradesh (Nal), R.R. Dist







**Confidentiality and IP Terms and Conditions**

**1. Confidential Information**

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

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

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

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

(d) Customer and prospective customer lists, and

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





### 1. Associate's Obligations

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

### 2. Intellectual Property Rights

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

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**1. Prior knowledge**

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

**2. Use of third party material**

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

**3. Security policies and Guidelines.**

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

**4. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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Tata Consultancy Services Limited

Registered Office: 10th Floor, Software Units Layout, Madhapur, Hyderabad-500 080  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: [www.tcs.com](http://www.tcs.com)  
Registered Office: Nirmal Building, 9th Floor, Narayana Point, Guntur (AP) 526002 (India), R.R. Dist.  
TCS Careers Service: 1 800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

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Guntur (AP) 526002 (India), R.R. Dist.



(a) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(b) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(c) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(d) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(e) will not allow anybody to share the official asset being used.

#### 5. Restriction on Associate's Rights

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

#### 6. No License

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

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Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Narayana Park, Madhavara, Bangalore  
TCS Careers Service Line: 1800 209 3311 | Email: careers@tcs.com

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Gundlupet, (V. Spallipattur Taluk), R.R. Div.  
Gundlupet, (V. Spallipattur Taluk), R.R. Div.





## 1. Equitable Rights

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

## 2. General

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

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

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

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

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Registered Office: Nirman Building, 9th Floor, Naraina Point, Gurgaon (Haryana) India  
TCS Caretaker Service Line: 1800 209 3111 Email: care@tcs.com

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Guntur (A.P.) India  
Principal: B.R. Dal





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

(b) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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Guntur, Andhra Pradesh (M) R.R. Dev



**Offer: Computer Consultancy**

**Ref:**

**Date: 14/04/2022**

Dear ,

**Sub: Letter of Offer**

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

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

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **₹50,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

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

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

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of `14,784/- per month.

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

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

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

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

Your HRA will be `5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

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

#### **3. Food Card**

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

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Registered Office: Normal Building, 9th Floor, Nandanam, Chennai-600028  
TCS Career Centre: 1-800-209-3711 Email: [careers@tcs.com](mailto:careers@tcs.com)

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Guntur (V), Guntur District (M), A.R. Dist.





## PERFORMANCE PAY

### **Monthly Performance Pay**

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

### **Quarterly Variable Allowance**

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

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

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

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## CITY ALLOWANCE

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

## XPLORE/ LEARNING INCENTIVES

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

## OTHER BENEFITS

### **Health Insurance Scheme**

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

HIS offers the following benefits:

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## 1. Basic Cover

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

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

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

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

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

## Maternity Leave

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

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

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

## Loans

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

## Professional Memberships

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

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Principal  
Avanti Institute of Engg. & Tech,  
Gandhinagar, Madhavaram, R.R. Dist.





## RETIRALS

### **Provident Fund**

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

### **Gratuity**

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

## TERMS AND CONDITIONS

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

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

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

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

### **2. Pre requisites for Joining**

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

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TCS Career Services Email: 1410.704.3117 Email: careers@tcs.com

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## 1. Training Period

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

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

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

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

## 2. Working Hours

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

## 3. Mobility

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

## 4. Compensation Structure / Salary components

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

## 5. Increments and Promotions

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

## 6. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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Guntur, Andhra Pradesh (MCA), R.R. Dist



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

### 1. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

### 2. Service Agreement

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

### 3. Work in SBWS mode

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

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

### 4. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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Registered Office: Nandan Building, 9th Floor, Nandan, Hyderabad - 500006

TCS Careers Service Line: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

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Guilford, Andhra Pradesh, R.P. Dist.





documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

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

### 1. Terms and Conditions

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

### 2. TATA Code of Conduct

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

### 3. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

### 4. Retirement

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

### 5. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by

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Siddhanta Chakrabarti  
Siddhanta Chakrabarti  
Siddhanta Chakrabarti





TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

### 1. Employment of Non Indian Citizens

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

### 2. Background Check

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

### 3. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation (if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Sri Lankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

**1. Compliance to all clauses**

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

**2. Data Privacy Clause:**

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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TCS Career Services: 1-800-295-3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

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**PRINCIPAL**  
Aventi Institute of Engg. & Tech.  
Guntur, Andhra Pradesh (M.T.), R.R. Dist.





**Withdrawal of Offer**

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

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

We look forward to having you in our global team.

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



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

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

(Deccanpark), No.1 Software Units Layout, Marolli Nagar, Hyderabad-500080  
(Tel) 91 40 6667 2000 Fax: 91 40 6667 2222 www.tcs.com  
Registered Office: Naraina Building, 9th Floor, Naraina Puri  
TCS Career Services: 1800 209 3111 Email: careers@tcs.com

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**Avanhi Institute of Engg. & Tech.**  
**Sunderbally (M) Institute of Management Studies, R.R. Dist**



GROSS SALARY SHEET

Annexure 1

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

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>
<b>Xplore/ Learning Incentive****</b>		Upto 60,000

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

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

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

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

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>

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Tata Consultancy Services Limited

(Deccanpark), No.1 Software Units Layout, Madhapur, Hyderabad-500081  
Tel: (91) 40 0667 2000 Fax: (91) 40 0667 2222 Website: www.tcs.com  
Registered Office: Naraina Building, 9th Floor, Naraina Pocket II, New Delhi-110028  
TCS Careers Service (tcs: 1800 209 3111) (Email: careers@tcs.com)

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**PRINCIPAL**  
Avanthi Institute of Engg. & Tech.  
Gandhinagar (V), Madhapur (M), R.R. Dist.  
Guntur (A.P.)



Annexure

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES SEZ, Plot #41, Gandhinagar - 382007.</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100, Karnataka.</p>
<p><b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue - Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES- SPECIAL ECONOMIC ZONE (SEZ), PLOT NO: 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45, Ground, 1st to 5th Floor &amp; 10th floor, Galaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309, UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFI House, C.S. Road, Dispur, Guwahati - 781006, Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - 11F/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium, 2nd Floor, Wanderers Building, Delta Park - Lords</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road, Infopark Campus, Infopark, Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411052, Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus, Kariyavattom P.O. Trivandrum - 695581, India</p>	

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Infopark, Nav I Software Units Layout, Marolli Nagar - Hyderabad 500 080, PRINCIPAL

Tel: 91 80 8667 2000 (w/c 91 80 8667 2222) Website: [www.tcs.com](http://www.tcs.com)

Registered Office: Naraina Building, 9th Floor, Naraina Phase I, Convent Road, New Delhi 110028, India  
TCS Career Development: 1800 209 3111 | Email: [careers@tcs.com](mailto:careers@tcs.com)

Avantika Institute of Engg. & Tech.  
Gandhinagar, Hyderabad, India

*(Signature)* 14





**Confidentiality and IP Terms and Conditions**

**1. Confidential Information**

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

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

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

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

(d) Customer and prospective customer lists, and

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



## 1. Associate's Obligations

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

## 2. Intellectual Property Rights

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

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

One Campus, No. 1 Software Units Layout, Madhavara, Hyderabad-500 080  
Tel: 91 40 6667 2000 / Fax: 91 40 6667 2221  
Registered Office: Nirmal Building, 9th Floor, Narayana Point, Madhavaram, Chennai-600 042  
TCS Careers Serviceflow: 1800 209 3111 | Email: careers@tcs.com

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PRINCIPAL

Aventis Institute of Engg. & Tech.  
Gundlupet, Mysore - 576 102, Karnataka, India  
Ph: 08242 251111 | Email: info@aventisinstitute.com





**1. Prior knowledge**

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

**2. Use of third party material**

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

**3. Security policies and Guidelines.**

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

**4. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Choccampank, No.1 Software Units Layout, Madhavur, Hyderabad 500 081, India  
Tel: (91) 40 6667 2000 Fax: (91) 40 6667 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Narayana Point, Madhavur, Hyderabad 500 081, India  
TCS Careers Service Line: 1800 209 3311 | Email: careers@tcs.com

*[Signature]* 17  
PRINCIPAL  
Aventis Institute of Engg. & Tech  
Guntur, A.P. 522 002 (India)





(a) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(b) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(c) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(d) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(e) will not allow anybody to share the official asset being used.

#### 5. Restriction on Associate's Rights

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

#### 6. No License

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

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Enclave Park, Next Software Units Layout, Madhapur, Hyderabad 500 080  
Tel: (91) 40 667 2000 Fax: (91) 40 667 2222 website: [www.tcs.com](http://www.tcs.com)  
Registered Office: Normal Building, 21st Floor, Main Market, Guntur (V), Andhra Pradesh (V), A.P. Dist. Guntur (V), Andhra Pradesh (V), A.P. Dist.  
TCS Careers Section: 1800 209 3311 Email: [careers@tcs.com](mailto:careers@tcs.com)

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Principal  
Avanti Institute of Engg. & Tech.  
Guntur (V), Andhra Pradesh (V), A.P. Dist.



## 1. Equitable Rights

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

## 2. General

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

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

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

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

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Head Office: No. 1 Software Unity Layout, Madhav Nagar, Hyderabad 500081  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: [www.tcs.com](http://www.tcs.com)  
Registered Office: Normal Building, 9th Floor, Nariman Point, Mumbai 400021  
TCS Career Service Line: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

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Genhavy, Indraprastha, New Delhi, India



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

(b) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Electronics Park, No. 1, Software Units Layout, Madhavaram, Hyderabad-500 081  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Maratha Building, 9th Floor, Narayana House, 100, Regent Road, Bangalore  
TCS Careers Service Line: 1 800 209 311 | Email: careers@tcs.com

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Avanhi Institute of Engg. & Tech.  
Guntur





**Offer: Computer Consultancy**

**Ref:**

**Date: 14/04/2022**

Dear ,

**Sub: Letter of Offer**

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

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

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

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

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Plot: Campank, Block Software Units Layout, Marhassen, Hyderabad 500081  
Tel: 91 40 6667 2002 Fax: 91 40 6667 2222  
Registered Office: Nirmal Building, 9th Floor, Nallasopanchatti, Hyderabad 500032  
TCS Career Service Line: 1800 209 3111 Email: careers@tcs.com

  
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Guntur, Andhra Pradesh 526001, R.R. Co



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

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of `14,784/- per month.

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

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

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

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

Your HRA will be `5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

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

#### **3. Food Card**

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

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

(Deccanum) No.1 Software Unit's Layout, Madhapur, Hyderabad-500080  
Tel: (+91) 40 6667 2000 Fax: (+91) 40 6667 2222 Website: [www.tcs.com](http://www.tcs.com)  
Registered Office: Narima Building, 9th Floor, Nariman Point, Mumbai-400021  
TCS Career Services (Inn): 1600 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

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Avanti Institute of Engg. & Tech  
Guntur (M) 520 021 (W) 1 R.R.Od





## PERFORMANCE PAY

### **Monthly Performance Pay**

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

### **Quarterly Variable Allowance**

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

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

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

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## CITY ALLOWANCE

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

## XPLORE/ LEARNING INCENTIVES

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

## OTHER BENEFITS

### **Health Insurance Scheme**

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

HIS offers the following benefits:

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Cheranpally, 7th & 8th Software Units Layout, Madhapur, Hyderabad-500 082  
Tel: 91-40-6667 2000 Fax: 91-40-6667 2222 Website: www.tcs.com  
Registered Office: Normal Building, 4th Floor, Narayana Point, Hyderabad-500 082  
TCS Careers Service Line: 1800 209 3141 E-mail: careers@tcs.com

PRINCIPAL

Avinth Institute of Engg. & Tech  
Guntur  
Contact: 9999222222





## 1. Basic Cover

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

## 2. Higher Hospitalisation

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

- i. Entitlement - You and your enrolled dependants will be entitled for `12,00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

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

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

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

## Loans

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

## Professional Memberships

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

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

One, Chhatrapati Shivaji Maharaj Software City Layout, Marolli Nagar, Hyderabad-500080  
Tel: 91 40 9807 2000 Fax: 91 40 6667 2222  
Registered Office: Normal Building, 9th Floor, Naraina, Post Box 348, New Delhi-110028  
TCS Careers Service Line: 1800 209 1111 | Email: careers@tcs.com

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Avanti Institute of Engg & Tech,  
Guntur (V. Anaparthi Road)



## RETIRALS

### **Provident Fund**

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

### **Gratuity**

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

## TERMS AND CONDITIONS

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

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

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

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

### **2. Pre requisites for Joining**

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

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Tata Consultancy Services Limited

Delaware: No.1 Software Units Layout, Madhavur, Hyderabad 500 081  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2229 Website: www.tcs.com  
Registered Office: Normal Building, 9th Floor, Nariman Point, Mumbai 400 025  
TCS Careers Service Line: 1 800 209 3111 | Email: careers@tcs.com

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Gandhinagar, Hyderabad-500 081





## 1. Training Period

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

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

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

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

## 2. Working Hours

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

## 3. Mobility

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

## 4. Compensation Structure / Salary components

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

## 5. Increments and Promotions

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

## 6. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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Registered Office: Nivala Building, 9th Floor, Nariman Point, Mumbai-400 021  
TCS CARES Service Line: 1800-209-3111 Email: careers@tcs.com

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Ghatgey (N. Maharashtra), E.R. Dist.





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

### 1. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

### 2. Service Agreement

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

### 3. Work in SBWS mode

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

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

### 4. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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Registered Office: Normal Building, 9th Floor, Narayan Puri,  
TCS Careers Service Line: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

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Gandhinagar, Hyderabad, India



documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

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

#### 1. Terms and Conditions

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

#### 2. TATA Code of Conduct

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

#### 3. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

#### 4. Retirement

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

#### 5. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by

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Office: Park, No. 1 Software Parks Layout, Madhavaram, Hyderabad 500 081 India  
Tel: (+91) 40 26677 2000 Fax: (+91) 40 6867 2222 Website: www.tcs.com  
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TCS Career Service Line: 1 800 209 1111 Email: careers@tcs.com

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Quality: (S) Accredited (ISO) R.R. & T.





TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

### 1. Employment of Non Indian Citizens

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

### 2. Background Check

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

### 3. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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Registered Office: Normal Building, 9th Floor, Naraina Point, New Delhi-110028  
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Guntur, Andhra Pradesh, India  
Guntur, Andhra Pradesh, India





- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

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

#### 4. TCS Xperience Program

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

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

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

#### 5. Letter of Appointment

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

#### 6. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

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Guntur (T) Andhra Pradesh (M&C) 526 001



time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

## 1. Compliance to all clauses

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

## 2. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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TCS Careers Service Line: 1 800 209 31 11 Email: careers@tcs.com

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*[Handwritten Signature]*  
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Aventis Institute of Engg & Tech  
GATEWAY TO KNOWLEDGE  
P.O. Box 1100, Hyderabad 500 080





**Withdrawal of Offer**

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

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

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



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

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Tata Consultancy Services Limited

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TCS Careers Service Line: 1800 209 3131 Email: careers@tcs.com

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Gurukul, H/O M33, Ganga, (W), R.P. Road,  
Maddur, Bangalore - 560037





GROSS SALARY SHEET

Annexure 1

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

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>
<b>Xplore/ Learning Incentive****</b>		<b>Upto 60,000</b>

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL

defined Structure as given in Table 2 will be applicable.

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

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

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

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>

*[Handwritten Signature]*  
Principal  
Avanthi Institute of Engg. & Tech  
Guntur, Andhra Pradesh  
Date: 15/05/2018



Annexure

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





## Confidentiality and IP Terms and Conditions

### 1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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

Avanhi Institute of Engg. & Tech.  
Guntur, Andhra Pradesh, India





## 1. Associate's Obligations

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

## 2. Intellectual Property Rights

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

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Tata Consultancy Services Limited

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TCS Career Service Line: 1800 209 9111 Email: careers@tcs.com

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Guntur, (A-2022/2023/2024), R.R. San.



**1. Prior knowledge**

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

**2. Use of third party material**

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

**3. Security policies and Guidelines.**

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

**4. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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Tata Consultancy Services Limited

Deccanpark, No 1, Software Units Complex, Madhuvan, Hyderabad 500 080  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 website: [www.tcs.com](http://www.tcs.com)  
Registered Office: Normal Building, 14th Floor, Narayan Pet, Guntur, Andhra Pradesh 526 002, India  
TCS Careers Service Line: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

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Avanith Institute of Engg. & Tech.

Gundlupeta, Andhra Pradesh, India

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(a) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(b) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(c) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(d) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(e) will not allow anybody to share the official asset being used.

#### 5. Restriction on Associate's Rights

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

#### 6. No License

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

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Gurukulam, Hyderabad-500021





## 1. Equitable Rights

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

## 2. General

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

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

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

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

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TCS Careless Service Line: 1800 209 111 | Email: care@tcs.com

  
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Guntur  
R.R. Dist.



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

(b) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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Tata Consultancy Services Limited

(Incorporated in India) Software Units Layout, Madhuvan Hills, Electronic City, Bangalore  
Tel: (+91) 40 6667 2000 Fax: (+91) 40 6667 2222 Website: [www.tatascv.com](http://www.tatascv.com)  
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Avanti Institute of Engg. & Tech  
Gudalur, Tamil Nadu



**Offer: Computer Consultancy**

**Ref:**

**Date: 14/04/2022**

Dear ,

**Sub: Letter of Offer**

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

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

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **₹60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

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

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Tata Consultancy Services Limited

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Registered Office: Normal Building, 9th Floor, Nariman Point, Mumbai-400025  
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Datta, Mumbai-400025  
Date: 14/04/2022





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

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of `14,784/- per month.

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

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

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

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

Your HRA will be `5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

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

#### **3. Food Card**

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

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Gandhinagar, Hyderabad (M.D.), R.R. Dist.



## PERFORMANCE PAY

### **Monthly Performance Pay**

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

### **Quarterly Variable Allowance**

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

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

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

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## CITY ALLOWANCE

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

## XPLORE/ LEARNING INCENTIVES

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

## OTHER BENEFITS

### **Health Insurance Scheme**

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

HIS offers the following benefits:

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TCS Careers: Serotocline, 100/1 20/9 33/1 Email: careers@tcs.com

Avanti Institute of Engg. & Tech  
Guntur, AP, India. Contact: (0863) 881111

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## 1. Basic Cover

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

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

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

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

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

## Maternity Leave

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

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

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

## Loans

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

## Professional Memberships

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

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## RETIRALS

### **Provident Fund**

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

### **Gratuity**

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

## TERMS AND CONDITIONS

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

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

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

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

### **2. Pre requisites for Joining**

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

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Guntur



## 1. Training Period

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

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

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

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

## 2. Working Hours

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

## 3. Mobility

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

## 4. Compensation Structure / Salary components

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

## 5. Increments and Promotions

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

## 6. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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Gulbarga, Karnataka (India) Pin-512002





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

#### 1. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

#### 2. Service Agreement

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

#### 3. Work in SBWS mode

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

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

#### 4. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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TCS Career Service: 1 800 209 3143 Email: careers@tcs.com

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Unit-10, W/No.22, Phase-1, P.O. DIT





documents pertaining to the international assignment for which you are being placed in case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

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

### 1. Terms and Conditions

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

### 2. TATA Code of Conduct

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

### 3. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

### 4. Retirement

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

### 5. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by

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Registered Office: Normal Building, 9th Floor, Naraina Point, Mumbai-400 025 India  
TCS Careers Service Line: 1-800-209-3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

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Guntur-522 231, Dist: Guntur, A.P. India



TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

### 1. Employment of Non Indian Citizens

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

### 2. Background Check

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

### 3. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Sri Lankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

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

#### 4. TCS Xperience Program

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

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

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

#### 5. Letter of Appointment

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

#### 6. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

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time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, these shall be communicated on internal portal/Ultimatix.

## 1. Compliance to all clauses

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

## 2. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Registered Office: No. 1 Software Units Layout, Madhapur, Hyderabad 500081  
Tel: +91 40 6672 2000 Fax: +91 40 6672 2222 Website: www.tcs.com  
Registered Office: Narval Building, 9th Floor, Nariman Point, Mumbai 400021  
TCS Careers Service Line: 1800 209 3111 Email: careers@tcs.com

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*[Signature]*  
PRINCIPAL  
Principal, Institute of Engg. & Tech.  
Guntur (AP), India



**Withdrawal of Offer**

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

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

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



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

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

One, Park Road, Software Units, Central, Mumbai - 400 001 (India) | Registered Office: Nizam Building, 5th Floor, Nariman Point, Mumbai - 400 025 (India) | TCS Careers Service: 1-800-209-3141 | Email: careers@tcs.com

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Gandhinagar (M) 400 025 (India) | B.R. Dist.





GROSS SALARY SHEET

Annexure 1

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

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>
<b>Xplore/ Learning Incentive****</b>		<b>Upto 60,000</b>

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

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

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

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

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Registered Office: No. 1 Software Park, Layout, Madhapur, Hyderabad 500081 (India)  
 Tel: 91 40 6662 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
 Registered Office: Nirmal Building, 9th Floor, Naraina P.O., New Delhi, India  
 TCS Careers Service Line: 1800 209 3111 Email: careers@tcs.com

*[Handwritten Signature]*

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 Guntur





Annexure

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

*Signature*  
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**Confidentiality and IP Terms and Conditions**

**1. Confidential Information**

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

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

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

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

(d) Customer and prospective customer lists, and

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

  
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Gundlupet, (V), Adugoppa (M.S.), R.R. 2nd





## 1. Associate's Obligations

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

## 2. Intellectual Property Rights

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

AVANTHI  
Avanthi Institute of Engg. & Tech.  
Guntur (M. Abdul Wahid (M), R.P. 16

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

One Park Road, Software Units Limited, Madhavaram, Hyderabad 500 081 India  
Tel: (91) 40 6667 4000 Fax: (91) 40 6667 2222 Website: www.tcs.com  
Registered Office: Global Building, 5th Floor, Nariman Point, Mumbai 400 021  
TCS Careers ServiceLine: 1800 209 1111 Email: careers@tcs.com





**1. Prior knowledge**

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

**2. Use of third party material**

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

**3. Security policies and Guidelines.**

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

**4. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Emblem Park, No. 1, Software Units Layout, Madhapur, Hyderabad-500 081, India  
Tel: 91 40 6677 2000 Fax: 91 40 6657 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Market Street, Madurai-625 021  
TCS Careers: 1800 204 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



(a) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(b) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(c) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(d) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(e) will not allow anybody to share the official asset being used.

#### 5. Restriction on Associate's Rights

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

#### 6. No License

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

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

(Decorum), NS II Software Units Layout, Madhapur, Hyderabad  
Tel: (+91) 40 6667 2000 Fax: (+91) 40 6667 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 5th Floor, Nanamangalam, Madhapur, Hyderabad  
TCS Career Service Line: 1800 209 3111 Email: talen@tcs.com

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Gudlavallu, Hyderabad





## 1. Equitable Rights

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

## 2. General

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

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

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

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





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

(b) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, No. 1 Software Units Layout, Madhapur, Hyderabad 500 081  
Tel: (91) 40 6667 2000 Fax: (91) 40 6667 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 025  
TCS Career Service Line: 1800 209 3111 Email: careers@tcs.com

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Gundlupet, Kolar District, Karnataka, India. R.R.L. 58





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

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of `14,784/- per month.

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

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

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

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

Your HRA will be `5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

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

#### **3. Food Card**

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

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Decorum, 26/1, Software Units Layout, Madhuvanahally, Bengaluru - 560 091  
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Registered Office: Nirmal Building, 9th Floor, Nirmal Road, Madhuvanahally, Bengaluru - 560 091  
TCS Career Service (tcs) 1-800-201-1111 Email: careers@tcs.com

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## **PERFORMANCE PAY**

### **Monthly Performance Pay**

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

### **Quarterly Variable Allowance**

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

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

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

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## **CITY ALLOWANCE**

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

## **XPLORE/ LEARNING INCENTIVES**

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

## **OTHER BENEFITS**

### **Health Insurance Scheme**

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

HIS offers the following benefits:

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Tata Consultancy Services Limited

Documentation, No.1 Software Units Layout, Madhapur, Hyderabad-500 080  
Tel: 91-40-6667 2500 Fax: 91-40-6667 2222 Website: www.tcs.com  
Registered Office: Pinnac Building, 9th Floor, Narayana Point, Gokul Reddy Road, Hyderabad-500 080  
TCS Careers Service Line: 1800 208 3333 Email: careers@tcs.com

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Gurukulam, Hyderabad-500 080



## 1. Basic Cover

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

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

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

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

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

## Maternity Leave

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

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

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

## Loans

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

## Professional Memberships

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

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Tata Consultancy Services Limited

Decorum@K No.1 Software House, Laxmi, Madhavpet, Hyderabad-500080  
Tel: (91) 40 6667 2000 Fax: (91) 40 6667 2222 Website: www.tcs.com  
Registered Office: Bopal Building, 10th Floor, Madhavpet, Hyderabad-500080  
TCS Careers Site: <http://www.tcs.com/careers> Email: [careers@tcs.com](mailto:careers@tcs.com)

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Guntur





## RETIRALS

### **Provident Fund**

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

### **Gratuity**

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

## TERMS AND CONDITIONS

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

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

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

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

### **2. Pre requisites for Joining**

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

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Decanpark, No.1, Software Units Layout, Madhapur, Hyderabad-500 081

Tel: 91 40 6667 2000 Fax: 91 40 6667 2223 Website: www.tcs.com

Registered Office: Nilmal Building, 9th Floor, Narayan Palle, Hyderabad-500 081

TCS Careers Service Line: 1 800 709 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

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Guntur, AP 522008 (M.S.) S.R. Dist.





## 1. Training Period

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

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

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

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

## 2. Working Hours

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

## 3. Mobility

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

## 4. Compensation Structure / Salary components

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

## 5. Increments and Promotions

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

## 6. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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Registered Office: Nirmal Building, 9th Floor, Naraina, New Delhi-110028  
TCS Career Services Line: 1800 204 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

  
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Principal

Avanti Institute of Engg. & Tech,  
Guntur (V), Andhra Pradesh (India), S.S. Cor



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

#### 1. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

#### 2. Service Agreement

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

#### 3. Work in SBWS mode

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

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

#### 4. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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Tata Consultancy Services Limited

Deccanpark, No.1 Software Units Layout, Madhavai, Hyderabad 500 081 India

Tel: 91 40 6667 2000 Fax: 91 40 6677 2422 Web site: www.tcs.com

Registered Office: Nirmal Building, 9th Floor, Naraina Point, New Delhi 110028 India

TCS Careers Service Line: 1800 209 3333 Email: careers@tcs.com

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documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

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

#### 1. Terms and Conditions

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

#### 2. TATA Code of Conduct

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

#### 3. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCSL as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCSL.

#### 4. Retirement

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

#### 5. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No.1 Software Units, Laxmi, Madhapur, Hyderabad 500 080  
Tel: 91 40 6657 2000 Fax: 91 40 666 7 2222 Website: www.tcs.com  
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TCS Careers Service Line: 1800 209 5111 Email: careers@tcs.com

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Gandhinagar, Andhra Pradesh (M.D.) R.R. Dist.





TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

### 1. Employment of Non Indian Citizens

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

### 2. Background Check

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

### 3. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Narima Buildings, 9th Floor, Narima Point, Hyderabad-500 080  
TCS Career Services Line: 1 800 209 31 13 Email: career@tcs.com

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Gandhinagar, Abulhasan Ali Nadwi, R.H. Ltd



- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

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

#### 4. TCS Xperience Program

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

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

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

#### 5. Letter of Appointment

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

#### 6. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Delhi Office: Na 1, Software City, Layout, Madhapur, Hyderabad 500 082  
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Registered Office: Nirmal Building, 9th Floor, Naraina Post  
TCS Careers Service Line: 1800 209 3111 (Email: [careers@tcs.com](mailto:careers@tcs.com))  
Gimkhana Road, Calcutta 700 075  
B.R. Dutt









**Withdrawal of Offer**

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

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

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



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



GROSS SALARY SHEET

Annexure 1

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

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>
<b>Xplore/ Learning Incentive****</b>		Upto 60,000

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

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

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

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

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No.1, Software Tech Layout, Mulbagh, Hyderabad - 500080  
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 Registered Office: Building, 9th Floor, Naraina Park, New Delhi - 110028  
 TCS Careline (toll-free): 1800 209 3111 Email: [careline@tcs.com](mailto:careline@tcs.com)

*[Signature]*  
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 Avanthi Institute of Engg. & Tech  
 Avanthi Institute of Engineering and Technology  
 R.R. Sid  
 Hyderabad



**Annexure**

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





**Confidentiality and IP Terms and Conditions**

**1. Confidential Information**

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

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

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

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

(d) Customer and prospective customer lists, and

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

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Phone: 020-26104000







**1. Prior knowledge**

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

**2. Use of third party material**

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

**3. Security policies and Guidelines.**

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

**4. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

(Sector) Park No. 1, Software Units, Goregaon, Mumbai 400 072, India  
Tel: (91) 40 6667 2000 Fax: (91) 40 6667 2222 Website: [www.tcs.com](http://www.tcs.com)  
Registered Office: Nariman Point, 9th Floor, Nariman Point, Mumbai 400 021, India  
TCS Careless Service Line: 1800 208 33 11 Email: [careless@tcs.com](mailto:careless@tcs.com)

Avanti Institute of Engg. & Tech.  
Gurgaon, Haryana





(a) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(b) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(c) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(d) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(e) will not allow anybody to share the official asset being used.

#### 5. Restriction on Associate's Rights

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

#### 6. No License

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

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Electronics Park, Next Software Units Layout, Madhavarao, Hyderabad 500081, India  
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TCS Careers Service: 1 800 209 3311 Email: careers@tcs.com

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Avanhi Institute of Engg. & Tech  
Guntur (N. Andhra Pradesh) (M), R.R. Dist.



## 1. Equitable Rights

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

## 2. General

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

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

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

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

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

One Campus, New Software Skills Layout, Madhavaraj, Hyderabad 500 081

Tel: 91 40 667 2000 Fax: 91 40 667 2222 Website: [www.tcs.com](http://www.tcs.com)

Registered Office: Naraina Building, 9th Floor, Naraina Post Office, New Delhi 110028

TCS Career Service Line: 1 800 201 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

  
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Gundlupeta (M) Dist. Anantapur (M), A.P. Dist



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

(b) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

  
PRINCIPAL  
Avanhi Institute of Engg. & Tech  
Mumbai, India





**Offer: Computer Consultancy**

**Ref:**

**Date: 14/04/2022**

Dear ,

**Sub: Letter of Offer**

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

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

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

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

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

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹14,784/- per month.

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

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

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

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

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

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

#### **3. Food Card**

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

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## PERFORMANCE PAY

### **Monthly Performance Pay**

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

### **Quarterly Variable Allowance**

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

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

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

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## CITY ALLOWANCE

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

## XPLORE/ LEARNING INCENTIVES

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

## OTHER BENEFITS

### **Health Insurance Scheme**

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

HIS offers the following benefits:

  
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TCS Careers ServiceLine: 1 800 201 3111 / Email: careers@tcs.com





## 1. Basic Cover

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

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

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

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

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

## Maternity Leave

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

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

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

## Loans

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

## Professional Memberships

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

  
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## RETIRALS

### **Provident Fund**

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

### **Gratuity**

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

## TERMS AND CONDITIONS

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

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

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

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

### **2. Pre requisites for Joining**

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

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TCS Career Service Line: 1-800-209-3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

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G. Narayana Murthy Road, Hyderabad-500 024





## 1. Training Period

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

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

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

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

## 2. Working Hours

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

## 3. Mobility

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

## 4. Compensation Structure / Salary components

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

## 5. Increments and Promotions

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

## 6. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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

#### 1. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

#### 2. Service Agreement

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

#### 3. Work in SBWS mode

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

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

#### 4. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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Guntur, A.P.



documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

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

#### 1. Terms and Conditions

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

#### 2. TATA Code of Conduct

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

#### 3. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCSL as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCSL.

#### 4. Retirement

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

#### 5. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by

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TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

### 1. Employment of Non Indian Citizens

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

### 2. Background Check

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

### 3. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Sri Lankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

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

#### 4. TCS Xperience Program

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

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

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

#### 5. Letter of Appointment

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

#### 6. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

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time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, these shall be communicated on internal portal/Ultimatix.

#### 1. Compliance to all clauses

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

#### 2. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

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Ranga Reddy (Dist)

Emancipark, No 1 Software Parks Layout, Madhavaram, Hyderabad 500 081 India  
Tel: (91) 40 9257 2000 Fax: (91) 40 6667 2222 Website: www.tcs.com  
Registered Office: Nandan Building, 9th Floor, Nandanam Park, Mumbai 400 025  
TCS Careers ServiceLine: 1 800 209 31 12 Email: careers@tcs.com





### Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

**Girish V. Nandimath**  
Global Head Talent Acquisition & AIP



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

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

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Gurugram (G), Haryana

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Tata Consultancy Services Limited

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TCS Career Helpline: 1 800 208 3111 Email: careers@tcs.com





GROSS SALARY SHEET

Annexure 1

Name	
Designation	Assistant System Engineer-Trainee
Institute Name	Avanathi Institute Of Engineering And Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>
<b>Xplore/ Learning Incentive****</b>		<b>Upto 60,000</b>

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

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

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

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

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>

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Registered Office: Narimann Point, 9th Floor, Narimann Point, Mumbai 400 021  
TCS Careers ServiceLine: 1800 209 3311 Email: careers@tcs.com

*[Handwritten Signature]*  
Avanathi Institute of Engineering & Technology  
Bhimadole, Kalyan, Maharashtra  
Ranga Reddy (Dist.)



**Annexure**

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES SEZ, Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No-42, Think campus, Electronic City phase II, Bangalore - 560100, Karnataka</p>
<p><b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue--Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119.</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45, Ground, 1st to 5th Floor &amp; 10th floor, Galaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309, UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House, G.S. Road, Dispur, Guwahati - 781006, Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q.City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshahi &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/17, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium, 2nd Floor, Wanderers Building, Delta Park - Lords</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark, Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Milsan-Sez, Nagpur, Telhara, Maharashtra 441108.</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057, Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Peepol Park, Technopark Campus, Kariyavattom P.O. Trivandrum - 695581, India</p>	

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*[Signature]*  
Ranga Reddy (Dist.)

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad-500 081 India  
Tel: 91-40-6667-2000 Fax: 91-40-6667-2222 Website: www.tcs.com  
Registered Office: Normal Building, 9th Floor, Narimany Point, Mumbai-400 021  
TCS Careers Service Line: 1-800-209-3333 Email: careers@tcs.com





**Confidentiality and IP Terms and Conditions**

**1. Confidential Information**

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

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

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

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

(d) Customer and prospective customer lists, and

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

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Amit Institute of Engineering & Technology  
Guntur (V), West Godavari  
Ranga Reddy (Dist.)



## 1. Associate's Obligations

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

## 2. Intellectual Property Rights

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

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

One Campus, New IT Software Units Layout, Madhavaram, Hyderabad 500 081 India  
Tel: (91) 40 6667 2000 Fax: (91) 40 6667 2222 Website: www.tcs.com  
Registered Office: Normal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Service Line: 1800 269 3111 Email: careers@tcs.com





**1. Prior knowledge**

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

**2. Use of third party material**

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

**3. Security policies and Guidelines.**

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

**4. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



Guntur, V.V. Nagar, Rangh Reddy (Dist)



(a) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(b) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(c) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(d) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(e) will not allow anybody to share the official asset being used.

#### 5. Restriction on Associate's Rights

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

#### 6. No License

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

*Ranga Reddy*  
Ranga Reddy (Sgt.)





## 1. Equitable Rights

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

## 2. General

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

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

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

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

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Registered Office: Narmada Building, 9th Floor, Narmada Point, Mumbai-400 021  
TCS Career Service Line: 1 800 299 1111 Email: careers@tcs.com



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

(b) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Office/Corporate: No.1 Software Vistas Layout, Marri Laxmi, Hyderabad-500 081 India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office/Nirma: Building, 5th Floor, Nirmala Park, Madhav Nagar, Bangalore-560 024  
TCS Career Services: 1 800 269 3333 Email: careers@tcs.com





**Offer: Computer Consultancy**

**Ref:**

**Date: 14/04/2022**

Dear ,

**Sub: Letter of Offer**

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

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

Your gross salary including all benefits will be **`3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

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

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Tel: +91 40 6697 2009 Fax: +91 40 6697 2422 Web Site: www.tcs.com  
Registered Office: Normal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Career Service Line: 1800 209 4111 Email: careers@tcs.com



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of `14,784/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be `5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of `500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

  
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Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nirmal Point, Mumbai-400 031  
TCS Career Service Line: 1 800 209 3333 Email: [careers@tcs.com](mailto:careers@tcs.com)





## PERFORMANCE PAY

### **Monthly Performance Pay**

You will receive a monthly performance pay of `1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be `600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## CITY ALLOWANCE

You will be eligible for a City Allowance of `200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

## OTHER BENEFITS

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

  
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Registered Office: Normal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Service Line: 1800 269 3111 | Email: careers@tcs.com



## 1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to `6,000/- per insured person per annum and basic hospitalization expenses up to `2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for `12,00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of `250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## Loans

You will be eligible for loans, as per TCSL's loan policy.

## Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

  
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## RETIRALS

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## TERMS AND CONDITIONS

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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Registered Office: Normal Building, 9th Floor, Narimann Point, Mumbai 400 029  
TCS Careers Service Line: 1800 409 31 31 Email: careers@tcs.com



## 1. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees, without any further intimation/separate communication to you.

## 2. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

## 3. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

## 4. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

## 5. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

## 6. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

### 1. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

### 2. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹ 50,000/- towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

### 3. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

### 4. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No.1 Software Sights Layout, Madhavai, Hyderabad-500 083 India

Tel: 91 40 0657 2000 Fax: 91 40 6667 2222 Website: www.tcs.com

Registered Office: National Building, 9th Floor, Naxos Point, Mumbai-400 021

TCS Careers ServiceLine: 1800 209 3111 Email: careers@tcs.com

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Guntur (V), Rayachoti, 7  
Ranga Reddy (Dist)



documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

### 1. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

### 2. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

### 3. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

### 4. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### 5. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

2nd Floor, No. 1 Software Units Layout, Madhapur, Hyderabad 500 081 India

Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Web site: www.tcs.com

Registered Office: Nirmal Building, 6th Floor, Naraina Point, Mumbai 400 021

TCS Careers Service Line: 1800 269 5111 Email: careers@tcs.com

*[Handwritten Signature]*  
Amitesh Kumar (Engineering & Technology)  
Gurshapir (V. Hyderabad)  
Ranga Ruddy (Dial) 8





TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

### 1. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

### 2. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

### 3. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original Documents** for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation (if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Sri Lankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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Registered Office: Nirmal Building, 9th Floor, Narayana Point, Madurai 625 021

TCS Career Services: 1800 209 31 31 Email: careers@tcs.com

*Ranga Reddy*  
Ranga Reddy (Prof.)  
AVS Institute of Engineering & Technology  
Guntur (V), Hyderabad,  
Ranga Reddy (Dist.)



- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

#### 4. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

#### 5. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

#### 6. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

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Registered Office: Nivali Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Career Service Line: 1800 201 1111 Email: [careers@tcs.com](mailto:careers@tcs.com)

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time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

## 1. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

## 2. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No.1 Software Chaitany Layout, Madhapur, Hyderabad 500 081 India

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Registered Office: Nariva Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Career Service Line: 1800 209 3111 Email: care@tcs.com

*[Signature]*  
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Guntur (V), Rayachoti,  
Ranga Reddy (Dist.)

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**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms

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**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

One, Convent Road, 9th Software Units, Lower Ground, Madhapur, Hyderabad-500 081 India  
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Registered Office: Nirmal Building, 9th Floor, Narayan Point, Mumbai-400 021  
TCS Career Service Line: 1 800 209 3111 | Email: careers@tcs.com





GROSS SALARY SHEET

Annexure 1

Name	
Designation	Assistant System Engineer-Trainee
Institute Name	Avanthi Institute Of Engineering And Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>
<b>Xplore/ Learning Incentive****</b>		<b>Upto 80,000</b>

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program, Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>

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TCS Career Services Line: 1-800-209-3111 Email: careers@tcs.com



**Annexure**

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES SEZ, Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100, Karnataka</p>
<p><b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue- Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES - SPECIAL ECONOMIC ZONE (SEZ), PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45, Ground, 1st to 5th Floor &amp; 10th floor, Glaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309, UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFI House, G.S. Road, Dispur, Guwahati - 781006, Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 160-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - 11F/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium, 2nd Floor, Wanderers Building, Delta Park Lords</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark, Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mhira-SEZ, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057, Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus, Kariyavattom P.O. Trivandrum - 695581, India</p>	

*(Signature)*  
PRINCIPAL,  
Aravali Institute of Engineering & Technology,  
Guntur City (V), Nizampet,  
Ranga Reddy (Dist.)

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

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Tel: (91) 40 6567 2000 Fax: (91) 40 6567 2222 Website: www.tcs.com  
Registered Office: Narimann Building, 9th Floor, Narimann Point, Mumbai 400 021  
TCS Careers Service Line: (800) 709 3111 Email: careers@tcs.com





**Confidentiality and IP Terms and Conditions**

**1. Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software.

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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Ganthapaly (V), Nayadole nagar,  
Ranga Reddy (Dist.)



## 1. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## 2. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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Gunthopty (V), H.S. Rajanagara,  
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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Electronics Park, No.1, Software Units Layout, Madhavai, Hyderabad 500 014 India

Tel: +91 40 6657 2000 Fax: +91 40 6667 2222 Website: www.tcs.com

Registered Office: Normal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Career Service Line: 1600 209 3111 Email: careers@tcs.com





### 1. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

### 2. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

### 3. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

### 4. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

  
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Guntapally (V), Hayathnagar,  
Ranga Reddy (Dist.)



(a) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(b) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(c) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(d) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(e) will not allow anybody to share the official asset being used.

#### 5. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### 6. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

  
P. Ranga Reddy  
Vignani Institute of Engineering & Technology  
Guntur (V), Huzur Nagar,  
Ranga Reddy (Dist.)





## 1. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 2. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

  
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Guntur (V), Rayachoti, Rayachoti  
Range Reddy (Dist.)



(a) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(b) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanlink, No. 1, Software Units Layout, Madhuvan - Hyderabad 500 081 India.

Tel: (91) 40 6667 2000 Fax: (91) 40 6667 2222 Website: www.tcs.com

Registered Office: Narayana Building, 111/112/102, Narayana Point, Mumbai 400 007

TCS Careers Service Line: 1800 209 5111 E-mail: careers@tcs.com





Offer: Computer Consultancy

Ref:

Date: 14/04/2022

Dear ,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be `3,36,877/- per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

  
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Registered Office: Nandan Building, 9th Floor, Nandanam Point, Chennai 600 021  
TCS Careers Service Line: 1800 209 5111 Email: careers@tcs.com



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of `14,784/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be `5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of `500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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## **TATA CONSULTANCY SERVICES**

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## PERFORMANCE PAY

### **Monthly Performance Pay**

You will receive a monthly performance pay of `1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be `600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## CITY ALLOWANCE

You will be eligible for a City Allowance of `200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

## OTHER BENEFITS

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

  
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Registered Office: Normal Building, 9th Floor, Nariman Point, Mumbai-400 021

TCS Career Service Line: 1 800 209 9117 Email: careers@tcs.com



## 1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to `6,000/- per insured person per annum and basic hospitalization expenses up to `2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for `12,00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of `250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## Loans

You will be eligible for loans, as per TCSL's loan policy.

## Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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TCS Career Service Line: 1800 269 3111 Email: careers@tcs.com





## RETIRALS

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## TERMS AND CONDITIONS

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/ revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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TCS Client Services: 1 800 209 1111 Email: [care@tcs.com](mailto:care@tcs.com)



## 1. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

## 2. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

## 3. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

## 4. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

## 5. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

## 6. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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Guntur (V), Hazadnagar 6





confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

### 1. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

### 2. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹ 50,000/- towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

### 3. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

### 4. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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documents pertaining to the international assignment for which you are being placed in case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

#### 1. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

#### 2. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

#### 3. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCSL as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCSL.

#### 4. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

#### 5. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by

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Registered Office: Nirmal Building, 9th Floor, Nirmal Point, Mumbai 400 621

TCS Careers Service Line: 1 800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)





TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

### 1. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

### 2. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

### 3. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original Documents** for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

  
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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

#### 4. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

#### 5. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

#### 6. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

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*[Signature]*  
Ranga Raddy (E&T)  
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time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

## 1. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

## 2. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms

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TCS Careers ServiceLine: 1 800 209 3333 Email: careers@tcs.com





GROSS SALARY SHEET

Annexure 1

<b>Name</b>	
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Avanthi Institute Of Engineering And Technology</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>
<b>Xplore/ Learning Incentive****</b>		<b>Upto 60,000</b>

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

\*\*\* For HRS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2. TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>

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Guntur (V), Nellore District,  
Rangoli Reddy (Dist.)*



Annexure

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES SEZ, Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100, Karnataka</p>
<p><b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue - Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATRA, Bhubaneswar - 751024</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI - Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI - Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45, Ground, 1st to 5th Floor &amp; 10th floor, Galaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309, UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFI House, G.S. Road, Dispur, Guwahati - 781006, Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigeriya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - HF/17, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium, 2nd Floor, Wanderers Building, Delta Park - Lords</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark, Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057, Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Preepal Park, Technopark Campus, Kariyavattom P.O. Trivandrum - 695581, India</p>	

*[Signature]*  
**PRINCIPAL**  
 Assistant Director of Engineering & Technology  
 Government of Karnataka  
 Rang Reddy (Dist)





**Confidentiality and IP Terms and Conditions**

**1. Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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Ranga Reddy (Dist.)



## 1. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## 2. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

  
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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, No.1 Software Parks Road, Madhapur, Hyderabad-500 081 India  
Tel: (+91) 40 6672 2000 Fax: (+91) 40 6672 3222 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai-400 025  
TCS Careers Service Line: 1-800-209-3111 Email: care@tcs.com





**1. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

**2. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

**3. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

**4. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

  
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Guntur (V), Nellore, Andhra Pradesh  
Ranga Reddy (Dist.)



(a) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(b) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(c) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(d) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(e) will not allow anybody to share the official asset being used.

#### 5. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### 6. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

  
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Ranga Reddy (Dist.)





## 1. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 2. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

  
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Ganthapally (V), Huzarabagar,  
Ranga Reddy (Dist.)



(a) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(b) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

  
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Ranga Reddy (Dist.)





**Offer: Computer Consultancy**

**Ref:**

**Date: 14/04/2022**

Dear ,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be `3,36,877/- per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deskopok, No.1 Software Units Layout, Madhapur, Hyderabad 500 081 India  
Tel: 91 40 6697 2000 Fax: 91 40 6697 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Service: 1800 209 3131 Email: careers@tcs.com

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Guntapally (V), Narsimharao,  
Ranga Reddy (Dist.)



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of `14,784/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be `5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of `500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, Nxt Software Units Layout, Madhapur, Hyderabad 500 081 India

Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Web: [www.tcs.com](http://www.tcs.com)

Registered Office: Narimani Point, 9th Floor, Narimani Point, Mumbai 400 071

TCS Careers Service Line: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

*Praveen*  
Praveen  
Avanti Institute of Engineering & Technology  
Gunthapally (V), Heyalimogari  
Ranga Reddy (Dist.)





## PERFORMANCE PAY

### **Monthly Performance Pay**

You will receive a monthly performance pay of `1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be `600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## CITY ALLOWANCE

You will be eligible for a City Allowance of `200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

## OTHER BENEFITS

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

*Rajiv R. Ak*  
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## **TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

The Campus, No.1 Software Units Layout, Marolli Nagar - II, Localized 500 088 (India)

Tel: 91 40 6667 2000 Fax: 91 40 6667 222 2700 | Site: www.tcs.com

Registered Office: Nariman Building, 9th Floor, Nariman Point, Mumbai-400 021

TCS Careers Service Line: 1800 269 3111 | Email: careers@tcs.com



## 1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to `6,000/- per insured person per annum and basic hospitalization expenses up to `2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for `12,00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of `250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## Loans

You will be eligible for loans, as per TCSL's loan policy.

## Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No.1 Software Units Layout, Madhavaram - Hyderabad 500 081 India  
Tel: 91 40 9867 2000 Fax: 91 40 9867 2222 [www.tcs.com](http://www.tcs.com)  
Registered Office: Marol Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Service Line: 1800 209 3113 Email: [careers@tcs.com](mailto:careers@tcs.com)





## RETIRALS

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## TERMS AND CONDITIONS

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Decorum Park, No.1 Software Units Layout, Madhuvan Hills, Hyderabad 500 081 (India)

Tel: 91 40 6667 2000 Fax: 91 40 6667 2277 Website: www.tcs.com

Registered Office: Nirmala Building, 9th Floor, Narayana Puri, Madhuvan Hills, Hyderabad-500 081

TCS Careers Service Line: 1-800-209-9111 Email: careers@tcs.com

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Ranga Reddy (Dist.)



## 1. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

## 2. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

## 3. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

## 4. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

## 5. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

## 6. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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Tel: (91) 20 6677 26027 (ex. 91) 40 6667 2220 Website: www.tcs.com  
Registered Office: Normal Building, 9th Floor, Naraina Point, Mumbai-400 025  
TCS Career Services: 1800 209 3111 | Email: [careers@tcs.com](mailto:careers@tcs.com)

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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

### 1. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

### 2. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹ 50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

### 3. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

### 4. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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Choccapark, No 1 Software Tech Layout, Madhapur, Hyderabad 500 081 India  
Tel: 91-40-6667 2000 Fax: 91-40-6667 2222 Website: www.tcs.com  
Registered Office: Normal Building, 5th Floor, Nariman Point, Mumbai 400 021  
TCS Care Helpline: 1800 209 2111 Email: care@tcs.com

*Handwritten signature:* Gunthaply (V. Hayabindas)  
Ranga Reddy (Dist.)





documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

#### 1. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

#### 2. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

#### 3. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCSL as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCSL.

#### 4. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

#### 5. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by

  
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Registered Office: Nariman Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Site: <http://www.tcs.com/careers>





TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

### 1. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

### 2. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

### 3. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

*[Handwritten Signature]*  
Principal  
Vishal Institute of Engineering & Technology  
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Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai-400 021 India  
TCS Career Service (tcs\_career@209.33.11) Email: careers@tcs.com



- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

#### 4. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

#### 5. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

#### 6. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

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Registered Office: Naraina Building, 9th Floor, Naraina Point, Mumbai 400 021  
TCS Career Services: 1 800 209 3111 Email: careers@tcs.com

*[Signature]*  
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Ranga Reddy (Dist.)





time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, these shall be communicated on internal portal/Ultimatix.

## 1. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

## 2. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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TCS Career Service Line: 1 800 209 3333 Email: [careers@tcs.com](mailto:careers@tcs.com)

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### Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

**Girish V. Nandimath**  
Global Head Talent Acquisition & AIP



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter.

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET

Annexure 1

Name	
Designation	Assistant System Engineer-Trainee
Institute Name	Avanthi Institute Of Engineering And Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>
<b>Xplore/ Learning Incentive****</b>		Upto 60,000

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>

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TCS Careers Service Centre: 1-800-209-1111 (Email: careers@tcs.com)



**Annexure**

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES SEZ, Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100, Karnataka</p>
<p><b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue- Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-III) - BARBATI SEZ, IT/ITES- SPECIAL ECONOMIC ZONE (SEZ), PLOT NO. 15, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHE, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, Ase Insigela, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45, Ground, 1st to 5th Floor &amp; 10th floor, Galaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309, UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFI House, G.S. Road, Dispur, Guwahati - 781006, Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151-B &amp; 169-B, Super Corridor, Village Tigoriya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace-1B building, 2nd Floor, Plot - BF/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium, 2nd Floor, Wanderers Building, Delta Park - Lords</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark, Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Milan-SEZ, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC -SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057, Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus, Kariyavattom P.O. Trivandrum - 695581, India</p>	

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## Confidentiality and IP Terms and Conditions

### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software.

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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**TATA CONSULTANCY SERVICES**

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[2000 Park, No 1 Software House, Jaywant, Madhapur - Hyderabad 500 081 India]  
Tel: (91) 40 6677 2000 Fax: (91) 40 6677 2272 Website: www.tcs.com  
Registered Office: Nilmal Building, 9th Floor, Narayan Hills, Mumbai 400 021  
TCS Careers Service Line: 1 800 209 3311 Email: [careers@tcs.com](mailto:careers@tcs.com)



## 1. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## 2. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

  
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Ranga Reddy (Dist.)





**1. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

**2. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

**3. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

**4. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

*[Signature]*  
Principal Institute of Engineering & Technology  
Gurthapally (V), Hayathnagar,  
Ranga Reddy (Dist.)



(a) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(b) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(c) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(d) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(e) will not allow anybody to share the official asset being used.

#### 5. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### 6. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

  
Ranga Reddy  
Vice President  
Tata Institute of Engineering & Technology  
Ghatapally (V), Hayathnagar,  
Ranga Reddy (Dist.)





## 1. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 2. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

  
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Registered Office: Normal Building, 5th Floor, Nariman Point, Mumbai 400 021

TCS Career Services Email: [10002091111@tcs.com](mailto:10002091111@tcs.com)



(a) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(b) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

  
PRESIDENT  
Tata Consultancy Services Limited  
Ganesh V. Hejibhagat  
Ranga Reddy (India)





**Offer: Computer Consultancy**

**Ref:**

**Date: 14/04/2022**

Dear ,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

  
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Ranga Reddy (Dist.)

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**1**

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TCS Career Service Line: 1800 209 3111 Email: careers@tcs.com



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of `14,784/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be `5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of `500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

  
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## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of `1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be `600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the companyrolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of `200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **XPLORE/ LEARNING INCENTIVES**

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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## 1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to `6,000/- per insured person per annum and basic hospitalization expenses up to `2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for `12,00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of `250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## Loans

You will be eligible for loans, as per TCSL's loan policy.

## Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

*Salle*  
V. K. S. S. S.  
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## RETIRALS

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## TERMS AND CONDITIONS

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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Aravind Institute of Engineering & Technology  
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## 1. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

## 2. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

## 3. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

## 4. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

## 5. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

## 6. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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TCS Client Service Line: 1 800 209 3111 Email: care@tcs.com

*[Handwritten Signature]*  
Vishva Institute of Engineering & Technology  
Guntur (V), Rayachoti, Ranga Reddy (Dist.)





confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

### 1. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

### 2. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹ 50,000/- towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

### 3. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

### 4. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

### 1. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

### 2. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

### 3. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

### 4. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### 5. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by

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TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

### 1. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

### 2. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

### 3. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original Documents** for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation (if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

#### 4. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

#### 5. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

#### 6. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes ~~therein~~ from

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Guntur (V), Nellore District,  
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time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

## 1. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

## 2. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

  
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**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms

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Ranga Raddy (Dist.)





GROSS SALARY SHEET

Annexure 1

Name	
Designation	Assistant System Engineer-Trainee
Institute Name	Avanthi Institute Of Engineering And Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>
<b>Xplore/ Learning Incentive****</b>		<b>Upto 60,000</b>

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>

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Tata Consultancy Services Limited

Plot no: 16, Software Park, 1st Floor, Madhapur, Hyderabad-500 081 India

Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Web Site: www.tcs.com

Registered Office: Normal Building, 9th Floor, Nariman Point, Mumbai-400 021

TCS Career Service: 1800 209 3111 Email: careers@tcs.com



**Annexure**

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES SEZ, Plot # 43, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100, Karnataka</p>
<p><b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue- Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES -SPECIAL ECONOMIC ZONE (SEZ), PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45, Ground, 1st to 5th Floor &amp; 10th floor, Galaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309, UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFI House, G.S. Road, Dispur, Guwahati - 781006, Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hafod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - III/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium, 2nd Floor, Wanderers Building, Delta Park - Lords</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark, Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-SEZ, Nagpur, Telhara, Maharashtra 491108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC -SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057, Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus, Kariyavattom P.O. Trivandrum - 695583, India</p>	

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TCS Careers Service Line: 1 800 209 3333 Email: careers@tcs.com

*[Handwritten Signature]*  
 File No. 202  
 Accredited by Ministry of Education & Technology  
 Government of India, New Delhi  
 Rating: Ready (14)





**Confidentiality and IP Terms and Conditions**

**1. Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

*[Handwritten signature]*  
Associate Institute of Engineering & Technology  
Ghatghatta (W), Kharadi Road,  
Ranga Reddy (Dist)



## 1. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## 2. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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Gundhopy (V), Noyyalloor,

Ranga Reddy (D) 16





**1. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

**2. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

**3. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

**4. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

  
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Ranga Reddy (Dist.)



(a) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(b) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(c) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(d) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(e) will not allow anybody to share the official asset being used.

#### 5. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### 6. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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TCS Career Services Line: 1800 209 1111 Email: [talent@tcs.com](mailto:talent@tcs.com)

  
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Arunthi Institute of Engineering & Technology  
Guntur (V), Rayachoti,  
Ranga Reddy (Dist.)





## 1. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 2. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

  
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TCS Careers Service line: 1-800-209-3111 Email: careers@tcs.com



(a) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(b) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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Aparthi Institute of Engineering & Technology  
Gunthapally (V), Hayathnagar,  
Ranga Reddy (Dist.)





**Offer: Computer Consultancy**  
**Ref:**  
**Date: 14/04/2022**

Dear ,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

  
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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of `14,784/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be `5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of `500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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TCS Career Service Line: 1800 209 3311 Email: [tcs@tcs.com](mailto:tcs@tcs.com)





## PERFORMANCE PAY

### **Monthly Performance Pay**

You will receive a monthly performance pay of `1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be `600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## CITY ALLOWANCE

You will be eligible for a City Allowance of `200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

## OTHER BENEFITS

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

  
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Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai-400 021  
TCS Careless ServiceLine: 1800 209 3111 Email: [careless@tcs.com](mailto:careless@tcs.com)



## 1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to `6,000/- per insured person per annum and basic hospitalization expenses up to `2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for `12,00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of `250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## Loans

You will be eligible for loans, as per TCSL's loan policy.

## Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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Registered Office: Nirmal Building, 5th Floor, Nariman Point, Mumbai 400 021  
TCS Career Service Line: 1 800 209 3111 Email: careers@tcs.com

*[Handwritten signature]*  
Aravali Institute of Engineering & Technology  
Gandhinagar (D), Kalyan Nagar,  
Bangalore, India





## RETIRALS

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## TERMS AND CONDITIONS

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/ revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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Guntur (P), Andhra Pradesh  
Ranga Reddy (Dist.) 5



## 1. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

## 2. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

## 3. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

## 4. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

## 5. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

## 6. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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Tata Consultancy Services Limited

OneRampark, No.1 Software Units Largest, Madhuvan, Hyderabad 500 088 (India)  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Naraina Building, 6th Floor, Naraina Point, Mumbai 400 021  
TCS Careers ServiceLine: 1800 209 4111 (toll free) Email: careers@tcs.com

  
Awarshi Institute of Engineering & Technology  
Guntur (V), Haya Nagar,  
Ranga Reddy (Dist.)





confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

### 1. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

### 2. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹ 50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

### 3. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

### 4. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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Ranga Reddy (Dist.)





documents pertaining to the international assignment for which you are being placed in case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

### 1. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

### 2. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

### 3. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

### 4. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### 5. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by

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*[Signature]*  
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Ranga Reddy (Dist.)





TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

### 1. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

### 2. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

### 3. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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*[Handwritten Signature]*  
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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

#### 4. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

#### 5. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

#### 6. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

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time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

#### 1. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

#### 2. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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### Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

**Girish V. Nandimath**  
Global Head Talent Acquisition & AIP



Click [here](#) or use a QR code scanner from your mobile to validate the offer letter.

End: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms

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Ranga Reddy (Dist.)





GROSS SALARY SHEET

Annexure 1

Name	
Designation	Assistant System Engineer-Trainee
Institute Name	Avanathi Institute Of Engineering And Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>
<b>Xplore/ Learning Incentive****</b>		Upto 60,000

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL

defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>

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**Annexure**

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES SEZ, Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100, Karnataka</p>
<p><b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue- Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATRA, Bhubaneswar - 751024</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kurmaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600139</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Colony, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45, Ground, 1st to 5th Floor &amp; 10th Floor, Galaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309, UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House, G.S. Road, Dispur, Guwahati - 781006, Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace III building, 2nd Floor, Plot - III/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium, 2nd Floor, Wanderers Building, Delta Park - Lords</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark, Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra-400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telihara, Maharashtra 441108;</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC -SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057, Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Prequal Park, Technipark Campus, Kariyavattom P.O. Trivandrum - 695581, India</p>	

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Ranga Reddy (Dist)





## Confidentiality and IP Terms and Conditions

### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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TCS Careers Service Line: 1 800 299 3333 | Email: careers@tcs.com



## 1. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## 2. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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Tata Institute of Engineering & Technology  
Gouthaly (V), Hayasamudi,  
Ranga Reddy (Dist.)





**1. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

**2. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

**3. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

**4. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

*[Signature]*  
PRINCIPAL  
Arvind Subramanian & Associates  
Ganesh (V), Hyderabad,  
Ranga Reddy (Dist)



(a) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(b) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(c) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(d) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(e) will not allow anybody to share the official asset being used.

#### 5. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### 6. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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## 1. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 2. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

  
Rangappa V. Kuvallangudi  
Ranga Reddy (Dist)

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No. 1, Software Unity Complex, MIDC, Thane West, Maharashtra 400 601, India

Tel: 91 40 6667 2000 Fax: 91 40 6667 2223 Website: www.tcs.com

Registered Office: Normal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careless Service Centre: 1160 209 3111 Email: care@tcs.com



(a) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(b) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

  
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All forms of IT, Learning & Technology  
Consulting (V), Hyderabad,  
Bangalore (India)

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Registered Office: Normal Building, 9th Floor, Naraina Park, Mumbai-400 021  
TCS Career Service Line: 1800 299 3511 Email: careers@tcs.com





**Offer: Computer Consultancy**  
**Ref:**  
**Date: 14/04/2022**

Dear ,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **₹s.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

M. Srinivas  
Assistant Manager, Technology  
Consultancy (V), Hyderabad  
Banga Roady (Dist.)

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of `14,784/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be `5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of `500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

  
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Avanika Institute of Engineering & Technology  
Gunthapally (V), Hayathnagar,  
Ranga Reddy (Dist.)

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Registered Office: Nirmal Building, 9th Floor, Narayana Park, Mumbai 400 021

TCS Career Service Line: 1800 209 3111 Email: careers@tcs.com





## PERFORMANCE PAY

### **Monthly Performance Pay**

You will receive a monthly performance pay of `1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be `600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the companyrolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## CITY ALLOWANCE

You will be eligible for a City Allowance of `200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## XPLORE/ LEARNING INCENTIVES


You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

## OTHER BENEFITS

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

  
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Registered Office: North Building, 5th Floor, Naraina Point, Mumbai-400 025  
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## 1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to `6,000/- per insured person per annum and basic hospitalization expenses up to `2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for `12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of `250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## Loans

You will be eligible for loans, as per TCSL's loan policy.

## Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

  
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## RETIRALS

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## TERMS AND CONDITIONS

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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## 1. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

## 2. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

## 3. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

## 4. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

## 5. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

## 6. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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Rangga Reddy (DHS) 6





confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

### 1. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

### 2. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹ 50,000/- towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

### 3. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

### 4. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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TCS Career Services: 1 800 204 3111 Email: careers@tcs.com

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Ganithapathy (V), Iyyathupatti,  
Ranga Reddy (Dist.)





documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

### 1. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

### 2. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

### 3. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCSL as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCSL.

### 4. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### 5. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by

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Tata Consultancy Services Limited

  
PRAGNA REDDY  
Principal  
Amal Institute of Engineering & Techno  
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TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

### 1. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

### 2. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

### 3. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Sri Lankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months.
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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*[Handwritten Signature]*  
Principal  
Arvid Institute of Engineering & Technology,  
Guntapally (V), Nayabnagar,  
Ranga Reddy (Dist.)



- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

#### 4. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

#### 5. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

#### 6. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

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*[Handwritten signature]*  
10  
Ranga Reddy Dist





time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

## 1. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

## 2. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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*[Handwritten Signature]*  
Arun/Anita (D. S. Singh) Technology  
Ganesh (V. Rajasekar)  
Ranga Reddy (D. S.)



**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



- End: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms

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Tata Consultancy Services Limited  
Global Head Talent Acquisition & AIP  
Girish V. Nandimath  
Ranga Reddy (Dist.) 12





GROSS SALARY SHEET

Annexure 1

Name	
Designation	Assistant System Engineer-Trainee
Institute Name	Avanthi Institute Of Engineering And Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	27,415	3,36,877
<b>Xplore/ Learning Incentive****</b>		Upto 60,000

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

\*\*\* For H/S - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	7,646	91,752

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Avanthi Institute of Engineering & Technology  
 Gunthapally (V), Hayathnagar,  
 Ranga Reddy (Dist.) 13

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 Tata Consultancy Services Limited

Deccan Gymkhana, No.1, Software Parks, Jaybhair, Madhapur, Hyderabad 500 084 India  
 Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
 Registered Office: Nirmal Building, 9th Floor, Nannam Front, Marthalli 400 021  
 TCS Careseek Service@tcs 1800 209 3111 E-mail: care@tcs.com



**Annexure**

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES SEZ, Plot # 43, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase B, Bangalore - 560100, Karnataka</p>
<p><b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue- Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-III) - BARBATI SEZ, IT/ITES - SPECIAL ECONOMIC ZONE (SEZ), PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45, Ground, 1st to 5th Floor &amp; 10th floor, Gaaey Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309, UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFI House, S.S. Road, Dispur, Guwahati - 781006, Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - III/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium, 2nd Floor, Wanderers Building, Delta Park - Lords</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark, Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihari Sez, Nagpur, Telhara, Maharashtra 441108</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057, Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus, Kariyavattom P.O, Trivandrum - 695581, India</p>	

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TCS Career Services: 1800 209 3111 Email: careers@tcs.com

*[Signature]*  
PROVISIONAL  
Asstt. Institute of Engineering & Technology  
Ganthongy (V), Kalyandurg,  
Ranglu Roady (G) 14





## Confidentiality and IP Terms and Conditions

### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software.

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

  
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Andhra Institute of Engineering & Technology  
Guntur (V), Nagalakshmi,  
Ranga Reddy (Dist)



## 1. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## 2. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

  
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Aravali Institute of Engineering & Technology  
Gunthapally (V), Hayathnagar,  
Ranga Reddy (Dist.) 16

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Registered Office: Normal Building, 9th Floor, Naraina Point, Mumbai 400 021  
TCS Career Service Line: 1800 209 3111 Email: careers@tcs.com





**1. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

**2. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

**3. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

**4. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

  
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Gunthapally (V), Hayathnagar,  
Ranga Reddy (Dist.)



(a) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(b) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(c) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(d) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(e) will not allow anybody to share the official asset being used.

#### 5. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### 6. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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Ranga Reddy (R&R)

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Registered Office: Nariman Building, 9th Floor, Nariman Point, Mumbai-400 021  
TCS Career Services: 1 800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)





## 1. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 2. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

  
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TCS CAREER SERVICE LINE: 1 800 209 3333 Email: careers@tcs.com



(a) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(b) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

  
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Tata Consultancy Services & Technology  
Guhanthony D. Sureshbabu  
Ranga Raddy (Dist)

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

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Registered Office: Nirma Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Career Service Line: 1800 209 3311 Email: careers@tcs.com





**Offer: Computer Consultancy**

**Ref:**

**Date: 14/04/2022**

Dear ,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be `3,36,877/- per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of `14,784/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be `5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of `500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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Bansal Road, Mumbai  
Bansal Road, Mumbai





## PERFORMANCE PAY

### **Monthly Performance Pay**

You will receive a monthly performance pay of `1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be `600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the companyrolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## CITY ALLOWANCE

You will be eligible for a City Allowance of `200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

## OTHER BENEFITS

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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TCS Career Service Line: 1 800 201 3333 Email: careers@tcs.com

PRINCIPAL  
Department of Engineering & Technology  
Sri Chaitanya (V), Hyderabad,  
Rangappa Reddy (Dint)



## 1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to `6,000/- per insured person per annum and basic hospitalization expenses up to `2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for `12,00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of `250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## Loans

You will be eligible for loans, as per TCSL's loan policy.

## Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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TCS Careers Service Line: 1 800 209 3333 | Email: careers@tcs.com

  
FINANCIAL  
Head of Finance & Technology  
Ganapathy V. Rajan  
Bilal Rajan (DIN)





## **RETIRALS**

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## **TERMS AND CONDITIONS**

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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TCS Career Service Line: 1 800 209 3311 | Email: careers@tcs.com



## 1. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

## 2. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

## 3. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

## 4. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

## 5. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

## 6. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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Tata Consultancy Services Limited

One Campus, No. 1 Software Units Layout, Mahauri, Hyderabad 500 084 (India)

Tel: (91) 40 6667 2000 Fax: (91) 40 6667 2222 Website: www.tcs.com

Regional Office: Normal Building, 4th Floor, Nariman Point, Mumbai 400 021

TCS Career Services: 1800 209 3111 Email: careers@tcs.com

Sanjay V. Deshpande  
Regional Director





confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

### 1. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

### 2. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹ 50,000/- towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

### 3. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

### 4. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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Registered Office: Nirmal Building, 9th Floor, Naraula Road, Mumbai-400 033  
TCS Career Services: 1 800 209 3111 Email: careers@tcs.com

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Date: 20/08/2024  
Signature: [Signature]  
Name: [Name]



documents pertaining to the international assignment for which you are being placed in case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

#### 1. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

#### 2. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

#### 3. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCSL as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCSL.

#### 4. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

#### 5. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by

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Registered Office: Normal Building, 5th Floor, Normal Park, Mumbai 400 021  
TCS Career Services: 1800 204 1111 Email: careers@tcs.com

*[Handwritten signature]*  
Ginty...  
Prasa... (Rel.)





TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

### 1. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

### 2. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

### 3. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation (if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Sri Lankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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Registered Office: Narima Building, 9th Floor, Narima Point, Mumbai 400 021

TCS Careers ServiceLine: 1 800 209 4111 Email: careers@tcs.com

*[Handwritten signature]*  
Gaurav (U), Hyderabad  
Rajesh (U), Hyderabad



- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

#### 4. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

#### 5. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

#### 6. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

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Registered Office: Naraina Complex, 9th Floor, Naraina Point, New Delhi 110 028  
TCS Careers Service no: 1 800 209 3111 Email: careers@tcs.com





time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, these shall be communicated on internal portal/Ultimatix.

## 1. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

## 2. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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Tata Consultancy Services Limited

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TCS Career Service Line: 1800 209 3311 Email: careers@tcs.com

FRINGEVA  
www.fringeva.com  
Gentleddy (P), Hyderabad  
Ranga Reddy (Dist.)



**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET

Annexure 1

Name	
Designation	Assistant System Engineer-Trainee
Institute Name	Avanathi Institute Of Engineering And Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>
<b>Xplore/ Learning Incentive****</b>		Upto 60,000

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>

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Ranga Raddy (Dist.)



**Annexure**

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES SEZ, Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100, Karnataka</p>
<p><b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue- Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No- A-44 &amp; A-45, Ground, 1st to 5th Floor &amp; 10th floor, Galaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309, UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFI House, G.S. Road, Dispur, Guwahati - 781006, Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramiguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tefsil Hatod, Indore - 452038, Madhya Pradesh</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - 11F/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium, 2nd Floor, Wanderers Building, Delta Park - Lords</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark - Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharian Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441106;</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase 10, Pune - 411057, Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Preepal Park, Technopark Campus, Kariyavattom P.O, Trivandrum - 695581, India</p>	

APPROVAL  
RAMESH KISHOR ENGINEERING & TECHNOLOGIES  
Ganesh Py (M), Hyderabad  
Ranga Reddy (India)





**Confidentiality and IP Terms and Conditions**

**1. Confidential Information**

"Confidential Information" shall mean all inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

*[Handwritten Signature]*  
Rajesh Modi (MKT)



## 1. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## 2. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

One, Conquest, No. 1, Software Hub, Layout, Madhavara, Hyderabad, 500 081 India  
Tel: 91 40 6607 2000 Fax: 91 40 6607 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Care Helpline: 1800 209 3111 | Email: care@tcs.com

  
Principal  
JNTU Institute of Engineering & Technology  
Ganthepally (V), Miyaladoddi,  
Ranga Reddy (Dist.) 16





**1. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

**2. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

**3. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

**4. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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TCS Career Service Email: [1800-209-3111@tcs.com](mailto:1800-209-3111@tcs.com)

PRINCIPAL  
Aarshi Institute of Engineering & Technology  
Gunthepliy (V), Rajoldhara-177,  
Ranga Reddy (Dist.)



(a) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(b) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(c) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(d) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(e) will not allow anybody to share the official asset being used.

#### 5. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### 6. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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TCS Career Services: 1800 209 3137 E-mail: [careers@tcs.com](mailto:careers@tcs.com)

  
Ranga Reddy (Dist) 18





## 1. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 2. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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Tata Consultancy Services Limited

Deccanpark, 20x1 Software Units Layout, Madhavaram, Hyderabad 500 081 India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2227 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Narayana Point, Mumbai 400 071  
TCS Career Service Line: 1800 295 3111 Email: careers@tcs.com

  
Principal  
Amal Institute of Engineering & Technology  
Guntur (V), West Godavari Dist  
Ranga Reddy (Dist)



(a) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(b) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

(a)

  
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Sinhgathig (V), Wazirpur  
Pune 411004/INDIA

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**Offer: Computer Consultancy**  
**Ref: TCSL/DT20224223935/Hyderabad**  
**Date: 14/04/2022**

Dear OGETI SWETHA,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

  
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TCS Careers Service Line: 1800 209 311 | E-mail: [careers@tcs.com](mailto:careers@tcs.com)



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of `14,784/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be `5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of `500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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TCS Career Services Line: 1 800 269 3111 Email: talcareer@tcs.com

  
PRINCIPAL  
Amal Institute of Engineering & Technology  
Guntur (N), May 20th 2022  
Ranga Reddy (Dist.)





## PERFORMANCE PAY

### **Monthly Performance Pay**

You will receive a monthly performance pay of `1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be `600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the companyrolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## CITY ALLOWANCE

You will be eligible for a City Allowance of `200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

## OTHER BENEFITS

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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Registered Office: Normal Building, 9th Floor, Naraina Point, Mumbai-400 024

TCS Careers Service Line: 1800 894 311 | Email: careers@tcs.com

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University of Pune  
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## 1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to `6,000/- per insured person per annum and basic hospitalization expenses up to `2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for `12,00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of `250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## Loans

You will be eligible for loans, as per TCSL's loan policy.

## Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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[Registered Office] Nivali Building, 9th Floor, Mumbai Point, Mumbai 400 021  
TCS Careers ServiceLine: 1800-209-1111 | mail: careers@tcs.com

Approved by  
Association of Engineers & Technicians  
Sanjay P. Wadhwar,  
2022-2024







## 1. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

## 2. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

## 3. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

## 4. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

## 5. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

## 6. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers ServiceLine: 1 800 209 3111 (email: careers@tcs.com)

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Executive HR Performance  
Tata Realty (India)





confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

#### 1. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

#### 2. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹ 50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

#### 3. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

#### 4. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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Gurgaon, Haryana  
8000 209 3111





documents pertaining to the international assignment for which you are being placed in case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

### 1. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

### 2. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

### 3. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCSL as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCSL.

### 4. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### 5. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by

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TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

### 1. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

### 2. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

### 3. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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TCS Careers Service: 1 800 209 3111 | Email: careers@tcs.com



- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

#### 4. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

#### 5. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

#### 6. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

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time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

## 1. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

## 2. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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Electronpark, No.1, Software Units Layout, Marolli Nagar, Hyderabad 500 081 India  
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Registered Office: Nivala Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Career Service Line: 1800 269 3517 Email: careers@tcs.com



**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



Click here or use a QR code scanner from your mobile to validate the offer letter.

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms

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Pragathi Road, 12/1





GROSS SALARY SHEET

Annexure 1

Designation	Assistant System Engineer-Trainee
Institute Name	Avanthi Institute Of Engineering And Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>
<b>Xplore/ Learning Incentive****</b>		<b>Upto 60,000</b>

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

\*\*\* For HRS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>

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TCSL/DY20224223935

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deloitte Park, No. 1 Software Units Layout, Madhapur, Hyderabad-500081  
Tel: 91-40-6667-2000 Fax: 91-40-6667-2221 Website: www.tcs.com  
Registered Office: Normal Building, 9th Floor, Nariman Point, Mumbai-400021  
TCS Career Service Line: 1-800-209-3111 Email: careers@tcs.com

PRINCIPAL  
Avanthi Institute Of Engineering And Technology  
Hyderabad



**Annexure**

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES SEZ, Plot #41, Gandhinagar - 382007.</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100, Karnataka</p>
<p><b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue- Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO. 35, CHANDARA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Ksrimaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45, Ground, 1st to 5th Floor &amp; 10th floor, Galaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309, UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFI House, G.S. Road, Dispur, Guwahati - 781006, Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - III/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium, 2nd Floor, Wanderers Building, Delta Park Lords</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark, Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108.</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057, Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Preepul Park, Technopark Campus, Kariyavattom P.O. Trivandrum - 695581, India</p>	

Stamp: TATA CONSULTANCY SERVICES  
 TCS HR Services  
 TCS HR Services  
 TCS HR Services  
 TCS HR Services





## Confidentiality and IP Terms and Conditions

### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software.

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## 1. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## 2. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

PRINCIPAL

AVS Institute of Engineering & Technology  
Guntur (V), Rayachoti,  
Ranga Reddy (Dist.)

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, 7th Floor Software Units Layout, Marol Nagar - Hyderabad 500 011, India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Career Service line: 1800 709 5117 Email: careers@tcs.com





**1. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

**2. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

**3. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

**4. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

*[Handwritten Signature]*  
**PRINCIPAL**  
Tata Consultancy Services  
Mumbai, Maharashtra  
India



(a) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(b) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(c) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(d) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(e) will not allow anybody to share the official asset being used.

#### 5. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### 6. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

Associate's Name  
Murali Krishna of Engineering & Technology  
Gandharpally (V), Huzur Taluqa,  
Ranga Reddy (Dist.)





## 1. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 2. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

Associate  
Ranga Reddy (Dist.)



(a) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(b) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

PRINCIPAL  
Anand Institute of Engineering & Technology  
Gunthapally (V), Hayathnagar,  
Ranga Reddy (Dist.)





**Offer: Computer Consultancy**  
**Ref: TCSL/DT20224223942/Hyderabad**  
**Date: 14/04/2022**

Dear PIRLA DEVI,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

  
PRINCIPAL  
Avadh Institute of Engineering & Technology  
Gouthanpally (V), Hayathnagar,  
Ranga Reddy (Dist.)

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**TCSLDT20224223942**

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Discom Park, No.1 Software Units Layout, Madhapur, Hyderabad 500 081 (India)  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2022 website: www.tcs.com  
Registered Office: Narman Building, 4th Floor, Narman Point, Mumbai 400 021  
TCS Careers/Services/Info: 1 800 209 0111 | Email: careers@tcs.com



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of `14,784/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be `5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of `500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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Deccanpark, No.1 Software Units Layout, Madhapur, Hyderabad 500 084 (India)

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Registered Office: Nirmal Building, 9th Floor, Nirmal Park, Mumbai-400 021

TCS Career Service Line: 1 800 209 3313 Email: careers@tcs.com

  
Assistant Manager - HR & Technology  
George Reddy (Dict)





## PERFORMANCE PAY

### **Monthly Performance Pay**

You will receive a monthly performance pay of `1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be `600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## CITY ALLOWANCE

You will be eligible for a City Allowance of `200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

## OTHER BENEFITS

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

*Principal  
Principal Institute of Engineering & Technology  
Guntur (M), Rayachoti  
Ranga Reddy (Dist.)*

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, No.5 Software Units Layout, Madhavaram, Hyderabad-500 081 India  
Tel: 91 40 6607 2000 Fax: 91 40 6607 2221 Website: www.tcs.com  
Registered Office: National Building, 9th Floor, Narayan Point, Mumbai-400 021  
TCS Career Service Line: 1800 209 5111 Email: careers@tcs.com



## 1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to `6,000/- per insured person per annum and basic hospitalization expenses up to `2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for `12,00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of `250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## Loans

You will be eligible for loans, as per TCSL's loan policy.

## Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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Tel: 91 40 6662 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Normal Building, 9th Floor, Naraina Point, Mumbai-400 071  
TCS Careers Page: [www.tcs.com](http://www.tcs.com), 1 800 209 4111 E-mail: [careers@tcs.com](mailto:careers@tcs.com)

*[Handwritten Signature]*  
PRINCIPAL  
Annual Institute of Engineering & Technology  
Guntur (M. Narayanaswami  
Ranga Reddy (AP)





## RETIRALS

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## TERMS AND CONDITIONS

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/ revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Naraina Building, 9th Floor, Naraina Point, Mumbai-400 021  
TCS Careers Service Line: 1800 209 5111 Email: careers@tcs.com



## 1. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

## 2. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

## 3. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

## 4. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

## 5. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

## 6. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a





confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

### 1. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

### 2. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹ 50,000/- towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

### 3. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

### 4. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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Registered Office Normal Building, 9th Floor, Naraina Park, Mumbai-400 075  
TCS Careers Service Centre: 1800 209 3111 Email: careers@tcs.com





documents pertaining to the international assignment for which you are being placed in case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

### 1. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

### 2. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

### 3. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCSL as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCSL.

### 4. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### 5. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by

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TCS Career Services line: 1800 209 3313 Email: career@tcs.com

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Associate Institute of Engineering & Technology  
Services (I), Kalyanapur,  
Guntur, Andhra Pradesh





TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

### 1. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

### 2. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

### 3. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original Documents** for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Sri Lankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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Guwahati (IV), Assam  
Ganga Road, Guwahati



- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

#### 4. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

#### 5. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

#### 6. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

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Registered Office: Normal Building, 9th Floor, Nanaman Point, Mumbai 400 021  
TCS Career Service Line: 1800 209 33 | E-mail: careers@tcs.com





time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

## 1. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

## 2. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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Registered Office: Normal Building, 5th Floor, Narayan Puri, Mumbai 400 025  
TCS Career Services Helpline: 1001 009 3031 Email: [careers@tcs.com](mailto:careers@tcs.com)



**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



- End: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms

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Quality (M, E&T) - Bangalore  
Page 3 of 4 (Final)





GROSS SALARY SHEET

Annexure 1

Designation	Assistant System Engineer-Trainee
Institute Name	Avanathi Institute Of Engineering And Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>
<b>Xplore/ Learning Incentive****</b>		Upto 60,000

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>

*[Handwritten Signature]*  
 FRANCISCA  
 General Manager - HR  
 TCS Career Services  
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 TCS Career Services

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 TCS Career Services: 1-800-209-9111 Email: careers@tcs.com



Annexure

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES SEZ, Plot # 43, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase B, Bangalore - 560100, Karnataka</p>
<p><b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue- Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES- SPECIAL ECONOMIC ZONE (SEZ), PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumsaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45, Ground, 1st to 5th Floor &amp; 10th floor, Galaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309, UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFI House, G.S. Road, Dispur, Guwahati - 781006, Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakrangauda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452038, Madhya Pradesh</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - III/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium, 2nd Floor, Wanderers Building, Delta Park - Lords</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark, Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057, Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Preepal Park, Technopark Campus, Kariyavattom P.O. Trivandrum - 695581, India</p>	

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Registered Office: Nirmaa Building, 9th Floor, Naraina Point, Mumbai 400 021  
TCS Career Services: 1800 209 3111 Email: career@tcs.com

*[Handwritten Signature]*  
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Tata Consultancy Services  
We Ready to Help





## Confidentiality and IP Terms and Conditions

### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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Borhanpur (M), Maharashtra  
Dr. Roddy (Smt.)



## 1. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## 2. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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Tata Institute of Engineering & Technology  
Electronics (V), Haveli Nagar,  
Wagle Roady (Dist.)







(a) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(b) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(c) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(d) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(e) will not allow anybody to share the official asset being used.

#### 5. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### 6. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

  
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Gurukul Institute of Engineering & Technology  
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Ranga Reddy (Dist.)

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Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Service Line: 1800 209 3311 Email: careers@tcs.com





## 1. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 2. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

  
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Quality Control (V), Hyderabad  
Ranga Raddy (Dist.)

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TCS Career Services: 1800 209 1111 Email: careers@tcs.com



(a) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(b) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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**Offer: Computer Consultancy**  
**Ref: TCSL/DT20224223922/Hyderabad**  
**Date: 14/04/2022**

Dear MANDA KALYAN REDDY,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **'3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

  
Manda Kalyan Reddy  
Assistant System Engineer-Trainee  
Grade Y (D1)

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TCS Career Service Line: 1800 209 3111 Email: careers@tcs.com



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of `14,784/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be `5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of `500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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**TATA CONSULTANCY SERVICES**  
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Registered Office: Nirmal Building, 9th Floor, Nirmal Point, Mumbai 400 021  
TCS Career Services: 1-800-209-3141 Email: [careers@tcs.com](mailto:careers@tcs.com)

Specialized Engineering & Technology  
Consulting (IT, IT Infrastructure,  
Service Rndy (Dnt.)





## PERFORMANCE PAY

### **Monthly Performance Pay**

You will receive a monthly performance pay of `1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be `600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## CITY ALLOWANCE

You will be eligible for a City Allowance of `200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

## OTHER BENEFITS

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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TCS Career Service Line: 1800 499 3511 Email: career@tcs.com

PROCESSED  
Tata Consultancy Services Limited  
Employee ID: 20224223922  
Email: hr@tcs.com

Spencer

THE UNIVERSITY OF CHICAGO  
LIBRARY  
540 EAST 57TH STREET  
CHICAGO, ILL. 60637  
(773) 936-3000





## 1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to `6,000/- per insured person per annum and basic hospitalization expenses up to `2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for `12,00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of `250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## Loans

You will be eligible for loans, as per TCSL's loan policy.

## Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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TCS Career Service Line: 1800 209 3111 Email: careers@tcs.com

Authorized Signatory & Director  
Guilty by P.K. Prasad  
Ranga Reddy (DR)



## RETIRALS

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## TERMS AND CONDITIONS

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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Registered Office: Nirmal Building, 9th Floor, Narayan Road, Mumbai-400 021  
TCS Career Service: 1800 209 3111 | Email: careers@tcs.com





## 1. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

## 2. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

## 3. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

## 4. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

## 5. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

## 6. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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TCS Career Services: 1600 209 3111 Email: careers@tcs.com



confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

### 1. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

### 2. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹ 50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

### 3. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

### 4. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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TCS Career ServiceLine: 1 800 209 3111 | EMAIL: careers@tcs.com

AVRDC Institute of Engineering & Technology  
Guntur (V), Hayathnagar,  
Sanga Reddy (Dist.)





documents pertaining to the international assignment for which you are being placed in case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

### 1. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

### 2. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

### 3. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCSL as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCSL.

### 4. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### 5. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by

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*[Handwritten Signature]*  
**PRINCIPAL**  
Aavadi Institute of Engineering & Technology  
Gunthapally (V), Hayathnagar,  
Ranga Reddy (Dist.)



TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

### 1. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

### 2. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

### 3. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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PRINCIPAL  
Arunth Institute of Engineering & Technology  
Gughanly (V), Heggadwara  
Ranga Reddy (Dist.)





- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

#### 4. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xpire proctored assessment, you will be provided Xpire training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

#### 5. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

#### 6. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

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Principal Institute of Engineering & Technology  
Ranna Raddy (Pvt.)  
Ranna Raddy (Pvt.)



- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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TCS Career Services: 1401 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

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Tata Consultancy Services Limited  
Company (P), Hayathnagar,  
Warangal, Telangana





TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

### 1. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

### 2. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

### 3. Submission of Documents

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- Aadhaar Card
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- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
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- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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Branch Incharge of Engineering & Technology  
Sanjay Reddy (Dist.)



documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

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### 2. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

### 3. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

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Your failure to comply with this clause will entail monetary payment of damages to TCSL as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCSL.

### 4. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### 5. Pre-employment Medical Certificate

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*[Handwritten Signature]*  
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Alkanti Institute of Engineering & Technology  
Gurubandily (V), Rajalmechery  
Mangaluru Residy, (Kerala)





confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

### 1. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

### 2. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

### 3. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

### 4. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

(Deccanpark, No.1 Software Units Layout, Mysuru - 575 001)  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: [www.tcs.com](http://www.tcs.com)  
Registered Office: Normal Building, 9th Floor, Naraina Point, Mumbai 400 025  
TCS Careers Service Line: 1800 709 3113 Email: [careers@tcs.com](mailto:careers@tcs.com)

*Handwritten signature and stamp:*  
APPROVED  
TCSL  
Anzali Institute of Engineering & Technology  
Mysuru (V), Mysuru  
Rashid Roddy (Dist)







## RETIRALS

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## TERMS AND CONDITIONS

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, No.1 Software Park I Layout, Malabar Hill, Hyderabad 500 011 India  
Tel: 91 40 5557 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Narima Building, 5th Floor, Narima Point, Mumbai 400 071  
TCS Career ServiceLine: 1 800 209 1110 Email: careers@tcs.com

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Avanhi Institute of Engineering & Technology  
Guntur (V), Rayachoti, Guntur, Andhra Pradesh (Dist.)  
Ranga Reddy (Dist.)



## 1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to `6,000/- per insured person per annum and basic hospitalization expenses up to `2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits:

i. Entitlement - You and your enrolled dependants will be entitled for `12,00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of `250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## Loans

You will be eligible for loans, as per TCSL's loan policy.

## Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Decamp, Wk 100-1 Software Parks Layout, Marthapur, Hyderabad, India  
Tel: 91 20 9667 2000 Fax: 91 80 6667 2232 Website: www.tcs.com  
Registered Office: Nandan Building, 9th Floor, Nandan Point, Mumbai 400 021  
TCS Career Services: 1 800 209 1110 Email: careers@tcs.com

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Aravind Institute of Engineering & Technology  
Gunthapally (V), Hoyalasagar,  
Ranga Reddy (Dist.)





## PERFORMANCE PAY

### **Monthly Performance Pay**

You will receive a monthly performance pay of `1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be `600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## CITY ALLOWANCE

You will be eligible for a City Allowance of `200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

## OTHER BENEFITS

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, 60/1 Software Units Layout, Madhapur, Hyderabad - 500080  
Tel: 91-40-5667 2009 Fax: 91-40-6667 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai-400021  
TCS Careers ServiceLine: 1-800-209-3111; Email: careers@tcs.com

*[Handwritten Signature]*  
Principal  
Rajshree Institute of Engineering & Technology  
Pune (M), Maharashtra  
Rajshree Institute of Engineering & Technology



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of `14,784/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be `5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of `500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

2

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No.1 Software Units Layout, Madhyam, Hyderabad - 500080

Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com

Registered Office: Nirmal Building, 9th Floor, Nungesser Road, Mumbai - 400 071

TCS Careers Service Line: 1800 209 3111 Email: careers@tcs.com

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Amal Institute of Engineering & Technology  
Ganghaply (V), Mervinagar  
Ranga Reddy (Dist)





**Offer: Computer Consultancy**  
**Ref: TCSL/DT20224223926/Hyderabad**  
**Date: 14/04/2022**

Dear M SRINIVAS,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Decorampark, No. 4 Software Parks Layout, Madhapur, Hyderabad 500 081, India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 [info@tcs.com](mailto:info@tcs.com) [www.tcs.com](http://www.tcs.com)  
Registered Office: Nirmal Building, 9th Floor, Naraina Point, Mumbai 400 021  
TCS Careers Service No: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

  
**PRINCIPAL**  
Assistant Manager of Engineering & Technology  
Gunthapally (V), Hayathnagar,  
Kamta Reddy (Dist.)



(a) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(b) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

**PRINCIPAL**  
Ayazh Institute of Engineering & Technology  
Guntur (V), Rayachoti  
Ranga Reddy (Dist)





## 1. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 2. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(a) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(b) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(c) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(d) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(e) will not allow anybody to share the official asset being used.

#### 5. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### 6. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, 10th Software Parks Layout, Malabar Hill, Hyderabad 500 017  
Tel: 91 40 6657 2000 Fax: 91 40 6657 2222 Website: www.tcs.com  
Registered Office: 9th Floor, Narayan Point, Mumbai 400 021  
TCS Careers Service: 1800 209 3111 | Email: careers@tcs.com

PRINCIPAL  
Anandhi Institute of Engineering & Technology  
Guntakally (V), Rayachoti Taluk  
Nongal Zeddy (Dist)





**1. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

**2. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

**3. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

**4. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

PRINCIPAL  
Avanti Institute of Engineering & Technology  
Guntur (V), Nayanapuram,  
Bangalore (Dist)



### 1. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

### 2. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.





**Confidentiality and IP Terms and Conditions**

**1. Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software.

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

PRINCIPAL  
Tata Consultancy Services Limited  
Ranjit K. Deshpande  
Ranjit K. Deshpande



**Annexure**

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES SEZ, Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No.42, Think campus, Electronic City phase B, Bangalore - 560100, Karnataka</p>
<p><b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue- Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-0) - BARBATI SEZ, IT/ITES- SPECIAL ECONOMIC ZONE (SEZ), PLOT NO: 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45, Ground, 1st to 5th Floor &amp; 10th Floor, Galaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309, UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFI House, G.S. Road, Dispur, Guwahati - 781006, Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - 11F/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium, 2nd Floor, Wanderers Building, Delta Park - Lords</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark, Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Vantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihani-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057, Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus, Kariyavattom P.O. Trivandrum - 695581, India</p>	

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Principal  
Ganesh Institute of Engineering & Technology  
Gurukulapally (V), Hyderabad  
Ranga Reddy (Dist.)





GROSS SALARY SHEET

Annexure 1

Designation	Assistant System Engineer-Trainee
Institute Name	Avanthi Institute Of Engineering And Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>
<b>Xplore/ Learning Incentive****</b>		Upto 60,000

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>

*[Handwritten signature]*

TCS Confidential  
TCSLDT20224223922

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

One Classpark, No 1 Software Units Layout, Madhavaram, Hyderabad 500 084 India  
Tel: 91-40-6667 2000 Fax: 91-40-6667 2222/2001/91; www.tcs.com  
Registered Office: Normal Building, 9th Floor, Nalanda Road, Mumbai 400 022  
TCS Careers Service Line: 2800 209 3111 | Email: careers@tcs.com

PRINCIPAL  
Avanthi Institute of Engineering & Technology  
Guntur (N), Andhra Pradesh  
Sri Reddy (Dist.)



### Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

**Girish V. Nandimath**  
Global Head Talent Acquisition & AIP



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter.

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms

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TCSL/DT20224223922

**TATA CONSULTANCY SERVICE**  
Tata Consultancy Services Limited

Chennai Park, No.1 Software Units Layout, Madhavaram - 600036, India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai - 400029  
TCS Career Service Line: 1800 209 3111 Email: careers@tcs.com

PRINCIPAL  
Aravali Institute of Engineering & Technology  
Guntur City (M. Nayathimagan,  
Sanga Roddy (Dist.)





time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

## 1. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

## 2. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, 5th Floor, Software Units Layout, Mulund West, Hyderabad-500 046  
Tel: (91) 40 6667 2000 Fax: (91) 40 6667 2222 website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Naraina Point, Mumbai-400 021  
TCS Careers ServiceLine: 1800 209 3141 Email: careers@tcs.com

PRINCIPAL  
Asstt Prof (Inst of Engineering & Technology  
Guntur (V), Rayachoti,  
Ranga Reddy (Dist.)



**Withdrawal of Offer**

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Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms

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**TCSL/DT20224223926**

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, No. 1 Software Units Layout, Marol Nagar, Hyderabad 500 081 India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Normal Building, 9th Floor, Nandimath Park, Mumbai 400 021  
TCS Career Service Line: 1800 209 333 | Email: careers@tcs.com

**POTENTIAL**  
Academy of Management & Technology  
Guntur (M), West Bengal  
Battin Roady (Dist.)





GROSS SALARY SHEET

Annexure 1

Designation	Assistant System Engineer-Trainee
Institute Name	Avanathi Institute Of Engineering And Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>
<b>Xplore/ Learning Incentive****</b>		<b>Upto 60,000</b>

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children, then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Electronics Park, No.1 Software Units Jayanagar, Madhavara, Hyderabad  
Tel: (+91) 40 60577 2000 (Ext:9) 40 6067 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai-400 021  
TCS Career Service Line: 1800 209 31 11 Email: careers@tcs.com



**Annexure**

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES SEZ, Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100, Karnataka</p>
<p><b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue - Barabati, IHC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45, Ground, 1st to 5th Floor &amp; 10th floor, Galaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309, UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFI House, G.S. Road, Dispur, Guwahati - 781006, Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Harod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - 11F/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium, 2nd Floor, Wanderers Building, Delta Park - Lords</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark, Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mitsari-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057, Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus, Kariyavattom P.O. Trivandrum - 695581, India</p>	

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, No.1 Software Units Layout, Mylthapur, Hyderabad  
Tel: 91 40 6067 2000 Fax: 91 90 6007 2222 Website: www.tcs.com  
Registered Office: Normal Building, 9th Floor, Nariman Point, Mumbai 400021  
TCS Career Services: 1800 209 3111 Email: careers@tcs.com







**Confidentiality and IP Terms and Conditions**

**1. Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

PROHIBITED  
From Issued Engineering & Technology  
Quarterly 119, Nariman Point,  
Bangalore, India



## 1. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## 2. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

PRINCIPAL  
Anand Institute of Engineering & Technology  
Guntur (V), Rayachoti,  
Ranga Reddy (Dist)





**1. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

**2. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

**3. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

**4. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

PRINCIPAL  
Associate Institute of Engineering & Technology  
Guntur (V), Huzarigeppa  
Srikanth Reddy (M)



(a) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(b) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(c) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(d) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(e) will not allow anybody to share the official asset being used.

#### 5. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### 6. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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TCSL/DT20224223926

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, No.1 Software Units Layout, Madhapur, Hyderabad 500 080  
Tel: 91 40 6672 2000 Fax: 91 40 6687 2220 Website: www.tcs.com  
Registered Office: Narma Building, 9th Floor, Narma Road, Mumbai 400 022  
TCS Career Services: 1800 209 3111 Email: careers@tcs.com

  
PRINCIPAL  
Associate of Engineering & Technology  
Guntur (V), Hyderabad  
Ranga Reddy (Circle)







(a) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(b) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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TCSL/DT20224223926

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Discern Park, No. 1, Software Units Layout, Madhav Nagar, Hyderabad 500081, India  
Tel: +91 40 8667 2000 Fax: +91 40 8667 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Narayana Fourth, Madhav Nagar, Hyderabad 500 081  
TCS Careers Service Line: 1800 209 4111 Email: careers@tcs.com

PRINCIPAL  
Account Executive - Client Services & Technology  
Gauthami (P), Hyderabad  
Sanga Sanga (Dial)





**Offer: Computer Consultancy**  
**Ref: TCSL/DT20224223978/Hyderabad**  
**Date: 14/04/2022**

Dear BAREDDY NARAYANA REDDYY,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Decorum Park, No. 1 Software Units Layout, Madhapur, Hyderabad, India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Horns of Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Service Centre: 1800 209 3111 Email: careers@tcs.com

PRINCIPAL  
Employment Development & Training  
TCSL/DT20224223978



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of `14,784/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be `5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of `500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Discrambank, No.1 Software Units Layout, Madhuvan, Hyderabad-500080  
Tel: (+91) 40 6667 2000 Fax: (+91) 40 6667 2222 Website: www.tcs.com  
Registered Office: Normal Building, 9th Floor, Naraina Point, Mumbai 400 021  
TCS Career Services: 1800 209 3111 Email: careers@tcs.com

PRINCIPAL  
National Institute of Engineering & Technology  
Guntur City (V), Nellore District  
Guntur Ready (Dist)





## PERFORMANCE PAY

### **Monthly Performance Pay**

You will receive a monthly performance pay of `1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be `600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the companyrolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## CITY ALLOWANCE

You will be eligible for a City Allowance of `200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

## OTHER BENEFITS

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, No 1 Software Unity Layout, Madhapur, Hyderabad  
Tel: 91 40 6666 2003 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nirmal Park, Madhapur, Hyderabad 500 021  
TCS Careers ServiceLine: 1800 209 31 11 Email: careers@tcs.com

PRINCIPAL  
Aravali Institute of Engineering & Technology  
Gandhapaty (V), Hayathnagar,  
Ranga Reddy (Dist)



## 1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to `6,000/- per insured person per annum and basic hospitalization expenses up to `2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for `12,00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of `250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## Loans

You will be eligible for loans, as per TCSL's loan policy.

## Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

PRINCIPAL  
AVRNT Institute of Engineering & Technology  
Guntur (AP), Hyderabad  
Bangalore  
Bangalore Reddy (C&I)





## RETIRALS

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## TERMS AND CONDITIONS

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, 16th Floor, Software Units Layout, Madhuvanagar, Hyderabad 500 081, India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Service Line: 1800 209 3111 Email: careers@tcs.com



## 1. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

## 2. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

## 3. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

## 4. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

## 5. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

## 6. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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Registered Office: Normal Building, 9th Floor, Nariman Point, Mumbai - 400 025  
TCS Career Services: 1 800 709 3111 Email: [career@tcs.com](mailto:career@tcs.com)

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Tata Consultancy Services Limited  
TCS Career Services  
6









documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

### 1. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

### 2. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

### 3. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCSL as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCSL.

### 4. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### 5. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by

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Tata Consultancy Services Limited

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Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai-400 071  
TCS Career Service Line: 1800 209 3111 Email: career@tcs.com







- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

#### 4. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

#### 5. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

#### 6. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from





time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

## 1. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

## 2. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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Tata Consultancy Services Limited

(Secy. Park, No.1 Software Hub, Laxmi Nagar, Marol Nagar, Hyderabad - 500080)  
Tel: 91 40 6667 2100 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Narima Building, 9th Floor, Nariman Point, Mumbai - 400025  
TCS Career Service Line: 1800 269 3111 | Email: careers@tcs.com

*Rohit*  
PRODUCTION  
Manufacturing Engineering & Technology  
Rohit (V), Hyderabad  
Rohit (Dial)



**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



- End: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms

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Tata Consultancy Services Limited

(Incorporated in India) Software Development, Hyderabad  
Tel: 91 40 5667 2000 Fax: 91 40 5667 2222 Website: www.tcs.com  
(Registered Office) Normal Building, 9th Floor, HMT Nagar, Hyderabad  
TCS Careers Service Line: 1800 299 3111 | Email: careers@tcs.com

Handwritten signature: *Girish V. Nandimath*  
Blue circular stamp: PRINCIPAL, Global Head of Engineering & Technology, Talent Acquisition & AIP, Hyderabad (Dist.)





GROSS SALARY SHEET

Annexure 1

Designation	Assistant System Engineer-Trainee
Institute Name	Avanathi Institute Of Engineering And Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>
<b>Xplore/ Learning Incentive****</b>		Upto 60,000

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>

*[Handwritten Signature]*

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TCS Careers Service Line: 1800 200 3111. Email: careers@tcs.com

*[Stamp: PRINCIPAL, Avanathi Institute of Engineering & Technology, Range Duvvada (Distt.)]*



Annexure

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 43, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venice -Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-B) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNH8, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th floor, Galaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFI House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1R building, 2nd Floor, Plot - HF/12, New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park Lords</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sea, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SE2, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus, Kariyavattom P.O. Trivandrum - 695581, India</p>	

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Gandhinagar (IT), Hyderabad  
Ramesh Reddy (GSR)





**Confidentiality and IP Terms and Conditions**

**1. Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software.

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

Handwritten signature in green ink. A blue circular stamp with the text: "PRINCIPAL", "Tata Institute of Engineering & Technology", "Confidentiality (IT), Rayachoti, Mysore Road, Coimbatore".



## 1. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## 2. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.





(a) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(b) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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Tata Consultancy Services Limited

(Incorporated in India) No. 1 Software Technology Park, Madhapur, Hyderabad, TS  
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TCS Career Service for: 1800 209 3111 | Email: careers@tcs.com

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*Amal Institute of Engineering & Technology*  
*Chennai (V), Hoysathinagar,*  
*Ranga Reddy (Dist.)*



## 1. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 2. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.





(a) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(b) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(c) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(d) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(e) will not allow anybody to share the official asset being used.

#### 5. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### 6. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

Handwritten signature in green ink. A blue circular stamp is overlaid on the signature, containing the text: 'PERSONAL', 'Kalyan Institute of Systems & Technology', 'Ghatghar (W), Karjat (Dist. Raigad)', and 'Ranga Reddy (Dist. Raigad)'.



**1. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

**2. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

**3. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

**4. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.





(a) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(b) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(c) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(d) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(e) will not allow anybody to share the official asset being used.

#### 5. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### 6. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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TCSL/DT20224223978

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, No 1, Software 3rd/4th Floor, Madhapur, Hyderabad 500 081 (India)  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Career Site: [www.tcs.com](http://www.tcs.com) Email: [careers@tcs.com](mailto:careers@tcs.com)

*[Handwritten Signature]*  
Principal  
Ganthy (C) - Bangalore  
Ranga Reddy (Dist.)



## 1. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 2. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

TCS Confidential  
TCSL/DT20224223978

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, No.1 Software Units, Laxmi, Madhapur, Hyderabad-500 081 (India)  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2272 Website: www.tcs.com  
Registered Office: Normal Building, 9th Floor, Narayan Park, Mumbai-400 071  
TCS Careers Service Line: 1800 209 9111 Email: careers@tcs.com

  
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(a) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(b) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

One Campus, No.1 Software Unity Layout, Madhapur, Hyderabad-500 074  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Nariman Point, 9th Floor, Nariman Point, Mumbai-400 021  
TCS Career Service Line: 1800 209 3111 Email: careers@tcs.com

Stamp: TATA CONSULTANCY SERVICES  
Tata Consultancy Services Limited  
Hyderabad

Mar 21, 2022

MSys / Offer Letter/ HR

### OFFER OF EMPLOYMENT

Dear MANCHIKANTI ASRITHA,

We are pleased to appoint you as "Software Engineer Trainee" at MSys Tech India Pvt. Ltd., at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

#### 1) APPOINTMENT

- a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.
- b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

#### 2) TRANSFER

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or abroad with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

#### 3) PROBATION

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.



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M-Model, VI, Indiranagar (IND), RS



## 1) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that you will be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

## 2) SALARY AND DESIGNATION

- Your remuneration details are stated in the Annexure mentioned below.
- Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
- Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
- The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

## 3) PERFORMANCE REVIEW AND PAY REVISION

- Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
- The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
- Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
- Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

## 4) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

- You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
- You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
- You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
- Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a



maximum of 7 days of leave during the year.

- a) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
- b) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

## 5) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

## 6) RESIGNATION

- a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
- b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
- c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

## 7) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

- a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and information declared at the time of joining the Company;



Avenhi Institute of Engg. & Tech.  
Coimbatore, (K) - 641 020 (INDIA) E O T I I



- a) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients; and or involvement in any act of moral turpitude commit breach of the terms of your employment;
- b) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the setexpectations and objectives, an improvement plan shall be prepared, and you will be expected tomeet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

## 8) RESPONSIBILITIES

- a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
- b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
- c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action will be taken, up to termination.
- d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

## 9) CONFLICT OF INTEREST

- a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
- b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
- c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
- d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection.
- e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.

*[Signature]*  
PRINCIPAL  
Avanhi Institute of Engrg. & Tech.  
Guntur (V), AndhraPradesh (INDIA) R.R. Dist

- a) Any existing employee to become associated with or perform services of any type for any third party.
- b) Any violation of the above will be viewed seriously and will lead to action up to termination.

## 10) GENERAL

- a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
- b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
- c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
- d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

## 11) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

## 12) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

### Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.



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Avanithi Institute of Engg. & Tech.  
Gundlupet, Mysore Taluk, Mysore District, Karnataka  
Achy Chandrya Towers, 8th Floor, #5367  
Nalla Gandhi Sala, (O&R) Division,  
Thiruvananthapuram, Chennai - 600 095  
Ph: +91 44 32187010  
www.msys technologies.com





**ANNEXURE**

**NAME: MANCHIKANTIASRITHA**

**CURRENT POSITION: Software Engineer Trainee**

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
<b>Base Salary</b>	<b>30075</b>	<b>360900</b>
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
<b>COST TO COMPANY</b>		<b>400000</b>

**Non-Transferrable Meal Voucher \*- NTMV** provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

**Medical Insurance Benefit \*\*** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/- The details of the policy will be given separately.

  
 PRINCIPAL  
**Aventi Institute of Engg. & Tech.**  
 Gunthapur, (R) Addurajapuram (Tal.) R. Dist



## MSYS TECHINDIA PRIVATE LTD

ASV Chandiya Towers,  
8<sup>th</sup> Floor, # 5/397, Rajiv Gandhi Salai (OMR),  
Okkiyam Thoralpakkam,  
Chennai - 600 096.  
Tel No: 044 39167015  
[www.msystechnologies.com](http://www.msystechnologies.com)

Date: Mar 21, 2022

Name: MANCHIKANTI ASRITHA

Designation: Software Engineer Trainee

Dear MANCHIKANTI ASRITHA,

We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amount of Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs.50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3rd year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully  
For MSys Tech India Pvt Ltd

**Kathirvel** Digitally signed  
**Ayyasamy** by Kathirvel  
Ayyasamy

Mar 21, 2022

Human Resources  
I have read the above and accept the same

Signature and date  
(Employee)



Avanthy Institute of Engg & Tech,  
Gandhinagar, V. Sathupalem (MO), R.R. Dist

  
PRINCIPAL

Avgniti Institute of Engg. & Tech,  
Guntur (V), Prakasam (M), R.R. Dist.



Mar 21, 2022

MSys / Offer Letter/ HR

### OFFER OF EMPLOYMENT

Dear MUDIAM HARSHA VARDHAN REDDY,

We are pleased to appoint you as "Software Engineer Trainee" at MSys Tech India Pvt. Ltd., at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

#### 1) APPOINTMENT

- a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.
- b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

#### 2) TRANSFER

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or abroad with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

#### 3) PROBATION

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.



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Avanishi Institute of Engg. & Tech.  
Gurugram (V), Gurgaon (M), P.P. Dist

## 1) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that you will be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

## 2) SALARY AND DESIGNATION

- Your remuneration details are stated in the Annexure mentioned below.
- Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
- Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
- The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

## 3) PERFORMANCE REVIEW AND PAY REVISION

- Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
- The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
- Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
- Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

## 4) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

- You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
- You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
- You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
- Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a



maximum of 7 days of leave during the year.

- a) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
- b) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

## 5) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

## 6) RESIGNATION

- a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
- b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
- c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

## 7) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

- a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and information declared at the time of joining the Company;



- a) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients; and or involvement in any act of moral turpitude commit breach of the terms of your employment;
- b) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the set expectations and objectives, an improvement plan shall be prepared, and you will be expected to meet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

## 8) RESPONSIBILITIES

- a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
- b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
- c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action will be taken, up to termination.
- d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

## 9) CONFLICT OF INTEREST

- a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
- b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
- c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
- d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection.
- e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.



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AVS Engineering Towers, 10th Floor, 1st Unit  
Gurukulam, Sakinaka (MTR), Okkyam,  
Thirupakkam - Chennai - 600 056  
Ph: +91 44 32187215  
www.mysystechnologies.com



- a) Any existing employee to become associated with or perform services of any type for any third party.
- b) Any violation of the above will be viewed seriously and will lead to action up to termination.

## 10) GENERAL

- a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
- b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
- c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
- d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

## 11) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

## 12) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

### Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.



CONFIDENTIAL  
MSys Tech India Private Limited  
ASV Chandraya Towers, 9th Floor, #5001,  
Rajiv Gandhi Salai (ECR), Coimbatore,  
Tamil Nadu, Chennai - 600 092  
Ph: +91 44 32187015  
www.msystechnologies.com





**ANNEXURE**

**NAME: MUDIAM HARSHA VARDHAN REDDY**

**CURRENT POSITION: Software Engineer Trainee**

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
<b>Base Salary</b>	<b>30075</b>	<b>360900</b>
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
<b>COST TO COMPANY</b>		<b>400000</b>

**Non-Transferrable Meal Voucher \*- NTMV** provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

**Medical Insurance Benefit \*\*** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/- The details of the policy will be given separately.

  
 PRINCIPAL  
 Arunmi Institute of Engg. & Tech.  
 Guntur District, Guntur - 522 002, A.P. Dist.

## MSYS TECH INDIA PRIVATE LTD

A5V Chandiya Towers,  
8<sup>th</sup> Floor, # 5397, Rajiv Gandhi Salai (OMR),  
Okkiyam Thoraipakkam,  
Chennai - 600 096.  
Tel No: 044 39167015  
[www.msystechnologies.com](http://www.msystechnologies.com)

Date: Mar 21, 2022

Name: MUDIAM HARSHA VARDHAN

REDDY

Designation: Software Engineer Trainee

Dear MUDIAM HARSHA VARDHAN

REDDY,

We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amount of Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs.50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3<sup>rd</sup> year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully  
For MSys Tech India Pvt Ltd

**Kathirvel** Digitally signed  
**Ayyasamy** by Kathirvel  
Ayyasamy

Mar 21, 2022

Human Resources  
I have read the above and accept the same

*[Handwritten Signature]*  
Aventhi Institute of Engg. & Tech.  
Chennai, Tamil Nadu, India



Signature and date  
(Employee)

  
Principal  
Anand Institute of Engg. & Tech.  
Guntur  
MS & Tech India Private Limited  
Chandive Towers, 8th Floor, #5-587  
Raj Gandhi Sagar (GMR), Orissam  
Thirupakkam, Chennai - 600 096  
Ph - +91 44 30187015  
www.msys technologies.com

  
PRINCIPAL  
Avanmi Institute of Engg. & Tech.  
Chennai - 600 095 (R.R. Dist)



Mar 21, 2022

MSys / Offer Letter / HR

**OFFER OF EMPLOYMENT**

Dear PENUMUCHHU RAMYA KEERTHI,

We are pleased to appoint you as "Software Engineer Trainee" at MSys Tech India Pvt. Ltd., at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

**1) APPOINTMENT**

- a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.
- b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

**2) TRANSFER**

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or aboard with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

**3) PROBATION**

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.

  
PRINCIPAL  
Amgen Institute of Engg. & Tech.  
Bangalore

## 1) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that you will be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

## 2) SALARY AND DESIGNATION

- Your remuneration details are stated in the Annexure mentioned below.
- Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
- Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
- The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

## 3) PERFORMANCE REVIEW AND PAY REVISION

- Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
- The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
- Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
- Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

## 4) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

- You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
- You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
- You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
- Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a



maximum of 7 days of leave during the year.

- a) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
- b) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

## 5) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

## 6) RESIGNATION

- a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
- b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
- c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

## 7) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

- a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and information declared at the time of joining the Company;



Arunima Induraj, Sr. Engg. & Tech.  
Srinagar (A), Andhra Pradesh (AP), A.P. Dist.



- a) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients: and or involvement in any act of moral turpitude commit breach of the terms of your employment;
- b) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the setexpectations and objectives, an improvement plan shall be prepared, and you will be expected tomeet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

## 8) RESPONSIBILITIES

- a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
- b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
- c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action will be taken, up to termination.
- d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

## 9) CONFLICT OF INTEREST

- a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
- b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
- c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
- d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection.
- e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.

  
PRINCIPAL  
AVANISH INSTITUTE OF ENGR & TECH.  
General  
MSys TECH India Private Limited,  
30V Chandra Towers, 3rd Floor, #5/397,  
Rajiv Gandhi Sala, (OAR), Chikyan,  
Thiruvananthapuram, Kerala - 600 096  
Ph: +91 44 32107015  
www.msys technologies.com



- a) Any existing employee to become associated with or perform services of any type for any third party.
- b) Any violation of the above will be viewed seriously and will lead to action up to termination.

## 10) GENERAL

- a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
- b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
- c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
- d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

## 11) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

## 12) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

### Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.

  
PRINCIPAL  
Aruni Institute of Engg. & Tech.  
Chennai - 600 056 (M.T), R.R. Dist.





**ANNEXURE**

**NAME: PENUMUCHHU RAMYA KEERTHI**

**CURRENT POSITION: Software Engineer Trainee**

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
<b>Base Salary</b>	<b>30075</b>	<b>360900</b>
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
<b>COST TO COMPANY</b>		<b>400000</b>

**Non-Transferrable Meal Voucher \*** - NTMV provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

**Medical Insurance Benefit \*\*** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-. The details of the policy will be given separately.

  
 PRINCIPAL  
 Avanathi Institute of Engg. & Tech.  
 Gurthapatti, (T), Pudukkottai (D), P.P., INR

## MSYS TECHINDIA PRIVATE LTD

ASV Chandiya Towers,  
8<sup>th</sup> Floor, # 5/397, Rajiv Gandhi Salai (OMR),  
Okkoyam Thoraipakkam,  
Chennai - 600 096.  
Tel No: 044 39167015  
[www.msys technologies.com](http://www.msys technologies.com)

Date: Mar 21, 2022

Name: PENUMUCHHU RAMYA

KEERTHI

Designation: Software Engineer Trainee

Dear PENUMUCHHU RAMYA

KEERTHI,

We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amount of Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs.50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3rd year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully  
For MSys Tech India Pvt Ltd

**Kathirvel** Digitally signed  
**Ayyasamy** by Kathirvel  
Ayyasamy

Mar 21, 2022

Human Resources  
I have read the above and accept the same

  
PRINCIPAL  
Avanithi Institute of Engg & Tech  
Gundhampati IV, Abolapuram (T), AP 515



Signature and date:  
(Employee)

  
PRINCIPAL  
Avanhi Institute of Engg & Tech,  
Gandhinagar (V), Anantapur (Dist), AP, India



PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Guntur, (V), Andhra Pradesh, A.P. India



Mar 21, 2022

MSys / Offer Letter/ HR

**OFFER OF EMPLOYMENT**

Dear PULIPELLI PAVANI,

We are pleased to appoint you as "Software Engineer Trainee" at MSys Tech India Pvt. Ltd., at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

**1) APPOINTMENT**

- a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.
- b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

**2) TRANSFER**

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or aboard with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

**3) PROBATION**

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.

  
Aparna K. S. / Engrg. & Tech.  
General Manager, Bangalore

## 1) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that you will be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

## 2) SALARY AND DESIGNATION

- Your remuneration details are stated in the Annexure mentioned below.
- Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
- Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
- The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

## 3) PERFORMANCE REVIEW AND PAY REVISION

- Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
- The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
- Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
- Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

## 4) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

- You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
- You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
- You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
- Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a







- a) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients: and or involvement in any act of moral turpitude commit breach of the terms of your employment;
- b) Your performance on the job and your ability to deliver on the expectations of the company and clients: shall be reviewed from time to time. Any shortfall in your performance, from the setexpectations and objectives, an improvement plan shall be prepared, and you will be expected tomeet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

## 8) RESPONSIBILITIES

- a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
- b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
- c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action willbe taken, up to termination.
- d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

## 9) CONFLICT OF INTEREST

- a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
- b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
- c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
- d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection.
- e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.

*[Handwritten Signature]*  
EVALUATION IN ENGR. & TECH.  
COURTESY MSYS TECH INDIA PRIVATE LIMITED  
ADV Chandraya Towers, 8th Floor, #5-097  
Raja Gandhi Salai, (O.M.R.), Chokkikulam,  
Thiruvallur, Chennai - 600 095  
Ph: +91 44 32121015  
www.mysystechnologies.com



- a) Any existing employee to become associated with or perform services of any type for any third party.
- b) Any violation of the above will be viewed seriously and will lead to action up to termination.

## 10) GENERAL

- a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
- b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
- c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
- d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

## 11) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

## 12) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

### Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.





**ANNEXURE**

**NAME: PULIPELLI PAVANI**

**CURRENT POSITION: Software Engineer Trainee**

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
<b>Base Salary</b>	<b>30075</b>	<b>360900</b>
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
<b>COST TO COMPANY</b>		<b>400000</b>

**Non-Transferrable Meal Voucher \***- NTMV provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

**Medical Insurance Benefit \*\*** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-. The details of the policy will be given separately.

  
 PULIPELLI PAVANI  
 Software Engineer Trainee





Mar 21, 2022

MSys / Offer Letter/ HR

### OFFER OF EMPLOYMENT

Dear R PRAVEEN,

We are pleased to appoint you as "Software Engineer Trainee" at MSys Tech India Pvt. Ltd., at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

#### 1) APPOINTMENT

- a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.
- b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

#### 2) TRANSFER

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or abroad with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

#### 3) PROBATION

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.

  
Aventis Institute of Engg. & Tech.  
Center for Advanced Learning (CAL) R.R. Dist  
MSys Tech India Private Limited  
MSY Chandras Towers, 8th Floor, #5/297  
Raw Ganthi Saha (OMR) - Odayar  
Thirupakkam, Chennai - 600 006  
Ph. +91 44 30187015  
www.msystechnologies.com

## 1) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that you will be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

## 2) SALARY AND DESIGNATION

- Your remuneration details are stated in the Annexure mentioned below.
- Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
- Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
- The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

## 3) PERFORMANCE REVIEW AND PAY REVISION

- Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
- The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
- Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
- Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

## 4) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

- You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
- You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
- You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
- Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a



maximum of 7 days of leave during the year.

- a) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
- b) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

## 5) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

## 6) RESIGNATION

- a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
- b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
- c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

## 7) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

- a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and information declared at the time of joining the Company;



- a) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients; and or involvement in any act of moral turpitude commit breach of the terms of your employment;
- b) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the set expectations and objectives, an improvement plan shall be prepared, and you will be expected to meet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

## 8) RESPONSIBILITIES

- a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
- b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
- c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action will be taken, up to termination.
- d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

## 9) CONFLICT OF INTEREST

- a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
- b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
- c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
- d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection.
- e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.



- a) Any existing employee to become associated with or perform services of any type for any third party.
- b) Any violation of the above will be viewed seriously and will lead to action up to termination.

#### 10) GENERAL

- a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
- b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
- c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
- d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

#### 11) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

#### 12) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

#### Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.

  
PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
Gundlupothy, 140559, Tamil Nadu  
Rajiv Gandhi Tower, 9th Floor, #B-997,  
Thiruvananthapuram, Chennai - 600 095  
Ph - +91 44 30107078  
www.msys technologies.com





**ANNEXURE**

**NAME: RPRAVEEN**

**CURRENT POSITION: Software Engineer Trainee**

<b>Particulars</b>	<b>Monthly (INR)</b>	<b>Annual (INR)</b>
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
<b>Base Salary</b>	<b>30075</b>	<b>360900</b>
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Gratuity		6996
<b>COST TO COMPANY</b>		<b>400000</b>

**Non-Transferrable Meal Voucher \*-** NTMV provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

**Medical Insurance Benefit \*\*** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-. The details of the policy will be given separately.

  
**Avanthi Institute of Engg. & Tech.**  
 Gandhinagar (V), Abdulapattanam (Mo), R.R. Dist.

## MSYS TECHINDIA PRIVATE LTD

ASV Chandiya Towers,  
8<sup>th</sup> Floor, # 5/387, Rajiv Gandhi Salai (OMR),  
Okkiyam Thoraipakkam,  
Chennai - 600 096.  
Tel No: 044 39167015  
[www.msys technologies.com](http://www.msys technologies.com)

Date: Mar 21, 2022

Name: R PRAVEEN

Designation: Software Engineer Trainee

Dear R PRAVEEN,

We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amount of Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs.50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3<sup>rd</sup> year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully  
For MSys Tech India Pvt Ltd

**Kathirvel** Digitally signed  
**Ayyasamy** by Kathirvel  
Ayyasamy

Mar 21, 2022

Human Resources  
I have read the above and accept the same

Signature and date  
(Employee)

  
R. Praveen  
Avanthy Institute of Engg. & Tech.  
Gundacheri (V), Abad, Iyerpattanam (Mdu), R. Praveen  
ASV Chandiya Towers, 8<sup>th</sup> Floor, #5/387,  
Rajiv Gandhi Salai (OMR), Okkiyam,  
Thoraipakkam, Chennai - 600 096.  
Ph: +91 44 39167015  
[www.msys technologies.com](http://www.msys technologies.com)



Mar 21, 2022

MSys / Offer Letter/ HR

### OFFER OF EMPLOYMENT

Dear **RACHURI AISHWARYA,**

We are pleased to appoint you as **"Software Engineer Trainee"** at **MSys Tech India Pvt. Ltd.**, at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

#### 1) APPOINTMENT

- a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.
- b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

#### 2) TRANSFER

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or abroad with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

#### 3) PROBATION

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.

*Exhibited*  
Avanith Institute of Engg & Tech  
Gurubathi (V), Abdulapuram (NR), 03 Oct

## 1) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that you will be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

## 2) SALARY AND DESIGNATION

- Your remuneration details are stated in the Annexure mentioned below.
- Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
- Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
- The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

## 3) PERFORMANCE REVIEW AND PAY REVISION

- Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
- The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
- Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
- Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

## 4) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

- You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
- You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
- You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
- Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a



maximum of 7 days of leave during the year.

- a) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
- b) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

## 5) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

## 6) RESIGNATION

- a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
- b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
- c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

## 7) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

- a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and information declared at the time of joining the Company;

  
 Avanti Institute of Engg. & Tech.  
 Guntur City, Andhra Pradesh (India), R.T. 201  
 MSys Tech India Private Limited  
 3rd Floor, 45/597  
 Raju Gandhi Sada (OMR), Oklavam,  
 Thiruvallur - Chennai - 600 096  
 Ph: +91 44 30167015  
 www.mysystechologies.com



- a) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients: and or involvement in any act of moral turpitude commit breach of the terms of your employment;
- b) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the set expectations and objectives, an improvement plan shall be prepared, and you will be expected to meet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

## 8) RESPONSIBILITIES

- a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
- b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
- c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action will be taken, up to termination.
- d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

## 9) CONFLICT OF INTEREST

- a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
- b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
- c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
- d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection.
- e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.



Avanitha, Srilatha Srinivasan, X 10  
Confidential | MSys Technologies Private Limited  
ADV Chandraya Towers, 9th Floor, 45/297,  
Rajiv Gandhi Salai (O.M.R.), Chennai - 600 095,  
Tamil Nadu, India | Ph: +91 44 39167000  
www.msys.com



- a) Any existing employee to become associated with or perform services of any type for any third party.
- b) Any violation of the above will be viewed seriously and will lead to action up to termination.

## 10) GENERAL

- a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
- b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
- c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
- d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

## 11) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

## 12) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

### Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.



Avanthe Institute of Engg. & Tech.  
Gandhinagar (P.O. Gandhinagar), R + Dist





**ANNEXURE**

**NAME: RACHURI AISHWARYA**

**CURRENT POSITION: Software Engineer Trainee**

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
<b>Base Salary</b>	<b>30075</b>	<b>360900</b>
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
<b>COST TO COMPANY</b>		<b>400000</b>

**Non-Transferrable Meal Voucher \*- NTMV** provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

**Medical Insurance Benefit \*\*** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-. The details of the policy will be given separately.

  
 PRINCIPAL  
 Avanthi Institute of Engg. & Tech.  
 Gundlupeta (U. Andhra Pradesh), A.P. Dist.

## MSYS TECHINDIA PRIVATE LTD

ASV Chandiya Towers,  
8<sup>th</sup> Floor, # 5397, Rajiv Gandhi Salai (OMR),  
Okkiyam Thoraipakkam,  
Chennai – 600 096.  
Tel No: 044 39167015  
[www.mysystechnologies.com](http://www.mysystechnologies.com)

Date: Mar 21, 2022

Name: RACHURI AISHWARYA

Designation: **Software Engineer Trainee**

Dear RACHURI AISHWARYA,

We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amount of Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs.50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3<sup>rd</sup> year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully  
For MSys Tech India Pvt Ltd

**Kathirvel** Digitally signed  
**Ayyasamy** by Kathirvel  
Ayyasamy

Mar 21, 2022

**Human Resources**  
I have read the above and accept the same

Signature and date  
(Employee)

*Kathirvel Ayyasamy*  
Avanti Institute of Engg & Tech,  
Gandhinagar (V), Andhra Pradesh (AP), India



Mar 21, 2022

MSys / Offer Letter/ HR

### OFFER OF EMPLOYMENT

Dear **KONGARIDHARANL**,

We are pleased to appoint you as **"Software Engineer Trainee"** at **MSys Tech India Pvt. Ltd.**, at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

#### 1) APPOINTMENT

- a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.
- b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

#### 2) TRANSFER

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or aboard with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

#### 3) PROBATION

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.



*S. S. Sathish*  
Avanith Institute of Engg & Tech  
Guthasala (T), Anantapur (A.P), 515 002

## 1) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that you will be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

## 2) SALARY AND DESIGNATION

- Your remuneration details are stated in the Annexure mentioned below.
- Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
- Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
- The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

## 3) PERFORMANCE REVIEW AND PAY REVISION

- Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
- The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
- Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
- Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

## 4) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

- You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
- You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
- You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
- Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a



maximum of 7 days of leave during the year.

- a) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
- b) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

## 5) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

## 6) RESIGNATION

- a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
- b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
- c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

## 7) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

- a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and information declared at the time of joining the Company;



Avanti Institute of Engg. & Tech.  
Gurupada Prasad  
MSys Tech India Private Limited  
35V Chandiya Towers, 9th floor, #5-297  
Rajiv Gandhi Sala, (OMR), Chhayan  
Thorajakkam, Chennai - 600 095  
Ph. : +91 44 32180215  
www.msys technologies.com



- a) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients: and or involvement in any act of moral turpitude commit breach of the terms of your employment;
- b) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the setexpectations and objectives, an improvement plan shall be prepared, and you will be expected tomeet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

## 8) RESPONSIBILITIES

- a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
- b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
- c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action will be taken, up to termination.
- d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

## 9) CONFLICT OF INTEREST

- a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
- b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
- c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage;
- d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection.
- e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.



- a) Any existing employee to become associated with or perform services of any type for any third party.
- b) Any violation of the above will be viewed seriously and will lead to action up to termination.

## 10) GENERAL

- a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
- b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
- c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
- d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

## 11) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

## 12) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

### Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.





**ANNEXURE**

**NAME: KONGARI DHARANI**

**CURRENT POSITION: Software Engineer Trainee**

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
<b>Base Salary</b>	<b>30075</b>	<b>360900</b>
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
<b>COST TO COMPANY</b>		<b>400000</b>

**Non-Transferrable Meal Voucher \*** - NTMV provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

**Medical Insurance Benefit \*\*** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-. The details of the policy will be given separately.



Principal  
 Avanti Institute of Engg & Tech  
 Gundlupet (V) Hosur Taluk, Channarayana





Mar 21, 2022

MSys / Offer Letter/ HR

### OFFER OF EMPLOYMENT

Dear DEKKA SAI KIRAN,

We are pleased to appoint you as "Software Engineer Trainee" at MSys Tech India Pvt. Ltd., at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

#### 1) APPOINTMENT

- a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.
- b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

#### 2) TRANSFER

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or abroad with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

#### 3) PROBATION

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.



Avantha Institute of Engg. & Tech.  
MSys Tech India Pvt. Ltd.  
Gurukulam Towers, 9th Floor, #5-091  
Ray Dandi Gate (DMR), Coimbatore  
Theruvankam, Chennai - 600 095  
Ph: +91 44 39167015  
www.mysystechnologies.com

## 1) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that you will be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

## 2) SALARY AND DESIGNATION

- Your remuneration details are stated in the Annexure mentioned below.
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- Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
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## 3) PERFORMANCE REVIEW AND PAY REVISION

- Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
- The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
- Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
- Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

## 4) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

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- You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
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- Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a



maximum of 7 days of leave during the year.

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## 5) UNAUTHORISED ABSENCE FROM WORK

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- b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
- c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

## 7) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

- a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and information declared at the time of joining the Company;



Principal  
Avanhi Institute of Engg. & Tech.



- a) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients; and or involvement in any act of moral turpitude commit breach of the terms of your employment;
- b) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the set expectations and objectives, an improvement plan shall be prepared, and you will be expected to meet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

## 8) RESPONSIBILITIES

- a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
- b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
- c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action will be taken, up to termination.
- d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

## 9) CONFLICT OF INTEREST

- a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
- b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
- c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
- d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection.
- e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.



Aventis Institute of Engg. & Tech.  
Guntur, AP, India

MSys Tech India Private Limited  
82V Chandelis Towers, 8th Floor, #5397,  
Rajiv Gandhi Salai (OMR), Coimbatore,  
Tamil Nadu, Chennai - 600 066  
Ph: +91 44 30187015  
www.mysystechnologies.com



- a) Any existing employee to become associated with or perform services of any type for any third party.
- b) Any violation of the above will be viewed seriously and will lead to action up to termination.

## 10) GENERAL

- a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
- b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
- c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
- d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

## 11) REPORTING DETAILS

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It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

## 12) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

### Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.

  
Avinthya, Director - HR & Tech,  
Genetec (India) Private Limited, CHN





**ANNEXURE**

**NAME: DEKKA SAI KIRAN**

**CURRENT POSITION: Software Engineer Trainee**

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
<b>Base Salary</b>	<b>30075</b>	<b>360900</b>
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
<b>COST TO COMPANY</b>		<b>400000</b>

**Non-Transferrable Meal Voucher \*** - NTMV provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

**Medical Insurance Benefit \*\*** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-. The details of the policy will be given separately.

  
 August 15, 2024  
 Guntur (V)

## MSYS TECH INDIA PRIVATE LTD

ASV Chandiya Towers,  
8<sup>th</sup> Floor, # 5/397, Rajiv Gandhi Salai (OMR),  
Okkyam Thorsipakkam,  
Chennai - 600 096,  
Tel No: 044 39167015  
[www.msystechnologies.com](http://www.msystechnologies.com)

Date: Mar 21, 2022

Name: DEKKA SAI KIRAN

Designation: **Software Engineer Trainee**

Dear DEKKA SAI KIRAN,

We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amount of Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs.50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3rd year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully  
For MSys Tech India Pvt Ltd

**Kathirvel** Digitally signed  
**Ayyasamy** by Kathirvel  
Ayyasamy

Mar 21, 2022

Human Resources  
I have read the above and accept the same

Signature and date  
(Employee)

  
PRINCIPAL  
Avanhi Institute of Engrg. & Tech.  
Genthagudi (V), Andhulapatti, 2<sup>nd</sup> Floor, East



Mar 21, 2022

MSys / Offer Letter/ HR

### OFFER OF EMPLOYMENT

Dear **MARVATHU SAI ROHITH,**

We are pleased to appoint you as “**Software Engineer Trainee**” at **MSys Tech India Pvt. Ltd.**, at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

#### 1) APPOINTMENT

- a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.
- b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

#### 2) TRANSFER

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or aboard with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

#### 3) PROBATION

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.



Principal  
Ayanthi Institute of Engg. & Tech,  
Guntur (N), Andhra Pradesh, India

## 1) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that you will be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

## 2) SALARY AND DESIGNATION

- Your remuneration details are stated in the Annexure mentioned below.
- Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
- Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
- The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

## 3) PERFORMANCE REVIEW AND PAY REVISION

- Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
- The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
- Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
- Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

## 4) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

- You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
- You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
- You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
- Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a



maximum of 7 days of leave during the year.

- a) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
- b) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

## 5) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

## 6) RESIGNATION

- a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
- b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
- c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

## 7) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

- a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and information declared at the time of joining the Company;

  
 Avinash  
 Gunawan (V. A. Gunawan) 5/10/21



- a) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients; and or involvement in any act of moral turpitude commit breach of the terms of your employment;
- b) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the setexpectations and objectives, an improvement plan shall be prepared, and you will be expected tomeet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

## 8) RESPONSIBILITIES

- a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
- b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
- c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action willbe taken, up to termination.
- d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

## 9) CONFLICT OF INTEREST

- a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
- b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
- c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
- d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection.
- e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.

  
 Avanthi  
 General Manager of ENR & T



- a) Any existing employee to become associated with or perform services of any type for any third party.
- b) Any violation of the above will be viewed seriously and will lead to action up to termination.

## 10) GENERAL

- a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
- b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
- c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
- d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

## 11) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

## 12) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

### Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.



Avaniti Institute of Education  
Gurgaon, Haryana  
MSys Tech India Private Limited  
MSV Chandraya Towers, 8th Floor, #8-807,  
Raw Gandhi Sala, (CMR), Okkyam,  
Thirupakkam, Chennai - 600 095.  
Ph: +91 44 26167015  
www.msystechnologies.com





**ANNEXURE**

**NAME: MARVATHU SAI ROHITH**

**CURRENT POSITION: Software Engineer Trainee**

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
<b>Base Salary</b>	<b>30075*</b>	<b>360900</b>
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
<b>COST TO COMPANY</b>		<b>400000</b>

**Non-Transferrable Meal Voucher \*-** NTMV provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

**Medical Insurance Benefit \*\*** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-. The details of the policy will be given separately.

  
 PRINCIPAL  
 Avanti Institute of Engg & Tech.  
 G. M. S. Tech India Private Limited  
 4th Chandraya Tower, 8th Floor, 4th Cross,  
 Rayyanchandi Sate, OMR, Chokkiam,  
 Thiruvallur, Chennai - 600 098  
 Ph - +91 44 36187035  
 www.msys technologies.com

## MSYS TECHINDIA PRIVATE LTD

ASV Chandiya Towers,  
8<sup>th</sup> Floor, # 5/397, Rajiv Gandhi Salai (OMR),  
Okkiyam Thoraipakkam,  
Chennai - 600 096.  
Tel No: 044 39167015  
[www.mysystechnologies.com](http://www.mysystechnologies.com)

Date: Mar 21, 2022

Name: MARVATHU SAI ROHITH

Designation: Software Engineer Trainee

Dear MARVATHU SAI ROHITH,

We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amount of Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs.50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3<sup>rd</sup> year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully  
For MSys Tech India Pvt Ltd

**Kathirvel** Digitally signed  
**Ayyasamy** by Kathirvel  
Ayyasamy

Mar 21, 2022

Human Resources  
I have read the above and accept the same

Signature and date  
(Employee)



Avantri Institute of Engg. & Tech,  
Genticaly (V), Abuldujoomof (Md), R.R. Dist.



Mar 21, 2022

MSys / Offer Letter/ HR

**OFFER OF EMPLOYMENT**

Dear PERUMALLA MANISAL,

We are pleased to appoint you as "Software Engineer Trainee" at MSys Tech India Pvt. Ltd., at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

**1) APPOINTMENT**

- a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.
- b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

**2) TRANSFER**

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or aboard with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

**3) PROBATION**

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.



Principal  
Avani Institute of Engg. & Tech.  
Chennai (V) - 600 095  
Ph. - +91 44 30187015  
www.msys technologies.com

## 1) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that you will be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

## 2) SALARY AND DESIGNATION

- Your remuneration details are stated in the Annexure mentioned below.
- Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
- Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
- The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

## 3) PERFORMANCE REVIEW AND PAY REVISION

- Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
- The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
- Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
- Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

## 4) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

- You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
- You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
- You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
- Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a



maximum of 7 days of leave during the year.

- a) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
- b) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

## 5) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

## 6) RESIGNATION

- a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
- b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
- c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

## 7) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

- a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and information declared at the time of joining the Company;

  
Authorized Signatory  
Avinash MSys Technology Private Limited  
A-27 Chandiv Tower, 8th Floor, #500024  
Gandhinagar, Rajiv Gandhi Sala, (DMR) Division,  
Thiruvananthapuram, Kerala - 695 026, India  
Ph : +91 44 32107010  
www.msys technologies.com



- a) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients; and or involvement in any act of moral turpitude commit breach of the terms of your employment;
- b) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the set expectations and objectives, an improvement plan shall be prepared, and you will be expected to meet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

## 8) RESPONSIBILITIES

- a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
- b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
- c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously; and necessary action will be taken, up to termination.
- d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

## 9) CONFLICT OF INTEREST

- a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
- b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
- c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
- d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection.
- e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.



PRINCIPAL

Avanithi Institute of Engg. & Tech  
Guruthurai (MSys Tech India Private Limited)  
A20 Chandya Towers, 8th Floor, #5/201,  
Raja Gandhi Salai (CAMP), Oshiyar,  
Thirupattur, Chennai - 600 096  
Ph - +91 44 29107015  
www.msystechnologies.com



- a) Any existing employee to become associated with or perform services of any type for any third party.
- b) Any violation of the above will be viewed seriously and will lead to action up to termination.

## 10) GENERAL

- a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
- b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
- c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
- d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

## 11) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

## 12) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

### Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.

*Avanish*  
2022-06-01  
Guntur  
MSys Tech India Private Limited  
Chandraya Towers, 8th Floor, #5-367,  
Rajiv Gandhi Salai (OMR), Cheyyam,  
Thiruvallur, Chennai - 600 092.  
Ph: +91 44 30567015  
www.msys technologies.com





ANNEXURE

**NAME: PERUMALLA MANISAI**

**CURRENT POSITION: Software Engineer Trainee**

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
<b>Base Salary</b>	<b>30075</b>	<b>360900</b>
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
<b>COST TO COMPANY</b>		<b>400000</b>

**Non-Transferrable Meal Voucher \*- NTMV** provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

**Medical Insurance Benefit \*\*** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-. The details of the policy will be given separately.

  
PRINCIPAL  
Aventi Institute of Engg. & Tech.  
Gandhinagar, Hyderabad (AP) - 500074

## MSYS TECHINDIA PRIVATE LTD

ASV Chandriya Towers,  
8<sup>th</sup> Floor, # 5r397, Rajiv Gandhi Salai (OMR),  
Okkiyam Thoralpakkam,  
Chennai - 600 096.  
Tel No: 044 39567015  
[www.msystechnologies.com](http://www.msystechnologies.com)

Date: Mar 21, 2022

Name: PERUMALLA MANISAI

Designation: **Software Engineer Trainee**

Dear PERUMALLA MANISAI,

We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amount of Rs. 1,00,000/- (Rupees One Lax only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs. 50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3rd year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully  
For MSys Tech India Pvt Ltd

**Kathirvel** Digitally signed  
**Ayyasamy** by Kathirvel  
Ayyasamy

Mar 21, 2022

Human Resources  
I have read the above and accept the same

Signature and date  
(Employee)

  
PRINCIPAL  
Avanthi  
Senthil  
Senthil



Mar 21, 2022

MSys / Offer Letter/ HR

**OFFER OF EMPLOYMENT**

Dear **CHALLAGUNDLA SRAVYA,**

We are pleased to appoint you as “Software Engineer Trainee” at MSys Tech India Pvt. Ltd., at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

**1) APPOINTMENT**

- a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.
- b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

**2) TRANSFER**

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or aboard with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

**3) PROBATION**

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.

  
PRINCIPAL  
Avantika Software / E-Proc. & Tech  
Chennai - 600 095  
Ph: +91 44 26187015

## 1) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that you will be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

## 2) SALARY AND DESIGNATION

- Your remuneration details are stated in the Annexure mentioned below.
- Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
- Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
- The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

## 3) PERFORMANCE REVIEW AND PAY REVISION

- Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
- The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
- Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
- Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

## 4) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

- You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
- You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
- You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
- Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a







- a) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients: and or involvement in any act of moral turpitude commit breach of the terms of your employment;
- b) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the setexpectations and objectives, an improvement plan shall be prepared, and you will be expected tomeet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

## 8) RESPONSIBILITIES

- a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
- b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
- c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action will be taken, up to termination.
- d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

## 9) CONFLICT OF INTEREST

- a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
- b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
- c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
- d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection.
- e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.



- a) Any existing employee to become associated with or perform services of any type for any third party.
- b) Any violation of the above will be viewed seriously and will lead to action up to termination.

## 10) GENERAL

- a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
- b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
- c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
- d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

## 11) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

## 12) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

### Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.



Avanthi Institute of Engg & Tech  
Gurthi  
MSys Tech India Private Limited  
ADV Chandika Towers, 8th Floor, #8/907,  
Rajiv Gandhi Sala, (DMR), Okkyam,  
Thoracakkam, Chennai - 600 095.  
Ph: +91 44 32187015  
www.mysystechindia.com





**ANNEXURE**

**NAME: CHALLAGUNDLA SRAVYA**

**CURRENT POSITION: Software Engineer Trainee**

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
<b>Base Salary</b>	<b>30075</b>	<b>360900</b>
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
<b>COST TO COMPANY</b>		<b>400000</b>

**Non-Transferrable Meal Voucher \*** - NTMV provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

**Medical Insurance Benefit \*\*** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-. The details of the policy will be given separately.

  
 Avanthi Institute of Engg. & Tech  
 Hyderabad





Mar 21, 2022

MSys / Offer Letter/ HR

**OFFER OF EMPLOYMENT**

Dear **BALABHADRA SUKANYA,**

We are pleased to appoint you as “**Software Engineer Trainee**” at **MSys Tech India Pvt. Ltd.**, at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

**1) APPOINTMENT**

- a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.
- b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

**2) TRANSFER**

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or aboard with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

**3) PROBATION**

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.

  
PRINCIPAL  
Avanhi Institute of Engg & Tech  
Guntur City (V), Andhra Pradesh

## 1) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that you will be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

## 2) SALARY AND DESIGNATION

- Your remuneration details are stated in the Annexure mentioned below.
- Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
- Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
- The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

## 3) PERFORMANCE REVIEW AND PAY REVISION

- Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
- The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
- Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
- Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

## 4) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

- You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
- You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
- You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
- Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a



maximum of 7 days of leave during the year.

- a) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
- b) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

## 5) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

## 6) RESIGNATION

- a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
- b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
- c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

## 7) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

- a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and information declared at the time of joining the Company;



ORIGINAL  
Aventhi Institute of Engg. & Tech.  
Gunthakota, Hyderabad (India) 501007



- a) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients: and or involvement in any act of moral turpitude commit breach of the terms of your employment;
- b) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the setexpectations and objectives, an improvement plan shall be prepared, and you will be expected tomeet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

## 8) RESPONSIBILITIES

- a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
- b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
- c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action willbe taken, up to termination.
- d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

## 9) CONFLICT OF INTEREST

- a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
- b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
- c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
- d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection.
- e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.



- a) Any existing employee to become associated with or perform services of any type for any third party.
- b) Any violation of the above will be viewed seriously and will lead to action up to termination.

## 10) GENERAL

- a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
- b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
- c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
- d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

## 11) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

## 12) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

### Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.



P. Praveen  
Principal  
Avanhi Institute of Engg. & Tech.  
Gunturpally (V), Akkulapudi (M), R.R.





**ANNEXURE**

**NAME: BALABHADRA SUKANYA**

**CURRENT POSITION: Software Engineer Trainee**

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
<b>Base Salary</b>	<b>30075</b>	<b>360900</b>
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
<b>COST TO COMPANY</b>		<b>400000</b>

**Non-Transferrable Meal Voucher \*** - NTMV provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

**Medical Insurance Benefit \*\*** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/- The details of the policy will be given separately.

  
 PRINCIPAL  
 Avanti Institute of Engrg. & Tech.  
 Gundlupet, Mys. and Secunderabad, T. N. India





Mar 21, 2022

MSys / Offer Letter/ HR

### OFFER OF EMPLOYMENT

Dear NALUMASU VAISHNAVI,

We are pleased to appoint you as "Software Engineer Trainee" at MSys Tech India Pvt. Ltd., at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

#### 1) APPOINTMENT

- a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.
- b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

#### 2) TRANSFER

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or abroad with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

#### 3) PROBATION

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.



PRINCIPAL  
Avantni Institute of Engg. & Tech.  
Gurthapathy (V), Abulapurmet (M), R.R. Dist.

## 1) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that you will be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

## 2) SALARY AND DESIGNATION

- Your remuneration details are stated in the Annexure mentioned below.
- Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
- Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
- The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

## 3) PERFORMANCE REVIEW AND PAY REVISION

- Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
- The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
- Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
- Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

## 4) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

- You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
- You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
- You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
- Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a



maximum of 7 days of leave during the year.

- a) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
- b) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

## 5) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

## 6) RESIGNATION

- a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
- b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
- c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

## 7) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

- a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and information declared at the time of joining the Company;



PRINCIPAL  
Avanhi Institute of Engg & Tech  
Gundlupalya (A), Bidar, Karnataka - 585401




- a) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients: and or involvement in any act of moral turpitude commit breach of the terms of your employment;
- b) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the setexpectations and objectives, an improvement plan shall be prepared, and you will be expected tomeet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

## 8) RESPONSIBILITIES

- a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
- b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
- c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action willbe taken, up to termination.
- d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

## 9) CONFLICT OF INTEREST

- a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
- b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
- c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
- d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection.
- e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.

  
**PRINCIPAL**  
 Avanti Institute of Engg. & Tech,  
 Gunpowery (M. A. Road), Chennai - 600 095



- a) Any existing employee to become associated with or perform services of any type for any third party.
- b) Any violation of the above will be viewed seriously and will lead to action up to termination.

## 10) GENERAL

- a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
- b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
- c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
- d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

## 11) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

## 12) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

### Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.



Avanthy Institute of Engg. & Tech.  
Gurukrupa, A. K. Nagar, Chennai - 600 095

MSys Tech India Private Limited  
MSY Chandra Towers, 9th Floor, #5/207,  
Rajiv Gandhi Sala (DMP), Okkyar,  
Thirupakkam, Chennai - 600 095  
Ph: +91 44 26167015  
www.msys technologies.com





**ANNEXURE**

**NAME: NALUMASU VAISHNAVI**

**CURRENT POSITION: Software Engineer Trainee**

<b>Particulars</b>	<b>Monthly (INR)</b>	<b>Annual (INR)</b>
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
<b>Base Salary</b>	<b>30075</b>	<b>360900</b>
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
<b>COST TO COMPANY</b>		<b>400000</b>

**Non-Transferrable Meal Voucher \*- NTMV** provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

**Medical Insurance Benefit \*\*** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-. The details of the policy will be given separately.

  
 PRINCIPAL  
 Avanthi Institute of Engg & Tech  
 Gunthakota, Chennai

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 Thorapakkam, Chennai - 600 095.  
 Ph: +91 44 39167015  
 www.mysystechologies.com





Mar 21, 2022

MSys / Offer Letter/ HR

**OFFER OF EMPLOYMENT**

Dear DARAM MAMATHA,

We are pleased to appoint you as “Software Engineer Trainee” at MSys Tech India Pvt. Ltd., at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

**1) APPOINTMENT**

- a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.
- b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

**2) TRANSFER**

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or abroad with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

**3) PROBATION**

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.

  
Principal  
AVRISHI Institute of Engg & Tech  
Gandhinagar, Bangalore  
MSys Tech India Private Limited  
ASM Chandras Tower, 8th Floor, 2nd Stage,  
Rajiv Gandhi Sala, (DMR) Oklayam,  
Thirupakkal, Chennai - 600 005.  
Ph: +91 44 20507015  
www.msystechnologies.com

## 1) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that you will be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

## 2) SALARY AND DESIGNATION

- Your remuneration details are stated in the Annexure mentioned below.
- Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
- Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
- The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

## 3) PERFORMANCE REVIEW AND PAY REVISION

- Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
- The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
- Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
- Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

## 4) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

- You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
- You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
- You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
- Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a



maximum of 7 days of leave during the year.

- a) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
- b) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

## 5) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

## 6) RESIGNATION

- a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
- b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
- c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

## 7) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

- a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and information declared at the time of joining the Company;



- a) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients: and or involvement in any act of moral turpitude commit breach of the terms of your employment;
- b) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the setexpectations and objectives, an improvement plan shall be prepared, and you will be expected tomeet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

## 8) RESPONSIBILITIES

- a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
- b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
- c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action will be taken, up to termination.
- d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

## 9) CONFLICT OF INTEREST

- a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
- b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
- c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
- d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection.
- e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.



**PRINCIPAL**  
**Avanthi Institute of Engg & Tech.**  
 Gunsharni, T.V.  
 Avanthi Institute of Tech. India Private Limited,  
 8th Floor, #5197,  
 Rajiv Gandhi Salai, (C.M.I.), Chennai,  
 Thiruvallur, Chennai - 600 095.  
 Ph: +91 44 30187010  
 www.mysystech.com



- Any existing employee to become associated with or perform services of any type for any third party.
- Any violation of the above will be viewed seriously and will lead to action up to termination.

## 10) GENERAL

- We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
- Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
- These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
- In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

## 11) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

## 12) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

### Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.





**ANNEXURE**

**NAME: DARAM MAMATHA**

**CURRENT POSITION: Software Engineer Trainee**

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
<b>Base Salary</b>	<b>30075</b>	<b>360900</b>
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
<b>COST TO COMPANY</b>		<b>400000</b>

**Non-Transferrable Meal Voucher \*** - NTMV provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

**Medical Insurance Benefit \*\*** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/- The details of the policy will be given separately.

  
 HR/HRD  
 Avanti HR/HRD  
 Gunthakur  
 MSys Tech India Private Limited,  
 401 Chandiya Towers, 9th Floor, #5/9A,  
 Raju Gandhi Sagar (OMR), Odayar,  
 Thirupattur, Chennai - 600 096.  
 Ph: +91 44 32187010  
 www.msystechnologies.com

## MSYS TECHINDIA PRIVATE LTD

ASV Chandiya Towers,  
8<sup>th</sup> Floor, # 5/387, Rajiv Gandhi Salai (OMR),  
Okkiyam Thoralpakkam,  
Chennai - 600 096.  
Tel No: 044 39167015  
[www.msys technologies.com](http://www.msys technologies.com)

Date: Mar 21, 2022

Name: DARAM MAMATHA

Designation: Software Engineer Trainee

Dear DARAM MAMATHA,

We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amount of Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs.50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3rd year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully  
For MSys Tech India Pvt Ltd

**Kathirvel** Digitally signed  
**Ayyasamy** by Kathirvel  
Ayyasamy

Mar 21, 2022

Human Resources  
I have read the above and accept the same

Signature and date  
(Employee)



PRINCIPAL

Avganthy Institute of Engg & Tech  
Gunthakota (V), MSys Tech India Private Limited  
ASV Chandiya Towers, 8th Floor, #5/387,  
Rajiv Gandhi Salai (OMR), Okkiyam  
Thoralpakkam, Chennai - 600 096.  
Ph: +91 44 39167015  
[www.msys technologies.com](http://www.msys technologies.com)



Mar 21, 2022

MSys / Offer Letter / HR

**OFFER OF EMPLOYMENT**

Dear **KAKUMANI HARIKA,**

We are pleased to appoint you as “Software Engineer Trainee” at **MSys Tech India Pvt. Ltd.**, at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

**1) APPOINTMENT**


- a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.
- b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

**2) TRANSFER**

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or aboard with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

**3) PROBATION**

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.

  
Priyanka  
Avanhi Institute of Engg. & Tech.  
Guntur, Andhra Pradesh, India

## 1) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that you will be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

## 2) SALARY AND DESIGNATION

- Your remuneration details are stated in the Annexure mentioned below.
- Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
- Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
- The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

## 3) PERFORMANCE REVIEW AND PAY REVISION

- Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
- The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
- Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
- Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

## 4) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

- You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
- You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
- You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
- Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a



maximum of 7 days of leave during the year.

- a) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
- b) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

## 5) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

## 6) RESIGNATION

- a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
- b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
- c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

## 7) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

- a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and information declared at the time of joining the Company;

*Signature*  
Avanti Institute of Engg. & Tech.  
Guntur (A.P.)



- a) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients: and or involvement in any act of moral turpitude commit breach of the terms of your employment;
- b) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the set expectations and objectives, an improvement plan shall be prepared, and you will be expected to meet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

## 8) RESPONSIBILITIES

- a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
- b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
- c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action will be taken, up to termination.
- d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

## 9) CONFLICT OF INTEREST

- a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
- b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
- c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
- d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection.
- e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.



- a) Any existing employee to become associated with or perform services of any type for any third party.
- b) Any violation of the above will be viewed seriously and will lead to action up to termination.

## 10) GENERAL

- a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
- b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
- c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
- d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

## 11) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

## 12) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

### Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.



PRINCIPAL  
Avanhi Institute of Engg & Tech,  
Guntur, Andhra Pradesh, India. 522 004





**ANNEXURE**

**NAME: KAKUMANI HARIKA**

**CURRENT POSITION: Software Engineer Trainee**

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
<b>Base Salary</b>	<b>30075</b>	<b>360900</b>
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
<b>COST TO COMPANY</b>		<b>400000</b>

**Non-Transferrable Meal Voucher \*-** NTMV provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

**Medical Insurance Benefit \*\*** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-. The details of the policy will be given separately.





Mar 21, 2022

MSys / Offer Letter/ HR

**OFFER OF EMPLOYMENT**

Dear GUGULOTH GANESH,

We are pleased to appoint you as "Software Engineer Trainee" at MSys Tech India Pvt. Ltd., at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

**1) APPOINTMENT**

- a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.
- b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

**2) TRANSFER**

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or abroad with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

**3) PROBATION**

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.

## 1) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that you will be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

## 2) SALARY AND DESIGNATION

- Your remuneration details are stated in the Annexure mentioned below.
- Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
- Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
- The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

## 3) PERFORMANCE REVIEW AND PAY REVISION

- Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
- The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
- Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
- Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

## 4) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

- You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
- You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
- You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
- Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a





maximum of 7 days of leave during the year.

- a) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
- b) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

## 5) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

## 6) RESIGNATION

- a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
- b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
- c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

## 7) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

- a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and information declared at the time of joining the Company;



MSys Tech India Private Limited  
 11th Floor, 4507  
 17th Floor, 4507  
 17th Floor, 4507  
 Ph: +91 44 30107015  
 www.msystechnologies.com



- a) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients; and or involvement in any act of moral turpitude commit breach of the terms of your employment;
- b) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the set expectations and objectives, an improvement plan shall be prepared, and you will be expected to meet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

## 8) RESPONSIBILITIES

- a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
- b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
- c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action will be taken, up to termination.
- d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

## 9) CONFLICT OF INTEREST

- a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
- b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
- c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
- d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection.
- e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.



PRINCIPAL

Avanathi Institute of Engineering & Technology  
Guntur  
MSys Tech India Private Limited  
Rajawada, Guntur - 523 007  
Chennai - 600 002  
Ph: +91 44 30150210  
www.mysystechnologies.com



- a) Any existing employee to become associated with or perform services of any type for any third party.
- b) Any violation of the above will be viewed seriously and will lead to action up to termination.

#### 10) GENERAL

- a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
- b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
- c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
- d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

#### 11) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

#### 12) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

#### Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.



AVANINI INSTITUTE OF ENGINEERING & TECHNOLOGY  
Gandhinagar, Chennai - 600 045





**ANNEXURE**

**NAME: GUGULOTH GANESH**

**CURRENT POSITION: Software Engineer Trainee**

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
<b>Base Salary</b>	<b>30075</b>	<b>360900</b>
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
<b>COST TO COMPANY</b>		<b>400000</b>

**Non-Transferrable Meal Voucher \*- NTMV** provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

**Medical Insurance Benefit \*\*** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-. The details of the policy will be given separately.

  
 PRINCIPAL  
 Avanti, Division of Engg. & Tech.  
 Chennai - 600 095

## MSYS TECHINDIA PRIVATE LTD

ASV Chandiya Towers,  
8<sup>th</sup> Floor, # 5/397, Rajiv Gandhi Salai (OMR),  
Okkiyam Thoraipakkam,  
Chennai - 600 096.  
Tel No: 044 39167015  
[www.msystechnologies.com](http://www.msystechnologies.com)

Date: Mar 21, 2022

Name: GUGULOTH GANESH

Designation: **Software Engineer Trainee**

Dear GUGULOTH GANESH,

We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amount of Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs.50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3rd year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully  
For MSys Tech India Pvt Ltd

**Kathirvel** Digitally signed  
**Ayyasamy** by Kathirvel  
Ayyasamy

Mar 21, 2022

Human Resources  
I have read the above and accept the same

Signature and date  
(Employee)

  
PRINCIPAL  
Avanthi Institute of Eng. & Tech.  
Gandhinagar, Okkiyam Thoraipakkam, Chennai - 600 096



## 1) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that you will be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

## 2) SALARY AND DESIGNATION

- Your remuneration details are stated in the Annexure mentioned below.
- Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
- Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
- The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

## 3) PERFORMANCE REVIEW AND PAY REVISION

- Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
- The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
- Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
- Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

## 4) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

- You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
- You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
- You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
- Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a

Mar 21, 2022

MSys / Offer Letter/ HR

### OFFER OF EMPLOYMENT

Dear SIRAGONI MADHAVI,

We are pleased to appoint you as "Software Engineer Trainee" at MSys Tech India Pvt. Ltd., at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

#### 1) APPOINTMENT

- a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.
- b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

#### 2) TRANSFER

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or aboard with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

#### 3) PROBATION

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.

  
Avantika Industries Pvt. Ltd. & Tech.  
Guntur Road (R), Kothuramcheruvu (M), R.R. Dist.



maximum of 7 days of leave during the year.

- a) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
- b) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

## 5) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

## 6) RESIGNATION

- a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
- b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
- c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

## 7) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

- a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and information declared at the time of joining the Company;



PRINCIPAL

Avanti Institute of Engg & Tech  
MSys Tech India Private Limited  
Gurtharav  
Chandika Towers, 8th Floor, #5-087  
Rajiv Gandhi Salai (O.M.R.), Chennai  
Tamil Nadu, Chennai - 600 096  
Ph: +91 44 36187018  
www.msys.com



- a) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients: and or involvement in any act of moral turpitude commit breach of the terms of your employment;
- b) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the setexpectations and objectives, an improvement plan shall be prepared, and you will be expected tomeet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

## 8) RESPONSIBILITIES

- a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
- b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
- c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action will be taken, up to termination.
- d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

## 9) CONFLICT OF INTEREST

- a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
- b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
- c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
- d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection.
- e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.

*PRINDEAL*  
Avanhi Institute of Engg. & Tech.  
Guntur (A) Andhra Pradesh (INDIA), P.R. Dist.



- a) Any existing employee to become associated with or perform services of any type for any third party.
- b) Any violation of the above will be viewed seriously and will lead to action up to termination.

## 10) GENERAL

- a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
- b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
- c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
- d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

## 11) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

## 12) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

### Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.



Signature: *[Handwritten Signature]*  
Stamp: *[Handwritten Stamp]*





**ANNEXURE**

**NAME: SIRAGONI MADHAVI**

**CURRENT POSITION: Software Engineer Trainee**

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
<b>Base Salary</b>	<b>30075</b>	<b>360900</b>
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
<b>COST TO COMPANY</b>		<b>400000</b>

**Non-Transferrable Meal Voucher \***- NTMV provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

**Medical Insurance Benefit \*\*** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-. The details of the policy will be given separately.





Mar 21, 2022

MSys / Offer Letter/ HR

## OFFER OF EMPLOYMENT

Dear AKULA UUDAY,

We are pleased to appoint you as "Software Engineer Trainee" at MSys Tech India Pvt. Ltd., at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

### 1) APPOINTMENT

- a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.
- b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

### 2) TRANSFER

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or abroad with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

### 3) PROBATION

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.



MSys Tech India Pvt. Ltd.  
Gurthweedi (V), 401525, Chennai, Tamil Nadu

## 1) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that you will be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

## 2) SALARY AND DESIGNATION

- Your remuneration details are stated in the Annexure mentioned below.
- Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
- Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
- The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

## 3) PERFORMANCE REVIEW AND PAY REVISION

- Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
- The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
- Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
- Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

## 4) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

- You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
- You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
- You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
- Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a



maximum of 7 days of leave during the year.

- a) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
- b) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

## 5) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

## 6) RESIGNATION

- a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
- b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
- c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

## 7) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

- a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and information declared at the time of joining the Company;

*[Handwritten Signature]*  
 Avani Institute of Engineering & Technology  
 Gunthapally (V),  
 Near Gandhi Sagar (DMR), Okkayam,  
 Thiruvananthapuram, Chennai - 600 095  
 Ph. +91 44 30157015  
 www.higgeth.com



- a) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients: and or involvement in any act of moral turpitude commit breach of the terms of your employment;
- b) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the setexpectations and objectives, an improvement plan shall be prepared, and you will be expected tomeet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

## 8) RESPONSIBILITIES

- a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
- b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
- c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action willbe taken, up to termination.
- d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

## 9) CONFLICT OF INTEREST

- a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
- b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
- c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
- d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection.
- e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.



- a) Any existing employee to become associated with or perform services of any type for any third party.
- b) Any violation of the above will be viewed seriously and will lead to action up to termination.

## 10) GENERAL

- a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
- b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
- c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
- d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

## 11) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

## 12) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

### Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.





**ANNEXURE**

**NAME: AKULA UDAY**

**CURRENT POSITION: Software Engineer Trainee**

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
<b>Base Salary</b>	<b>30075</b>	<b>360900</b>
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
<b>COST TO COMPANY</b>		<b>400000</b>

**Non-Transferrable Meal Voucher \*- NTMV** provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

**Medical Insurance Benefit \*\*** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-. The details of the policy will be given separately.

  
 PRINCIPAL  
 Avanthi Institute of Engg. & Tech  
 Gundlupet (M), Abdulajamir (M), A.P. Dist.

## MSYS TECHINDIA PRIVATE LTD

ASV Chandiya Towers,  
8<sup>th</sup> Floor, # 5/397, Rajiv Gandhi Salai (OMR),  
Okkiyam Thoraipakkam,  
Chennai - 600 096.  
Tel No: 044 39167015  
[www.msystechnologies.com](http://www.msystechnologies.com)

Date: Mar 21, 2022

Name: AKULA UUDAY

Designation: Software Engineer Trainee

Dear AKULA UUDAY,

We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amount of Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs.50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3rd year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully  
For MSys Tech India Pvt Ltd

**Kathirvel** Digitally signed  
**Ayyasamy** by Kathirvel  
Ayyasamy

Mar 21, 2022

Human Resources  
I have read the above and accept the same

Signature and date  
(Employee)

  
PRINCIPAL  
Avarathi Institute of Engg & Tech  
Gandharaj (V), Okkiyam Thoraipakkam,  
ASV Chandiya Towers, 8<sup>th</sup> Floor, #5/397,  
Rajiv Gandhi Salai (OMR), Okkiyam  
Thoraipakkam, Chennai - 600 096.  
Ph - 044 39167015  
[www.msystechnologies.com](http://www.msystechnologies.com)



Mar 21, 2022

MSys / Offer Letter/ HR

**OFFER OF EMPLOYMENT**

Dear **VEMULA SURESH,**

We are pleased to appoint you as **"Software Engineer Trainee"** at **MSys Tech India Pvt. Ltd.,** at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

**1) APPOINTMENT**

- a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.
- b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

**2) TRANSFER**

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or aboard with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

**3) PROBATION**

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.

  
PRINCIPAL

Avanmi Institute of Engg & Tech  
Chennai  
MSys Tech India Private Limited  
Chandraya Towers, 8th Floor, #5/287  
Rajiv Gandhi Salai (O.M.R), Okkiyeri,  
Thiruvallur, Chennai - 600 096  
Ph. +91 44 35187015  
www.mysystechologies.com

## 1) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that you will be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

## 2) SALARY AND DESIGNATION

- Your remuneration details are stated in the Annexure mentioned below.
- Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
- Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
- The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

## 3) PERFORMANCE REVIEW AND PAY REVISION

- Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
- The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
- Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
- Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

## 4) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

- You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
- You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
- You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
- Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a



maximum of 7 days of leave during the year.

- a) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
- b) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

## 5) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

## 6) RESIGNATION

- a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
- b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
- c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

## 7) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

- a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and information declared at the time of joining the Company;



MSys Technologies & Tech  
 Private Limited  
 4th Floor, 45-507,  
 Anna Salai, Chennai - 600 002  
 Ph: +91 44 32167015  
 www.mysystechnologies.com



- a) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients: and or involvement in any act of moral turpitude commit breach of the terms of your employment;
- b) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the setexpectations and objectives, an improvement plan shall be prepared, and you will be expected tomeet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

## 8) RESPONSIBILITIES

- a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
- b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
- c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action will be taken, up to termination.
- d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

## 9) CONFLICT OF INTEREST

- a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
- b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
- c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
- d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection.
- e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.



MSys Technologies Private Limited  
402 Chandra Towers, 8th Floor 45-39th  
New Gandhi Road JOMR, Orogam,  
Tirupattur, Chennai - 600 055.  
Ph: +91 44 32167010  
www.msystechnologies.com

Avanthi M.  
Geetha M.



- a) Any existing employee to become associated with or perform services of any type for any third party.
- b) Any violation of the above will be viewed seriously and will lead to action up to termination.

## 10) GENERAL

- a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
- b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
- c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
- d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

## 11) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

## 12) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

### Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.





**ANNEXURE**

**NAME: VEMULA SURESH**

**CURRENT POSITION: Software Engineer Trainee**

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
<b>Base Salary</b>	<b>30075</b>	<b>360900</b>
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
<b>COST TO COMPANY</b>		<b>400000</b>

**Non-Transferrable Meal Voucher \*-** NTMV provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

**Medical Insurance Benefit \*\*** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-. The details of the policy will be given separately.

## MSYS TECHINDIA PRIVATE LTD

ASV Chandiya Towers,  
8<sup>th</sup> Floor, # 5/397, Rajiv Gandhi Salai (OMR),  
Okkiyam Thoraipakkam,  
Chennai - 600 096  
Tel No: 044 39167015  
[www.msys technologies.com](http://www.msys technologies.com)

Date: Mar 21, 2022

Name: VEMULA SURESH

Designation: **Software Engineer Trainee**

Dear VEMULA SURESH,

We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amount of Rs. 1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs. 50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3rd year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully  
For MSys Tech India Pvt Ltd

**Kathirvel** Digitally signed  
**Ayyasamy** by Kathirvel  
Ayyasamy

Mar 21, 2022

Human Resources  
I have read the above and accept the same

Signature and date:  
(Employee)





Mar 21, 2022

MSys / Offer Letter/ HR

### OFFER OF EMPLOYMENT

Dear **SRIRAMA PRIVACHANDANA**,

We are pleased to appoint you as "Software Engineer Trainee" at **MSys Tech India Pvt. Ltd.**, at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

#### 1) APPOINTMENT

- a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.
- b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

#### 2) TRANSFER

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or aboard with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

#### 3) PROBATION

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.



PRINCIPAL  
Avanthi Institute of Engg. & Tech  
Guruhally (V),

## 1) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that you will be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

## 2) SALARY AND DESIGNATION

- Your remuneration details are stated in the Annexure mentioned below.
- Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
- Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
- The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

## 3) PERFORMANCE REVIEW AND PAY REVISION

- Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
- The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
- Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
- Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

## 4) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

- You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
- You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
- You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
- Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a



maximum of 7 days of leave during the year.

- a) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
- b) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

## 5) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

## 6) RESIGNATION

- a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
- b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
- c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

## 7) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

- a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and information declared at the time of joining the Company;



- a) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients: and or involvement in any act of moral turpitude commit breach of the terms of your employment;
- b) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the setexpectations and objectives, an improvement plan shall be prepared, and you will be expected tomeet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

## 8) RESPONSIBILITIES

- a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
- b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
- c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action will be taken, up to termination.
- d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

## 9) CONFLICT OF INTEREST

- a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
- b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
- c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
- d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection.
- e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.

  
 Avanti, Institute of Engg & Tech  
 Ganeshpaly (V) 1500, Kalyan, Maharashtra  
 Chandira Towers, 6th Floor, 45/997  
 Raju Gandhi Sala, (OMR), Dnyanesh  
 Tharapakkam, Chennai - 600 095  
 Ph. : +91 44 30107010  
 www.msys technologies.com



- a) Any existing employee to become associated with or perform services of any type for any third party.
- b) Any violation of the above will be viewed seriously and will lead to action up to termination.

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- a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
- b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
- c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
- d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

## 11) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

## 12) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

### Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.



PRINCIPAL





**ANNEXURE**

**NAME: SRIRAMA PRIYACHANDANA**

**CURRENT POSITION: Software Engineer Trainee**

<b>Particulars</b>	<b>Monthly (INR)</b>	<b>Annual (INR)</b>
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
<b>Base Salary</b>	<b>30075</b>	<b>360900</b>
Provident Fund		21600
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Gratuity		6996
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**Non-Transferrable Meal Voucher \*-** NTMV provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

**Medical Insurance Benefit \*\* -** You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-. The details of the policy will be given separately.

  
 Avanthi Prasad, HR & Payroll  
 Gunasekari (99) MSys Tech India Private Limited  
 6th Floor, 20th Floor, 4th Floor  
 Raju Gandhi Satta (OMR), Changan  
 Thalapakkam, Chennai - 600 098  
 Ph. +91 44 39187015  
 www.msystechnologies.com





Mar 21, 2022

MSys / Offer Letter/ HR

### OFFER OF EMPLOYMENT

Dear SYED MAZHAR ALL,

We are pleased to appoint you as "Software Engineer Trainee" at MSys Tech India Pvt. Ltd., at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

#### 1) APPOINTMENT

- a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.
- b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

#### 2) TRANSFER

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or abroad with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

#### 3) PROBATION

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.



MSys Tech India Pvt. Ltd.  
Guntur (V), Chittoor District, Andhra Pradesh  
MSV Chittoor Towers, 8th Floor, #5/307,  
Bapu Gandhi Sagar (DMR), Chittoor  
Thiruvalluram, Chennai - 600 052  
Ph: +91 44 32107015  
www.msystechnologies.com

## 1) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that you will be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

## 2) SALARY AND DESIGNATION

- Your remuneration details are stated in the Annexure mentioned below.
- Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
- Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
- The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

## 3) PERFORMANCE REVIEW AND PAY REVISION

- Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
- The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
- Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
- Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

## 4) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

- You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
- You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
- You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
- Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a



maximum of 7 days of leave during the year.

- a) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
- b) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

## 5) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

## 6) RESIGNATION

- a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
- b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
- c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

## 7) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

- a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and information declared at the time of joining the Company;



- a) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients: and or involvement in any act of moral turpitude commit breach of the terms of your employment;
- b) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the setexpectations and objectives, an improvement plan shall be prepared, and you will be expected tomeet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

## 8) RESPONSIBILITIES

- a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
- b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
- c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action will be taken, up to termination.
- d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

## 9) CONFLICT OF INTEREST

- a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
- b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
- c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
- d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection.
- e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.



- a) Any existing employee to become associated with or perform services of any type for any third party.
- b) Any violation of the above will be viewed seriously and will lead to action up to termination.

## 10) GENERAL

- a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
- b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
- c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
- d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

## 11) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

## 12) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

### Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.





**ANNEXURE**

**NAME: SYED MAZHAR ALI**

**CURRENT POSITION: Software Engineer Trainee**

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
<b>Base Salary</b>	<b>30075</b>	<b>360900</b>
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
<b>COST TO COMPANY</b>		<b>400000</b>

**Non-Transferrable Meal Voucher \*** - NTMV provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

**Medical Insurance Benefit \*\*** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-. The details of the policy will be given separately.

  
 Syed Mazhar Ali  
 Avanti Institute of Engg & Tech  
 Gurthuvady, Avanti, Chennai





Mar 21, 2022

MSys / Offer Letter / HR

### OFFER OF EMPLOYMENT

Dear K NARASIMHA,

We are pleased to appoint you as "Software Engineer Trainee" at MSys Tech India Pvt. Ltd., at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

#### 1) APPOINTMENT

- a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.
- b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

#### 2) TRANSFER

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or aboard with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

#### 3) PROBATION

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.



K Narasimha  
Avanhi Institute of Engg & Tech,  
Gethmala, Chittoor District, Andhra Pradesh

## 1) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that you will be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

## 2) SALARY AND DESIGNATION

- Your remuneration details are stated in the Annexure mentioned below.
- Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
- Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
- The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

## 3) PERFORMANCE REVIEW AND PAY REVISION

- Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
- The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
- Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
- Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

## 4) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

- You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
- You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
- You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
- Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a



maximum of 7 days of leave during the year.

- a) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
- b) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

## 5) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

## 6) RESIGNATION

- a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
- b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
- c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

## 7) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

- a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and information declared at the time of joining the Company;



Avanthi Institute of Engg. & Tech.

Guntur, Andhra Pradesh - 526 002

MSys Tech India Private Limited  
A2M Chandra Towers, 8th Floor, #5/281  
Rajiv Gandhi Salu (O.M.R.), Chittoor  
Thotakavuri, Chennai - 600 092  
Ph - +91 44 32187018  
www.mysystechnologies.com



- a) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients; and or involvement in any act of moral turpitude commit breach of the terms of your employment;
- b) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the set expectations and objectives, an improvement plan shall be prepared, and you will be expected to meet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

## 8) RESPONSIBILITIES

- a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
- b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
- c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action will be taken, up to termination.
- d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

## 9) CONFLICT OF INTEREST

- a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
- b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
- c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
- d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection.
- e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.



- a) Any existing employee to become associated with or perform services of any type for any third party.
- b) Any violation of the above will be viewed seriously and will lead to action up to termination.

## 10) GENERAL

- a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
- b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
- c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
- d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

## 11) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

## 12) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

### Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.



PRINCIPAL





**ANNEXURE**

**NAME: K NARASIMHA**

**CURRENT POSITION: Software Engineer Trainee**

<b>Particulars</b>	<b>Monthly (INR)</b>	<b>Annual (INR)</b>
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
<b>Base Salary</b>	<b>30075</b>	<b>360900</b>
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Gratuity		6996
<b>COST TO COMPANY</b>		<b>400000</b>

**Non-Transferrable Meal Voucher \*- NTMV** provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

**Medical Insurance Benefit \*\*** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-. The details of the policy will be given separately.







26/12/2022

## Letter of Intent –Free Training and Placement under CSR

Dear Sirigada Saiteja (Avanathi 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) 26/12/2022 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.



**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 6<sup>th</sup> 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





**Offer: Computer Consultancy**  
**Ref: TCSL/DT20222905300/Hyderabad**  
**Date: 22/12/2022**

Miss. Devulapalli Usha  
H-No 12-13-1107,  
Tarnaka, Hyderabad-  
500017, Telangana.  
Tel# -

Dear Abhiram Mallaram,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process for 'TCS Digital' and we are pleased to make you an offer of employment.

You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a challenging role in any Business Unit as per the business requirements of TCSL.

Your gross salary including all benefits and Retention Incentive will be **INR 7,00,022/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No.1 Software Units Layout, Madhapur, Hyderabad 500 091 India  
Tel: 91-40-6667-2000 Fax: 91-40-6667-2222 Website: www.tcs.com  
Registered Office: Nivali Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Career Service Line: 1-800-209-3111 Email: careers@tcs.com

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Avanathi Institute of Engg. & Tech.  
Gunthapally (M), Abdullapurmet (Mdl), R.R. Dist



completing joining formalities as per company policy. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of INR 15,000/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be INR 7,500/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of INR 500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.





#### 4. Personal Allowance

You will be eligible for a monthly personal allowance of INR 17,272/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### PERFORMANCE PAY

##### Monthly Performance Pay

You will receive a monthly performance pay of INR 4,300/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

##### Performance Bonus

Your Performance Bonus will be INR 3,100/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Performance Bonus is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Performance Bonus.

This payment shall be treated as productivity bonus in lieu of statutory profit bonus.

#### CITY ALLOWANCE

You will be eligible for a City Allowance of INR 400/- per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

#### RETENTION INCENTIVE

You are eligible for Retention Incentive of INR 70,000/- payable to you on an annual basis. This component is in appreciation of continuity of your service in TCSL and will be paid on completion of each year from the introduction of this incentive for a period of 3 years. The Company reserves the right to modify the same in line with the TCS Compensation Policy.

#### XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto `60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No.1, Software Units Layout, Madhapur, Hyderabad - 500081, India  
Tel: 91-40-6667 2000 Fax: 91-40-6667 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nirmal Point, Mumbai - 400 021  
TCS Career ServiceLine: 1-800-209-3411 E-Mail: careers@tcs.com

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Gunthapally M. Abdulapurmet (Mol.), R.R. Dist.



## OTHER BENEFITS

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### **1. Basic Cover**

- i. Entitlement - Includes domiciliary expenses up to INR 6,000/- per insured person per annum and basic hospitalization expenses up to INR 2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

#### **2. Higher Hospitalisation**

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for INR 12,00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

### **Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

### **Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)**

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of INR 250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No.1 Software Dots Layout, Madhuvanagar, Hyderabad - 500080, India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Web: [www.tcs.com](http://www.tcs.com)  
Registered Office: Nandal Building, 5th Floor, Nariman Point, Mumbai 400 021  
TCS Career Service Line: 1800 269 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

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Avanthi Institute of Engg. & Tech.  
Gunturpally (M), Abulhasanpet (M), R.R. Dist





### **Loans**

You will be eligible for loans, as per TCSL's loan policy.

### **Professional Memberships**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

### **RETIRALS**

#### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

#### **Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

### **TERMS AND CONDITIONS**

#### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs if any during your academics and work experience. The management reserves the right to withdraw/ revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.



## 2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

## 3. Probation Period

You will be on probation for three months. Your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment without any notice or payment in lieu thereof in case your performance, behaviour and/or conduct during the probation period is found unsatisfactory or the Back Ground Check turns out negative.

## 4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

## 5. Mobility

TCSL reserves the right to transfer you to any of its offices, work sites, or associated or Affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

## 6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

## 7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

## 8. Alternative Occupation / Employment

Either during the period of your probation or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, Fra 1 Software Units Layout, Madhavpur, Hyderabad  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2022 Website: [www.tcs.com](http://www.tcs.com)  
Registered Office: Naraina Building, 9th Floor, Naraina P.O., New Delhi-110028  
TCS Careers Service Line: 1800 209 3101 | Email: [careers@tcs.com](mailto:careers@tcs.com)

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Avanhi Institute of Engg. & Tech.  
Guntur (N), Andhra Pradesh (M.D.) S.P. Dist.





## 9. Confidentiality Agreement

As part of your acceptance of this offer as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This confidentiality Clause shall survive the termination or earlier determination of your appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## 10. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

## 11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training. This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.

## 12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Driving: 4th, No. 1 Software Units Layout, Madhapur, Hyderabad  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Web: [www.tcs.com](http://www.tcs.com)  
Registered Office: Nirmal Building, 9th Floor, Naraina  
TCS Career Enquiry: 1800 209 333 | Email: [careers@tcs.com](mailto:careers@tcs.com)

Avanithi Institute of Engg. & Tech.  
Gunthapally (V), Abdulapurmet (M.D.), R.R. Dist



### 13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

### 14. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

### 15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### 16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

### 17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.





## 18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of probation/service without notice.

## 19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer



The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## 20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## 21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## 22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No. 1 Software Units Layout, Madhapur, Hyderabad, India  
Tel: 91 40 5627 2000 Fax: 91 40 5627 2222 Website: [www.tcs.com](http://www.tcs.com)  
Registered Office: No. 100, Nariman Point, Mumbai, India  
TCS Career Service Line: 1-800-209-3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

Avanathi Institute of Engg. & Tech.  
Guntur (M), Andhra Pradesh (India), R.R. Dist.





### 23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

### 24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No. 1 Software Units Layout, Madhapur, Hyderabad, India - 500081  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: [www.tcs.com](http://www.tcs.com)  
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400021  
TCS Careers Service Line: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

Avanhi Institute of Engg. & Tech.  
Guntur Road, Abhishekpuram (M.D.), R.R. Plot



**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 3 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn. Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL. We look forward to having you in our global team.

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

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Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Helpline: 1800 209 3111 Email: careers@tcs.com

Avanathi Institute of Engg. & Tech.  
Guntur (V), Andhra Pradesh (M.C.), P.R. Dist





GROSS SALARY SHEET

Annexure 1

Name	Abhiram Mailaram
Designation	
Institute Name	Avanthi's Syntific Academy & Syntific Institutions

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	26,522	3,18,264
<b>2) Performance Pay</b>		
Monthly Performance Pay	4,300	51,600
Performance Bonus*	3,100	37,200
<b>3) City Allowance</b>	400	4,800
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
Retention Incentive	NA	70,000
<b>TOTAL GROSS</b>	51,844	7,00,022
<b>Xplore/ Learning Incentive****</b>		Upto 60,000

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	17,272	2,07,264
<b>GROSS BOUQUET OF BENEFITS</b>	26,522	3,18,264

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Service

Avanthi TCS Pvt. Ltd. - C-1000 & Tech. Gangabhat (W), Akholaipummet (Mof.), R.R. Dist. Hyderabad 500 080 India  
Tel: 91-40-5692 2000 Fax: 91-40-6867 2222 Website: www.tcs.com  
Regional Office: Normal Bldg 9th Floor, Nariman Point, Mumbai 400 021  
TCS Career Service Line: 1800-209 3111 Email: careers@tcs.com



**Annexure**

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES SEZ, Plot # 41, Gandhinagar - 382007.</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100, Karnataka</p>
<p><b>BUBANESHWAR:</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue- Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-III) - BARBATI SEZ, IT/ITES, SPECIAL ECONOMIC ZONE (SEZ), PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATA, Bhubaneswar - 751024</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, INHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Colony, A5E Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45, Ground, 1st to 5th Floor &amp; 10th floor, Galaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309, UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFI House, G.S. Road, Dispur, Guwahati - 781006, Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452038, Madhya Pradesh</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - III/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium, 2nd Floor, Wanderers Building, Delta Park Lords</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark, Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057, Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus, Kariyavattom P.O, Trivandrum - 695581, India</p>	





## Confidentiality and IP Terms and Conditions

### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## 2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.





#### 4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### 5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### 6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### 7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No. 1 Software Units Layout, Madhapur, Hyderabad - 500 081 India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai-400 021  
TCS Career Service Line: 1800 208 3131; Email: [careers@tcs.com](mailto:careers@tcs.com)

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Avanthe Institute of Engg. & Tech.  
Gandhinagar (M), Akshayapuram (Dist.), R.R. Dist. 20



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

#### 8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### 9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Decorum Park, No.1 Software Units Layout, Madhapur, Hyderabad-500 080 India  
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TCS Careers ServiceLine: 1800 209 3011 Email: careers@tcs.com

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Avanthi Institute of Engg. & Tech.  
Qualification: (M) Abdulapurmet (MEd), R.S. 201





## 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

TCS Confidential  
TCSL/DT2022

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No. 1 Software Parks Layout, Madhapur, Hyderabad 500 081 India  
Tel: 91 40 8557 2000 Fax: 91 40 6657 2222 Website: www.tcs.com  
Registered Office: Newal Building, 5th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Service Line: 1800 269 3311 Email: careers@tcs.com

PRINCIPAL  
Avanthi Institute of Engg. & Tech.  
Gandhinagar (V), Abulhasanpet (M), R.R. DHE





### ANNEXURE-3

This agreement, dated on the 08<sup>th</sup> January, 2023 is made between **SunviENG Pvt Ltd.**, and **Manisha Reddy Modugu** of Hyderabad, Telangana. This document constitutes an Apprenticeship agreement between these two parties and is governed by the laws of Rang Reddy District.

Whereas the Employer desires to retain the services of the Employee, and the Employee desires to render such services, these terms and conditions are set forth.

#### **Roles & Responsibilities of your Apprenticeship:**

- Research/review jurisdictional requirements related to site design for preparation of Zoning and/or Engineering drawing.
- Self-perform AutoCAD work, including revisions and updates.
- Coordinate and expedite drawing production, coordinating with client, QC drawings, facilitate changes/revisions.
- Prepare modification drawings that include upgrades, extensions, and reinforcements to telecom towers and foundations.
- Create budget estimates of materials, quantity, and fabrication drawings for proposed reinforcing projects.
- Provide training to less experienced Designers and perform detailed QA/QC of drawings.
- Develop a CAD library of previous modifications and extension templates to optimize design efforts.
- Prioritize work queues and align resources to meet required work cycle times.

#### **AGREEMENT OF SERVICE**

The term of this Apprenticeship Agreement shall commence on 08<sup>th</sup> February, 2023. The Employee agrees and acknowledges that, he will work for SunviENG Pvt Ltd., at least for one-year i.e., till 07<sup>th</sup> February, 2024 and the Company has the right, and may terminate their Apprenticeship with the Company at any time for any reason pertaining to company policies.



**SunviENG Pvt Ltd.**, (Company Seal with MD Signature)

Signature

**Vaddapalli Manisha**



**SUTHERLAND**

**PROVISIONAL OFFER LETTER**

**College Name:** Avanthi Engineering College

**Date:** 23.12.2022

**Dear A. NIHARIKA ,**

**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, 6<sup>th</sup> floor, Chennai, Tamil Nadu, PIN 600063

**PRINCIPAL**  
Avanthy Institute of Engg. & Tech.  
Kandamangalam, 17, 4th St, Puzosai (M.D.), R.R. Dist



# GlobalLogic

A Hitachi Group Company

We take pleasure in welcoming you to our organization and look forward to a mutually beneficial association. Your point of contact on the day of joining will be HR SPOC at Hyderabad location. You are requested to report to our office situated at (GlobalLogic Technologies Private Limited, Unit-3 6<sup>th</sup> Floor, Block-1, M/s DLF Assets Pvt Ltd, Codeveloper for M/s DLF Infocity Hyderabad Ltd, IT/ITES SEZ, Gachibowli Village, Serlingampally, Mandal, Ranga Reddy District.) at 9:30 am.

For GlobalLogic Technologies Private Ltd.

Shuchita Shukla  
Authorized Signatory

## OFFER ACCEPTANCE & DECLARATION

I have read and understood the above terms and conditions of the above mentioned offer letter and I hereby confirm the acceptance of the same. I also confirm that there has not been any commitment (be it verbal or written) made to me by the company which is not covered in the scope of this offer letter. I will be reporting for duty on **05-November- 2022**.

Signature

PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Gachibowli (V), Ashtapurnam (Md), R.R. Dist.

# GlobalLogic

A Hitachi Group Company

Annexure – 1 Salary Structure	
Name: Akash	
Designation: Associate Analyst, Content Engineering	Grade: CEO2 Band: X
WEF: 05 Nov-2022	Location: Hyderabad
Section A – Gross Fixed Salary Break Up	
Monthly Components (In Rs.)	
Basic	10000
House Rent Allowance	1251
Statutory Bonus Information	1800
Special Allowance	0
ESI Information	424
Total Monthly (A)	13475
Total Monthly Annualised (B)	161700
Annual Components (In Rs.)	
Provident Fund (As per the PF Act 1952)	14400
National Pension Scheme	0
Total Annualised (C)	14400
Total Fixed Annual Gross Salary (B+C)	176100
Section B – Additional Benefits	
Retirals & Health Benefits (Annualized Amount)	
Gratuity	5769
Mediclaime Insurance	1100
Total of Section B	6869
Total CTC (Section A + B)	182969
Incentive Indication (per annum)**	36000
Max Annual Total Remuneration	218969
<i>In addition to Mediclaime employee will be covered under below additional benefits.</i>	
<i>1. Group Term Life Insurance worth Rs. 5 Lacs.</i>	
<i>2. Group Personal Accident Insurance worth Rs. 2 Lacs.</i>	
<i>-An employee contribution of 0.75% will be deducted from employees in hand salary.</i>	
<i>Employer ESI contribution shall be at the rate of 3.25% of the gross salary.</i>	
<i>** Incentive amount is not a guaranteed amount of your CTC. It may be higher, lower or nil per the terms described herein. Only top performers are eligible to get this incentive basis their monthly/ quarterly performance. The incentive amount may also be fixed for performance. It is pro-rated to the duration spent with GlobalLogic for the financial year and will be paid to you only if you are active on GlobalLogic's payroll on the day the incentive is paid.</i>	

For GlobalLogic Technologies Private Ltd.

Shuchita Shukla Gajula Rachana

Gajula Rachana

Associate Analyst, Content Engineering

PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
Guntur (V. Abdullapurmet, Adl., R.R. Dist.





## SUTHERLAND

### PROVISIONAL OFFER LETTER

**College Name:** Avanathi Engineering College

**Date:** 22.11.2022

**Dear A. Mukesh,**

#### **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, 6<sup>th</sup> floor, Chennai, Tamil Nadu, PIN 600063

PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
Gundhampally (V), Abdullapurmet (Mdl), R.R. Dist.



## PROVISIONAL OFFER LETTER

**College Name:** Avanthi Engineering College

**Date:** 25.12.2022

**Dear**

**A.BHAVANI**

### **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, 6<sup>th</sup> floor, Chennai, Tamil Nadu, PIN 600063

PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
Gundlupaly (V), Abdullaspuram (M.S.), R.R. Dist.





**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 6<sup>th</sup> 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

15/6, 2nd Floor, Manish Complex (Above SBI Bank), Mangammanapalya Main Road  
Bommanahalli, Bengaluru - 560 068  
Ph : 080-41645630, email : [info@techpalle.com](mailto:info@techpalle.com) | website : [www.techpalle.com](http://www.techpalle.com)

PRIN  
Avanhi Institute of Engg. & Tech.  
Gundhepaty (V), Abdulapurmet (Mdl), R.R. Dist.

21/11/2022

## Letter of Intent –Free Training and Placement under CSR

Dear Ankagalla Jeevan (Avanathi 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.



Date: 25/11/2022

To  
Mandla Yadagiri,  
8645872412.

Dear Mandla Yadagiri,

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 25/11/2022. We look forward to you beginning your career with our **Training Program** within 1<sup>st</sup> week of Dec 2022.

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](mailto:info@tekworks.in). We sincerely hope that your period of association with us will be long, pleasant, and of mutual benefit.

For TekWorks Enterprise Solutions Pvt Ltd.,



Sridhar Tirumala  
Managing Director



PRINCIPAL  
Avanthi Institute of Engg. & Tech.  
Gunthapally (V), Abdulapurmet (Mdl.), R.R. Dist.

**Subject: Letter of Intent to Hire**

Dear M.Preethi,

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](mailto:hrteam@eidiko.com)), no later than **16-Nov-2022**, 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 **16-Nov-2022** 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



Date: 28/11/2022

To  
Mandugula Pavani,  
8214578247.

Dear Mandugula Pavani,

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 2022**. We look forward to you beginning your career with our **Training Program** within 1<sup>st</sup> week of **Dec 2022**.

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](mailto:info@tekworks.in). We sincerely hope that your period of association with us will be long, pleasant, and of mutual benefit.

For TekWorks Enterprise Solutions Pvt Ltd.,



Sridhar Tirumala  
Managing Director



PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
Gunthapally (V), Abthalapurnam (M.D.), R.R. Dist.



**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 6<sup>th</sup> 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

15/B, 2nd Floor, Manish Complex (Above SBI Bank), Mangammanapalya Main Road  
Bommanahalli, Bangalore - 560 068

Ph : 080-41645630, email : [info@techpalle.com](mailto:info@techpalle.com) | website : [www.techpalle.com](http://www.techpalle.com)

  
**PRINCIPAL**  
Avanthy Institute of Engg. & Tech.  
Candhapaty (V), Abdullapurmal (M), R. R. Dist



16/11/2022

## Letter of Intent –Free Training and Placement under CSR

Dear Mekarti Daniel (Avanhi 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) 16/11/2022 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.



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20662905306/Hyderabad**  
**Date: 23/12/2022**

Mr. M.Pavan Kalyan,  
H.No 7-56 Kothapet  
Road,Abdullapurmet,  
Hyderabad-501505,  
Telangana,  
Tel# -

Dear M.Pavan Kalyan,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process for 'TCS Digital' and we are pleased to make you an offer of employment.

You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a challenging role in any Business Unit as per the business requirements of TCSL.

Your gross salary including all benefits and Retention Incentive will be **INR 7,00,022/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course; you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after

**TCS Confidential**  
**TCSL/DT20662**

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

(Incorporated in India)  
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Career Service line: 1800 209 3111 | Email: careers@tcs.com





completing joining formalities as per company policy. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of INR 15,000/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be INR 7,500/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of INR 500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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TCSL/DT20662

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad, India

Tel: (91) 40 6667 2000 Fax: (91) 40 6667 2022 Website: [www.tcs.com](http://www.tcs.com)

Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Career Service: 1 609 200 3111 | Email: [careers@tcs.com](mailto:careers@tcs.com)

13  
PRINCIPAL  
Avanthi Institute of Engg. & Tech.  
Gunthepally (V), Abdulapurmet (Dist.), R.R. Dist.



#### 4. Personal Allowance

You will be eligible for a monthly personal allowance of INR 17,272/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### PERFORMANCE PAY

##### Monthly Performance Pay

You will receive a monthly performance pay of INR 4,300/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

##### Performance Bonus

Your Performance Bonus will be INR 3,100/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Performance Bonus is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Performance Bonus.

This payment shall be treated as productivity bonus in lieu of statutory profit bonus.

#### CITY ALLOWANCE

You will be eligible for a City Allowance of INR 400/- per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

#### RETENTION INCENTIVE

You are eligible for Retention Incentive of INR 70,000/- payable to you on an annual basis. This component is in appreciation of continuity of your service in TCSL and will be paid on completion of each year from the introduction of this incentive for a period of 3 years. The Company reserves the right to modify the same in line with the TCS Compensation Policy.

#### XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto `60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

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TCSL/DT20662

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Chennai: No. 1 Software Units Layout, Madhavpur, 16th Cross Road, Vop 081, India  
Tel: 91 43 6667 2000 Fax: 91 43 6667 2422 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Career Service Line: 1800 209 311 | Email: careers@tcs.com

  
PRINCIPAL  
Avanishi Institute of Engg. & Tech  
Gandhinagar (M), Abdulgumil (M), R.R. Dist





## OTHER BENEFITS

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### **1. Basic Cover**

i. Entitlement - Includes domiciliary expenses up to INR 6,000/- per insured person per annum and basic hospitalization expenses up to INR 2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

#### **2. Higher Hospitalisation**

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for INR 12,00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

### **Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

### **Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)**

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of INR 250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No.1 Software Units Layout, Marolapuri, New Goregaon, Mumbai 400 074 (India)  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Normal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Career ServiceLine: 1800 209 3111 Email: careers@tcs.com

*[Handwritten Signature]*  
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Guntur (N), Andhra Pradesh (Dist. P.R. Dist.



### **Loans**

You will be eligible for loans, as per TCSL's loan policy.

### **Professional Memberships**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

### **RETIRALS**

#### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

#### **Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

### **TERMS AND CONDITIONS**

#### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs if any during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No 1 Software Units Layout, Hyderabad

Tel: 91 40 6657 2000 Fax: 91 40 6657 2222 Web: [www.tcs.com](http://www.tcs.com)

Registered Office: Nilanj Building, 9th Floor, Nariman

TCS Careers Service Line: 1800 269 3611 Email: [careers@tcs.com](mailto:careers@tcs.com)

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R.R. Dist.





## 2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

## 3. Probation Period

You will be on probation for three months. Your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment without any notice or payment in lieu thereof in case your performance, behaviour and/or conduct during the probation period is found unsatisfactory or the Back Ground Check turns out negative.

## 4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

## 5. Mobility

TCSL reserves the right to transfer you to any of its offices, work sites, or associated or Affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

## 6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

## 7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

## 8. Alternative Occupation / Employment

Either during the period of your probation or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

(Incorporated in India)  
Registered Office: 13th Floor, Software Park, 1st Stage, Main Road, Mysore, Karnataka 570 005, India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 5th Floor, Naraina Post, Mumbai 400 021  
TCS Career Service Line: 1800 269 3311 Email: careers@tcs.com

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Guntur (M), Andhra Pradesh (M), A.R. Dist





## 9. Confidentiality Agreement

As part of your acceptance of this offer as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This confidentiality Clause shall survive the termination or earlier determination of your appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## 10. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

## 11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training. This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.

## 12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Choccapark, No 1 Software Units Layout, Madhavur, IT Corridor, Bengaluru, India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Web site: [www.tcs.com](http://www.tcs.com)  
Registered Office: Normal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Service line: 1 800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

  
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Guntur (V), Andhra Pradesh (India), R.R. Dist. 13





## 18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of probation/service without notice.

## 19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation (if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer



### 13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

### 14. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

### 15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### 16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

### 17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Ltd.

(Zyccampark, No.1, Software Units Layout, Madhavara, Hyderabad 500 081 India)  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
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The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## 20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## 21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## 22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

(Decampark, 1st Software Units Layout, Madhapur, Hyderabad 500 081 India)  
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### 23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

### 24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

One Campus, No. 1 Software Units Layout, Madhapur, Hyderabad 500 081, India

Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com

Registered Office: Normal Building, 5th Floor, Nauman Point, Mumbai 400 021

TCS Career Services (tcs.1800.209.3111) Email: careers@tcs.com

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13





### Withdrawal of Offer

If you fail to accept the offer from TCSL within 3 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn. Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL. We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited

**Girish V. Nandimath**  
Global Head Talent Acquisition & AIP



Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms

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**TATA CONSULTANCY SERVICES PRINCIPAL**

Tata Consultancy Services Limited

Deccanpark, No 1 Software Units Layout, Madhavaram, Guinthaipaly (V), Abdulapurmet (Mdi.), R.R. Dist.  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: services.com  
Registered Office: Nirmal Building, 9th Floor, Alambur Road, Chennai 600 021  
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



GROSS SALARY SHEET

Annexure 1

Name	Madduri Pavan Kalyan
Designation	
Institute Name	Avanthy's Syntific Academy & Syntific Institutions

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	26,522	3,18,264
<b>2) Performance Pay</b>		
Monthly Performance Pay	4,300	51,600
Performance Bonus*	3,100	37,200
<b>3) City Allowance</b>	400	4,800
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
Retention Incentive	NA	70,000
<b>TOTAL GROSS</b>	51,844	7,00,022
<b>Xplore/ Learning Incentive****</b>		Upto 60,000

# Refer to Table 2 for TCSL defined Structure, in case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable;

\* Amount depicted will be paid-out on a quarterly basis.

\*\*\* For HiS - Note that Rs. 7900 if the employee is Single, if the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	17,272	2,07,264
<b>GROSS BOUQUET OF BENEFITS</b>	26,522	3,18,264

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

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Registered Office: Nirma Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers: Service@tcs.com | 1 800 209 3111 | Email: careers@tcs.com

*Madduri Pavan Kalyan*  
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Avanthy Institute of Engg. & Tech.  
Suburban Road, Suburban Road, H.H. Dist.





## Annexure

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES SEZ, Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think rampus, Electronic City phase II, Bangalore - 560100, Karnataka</p>
<p><b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue - Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI - Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI - Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45, Ground, 1st to 5th Floor &amp; 10th floor, Galaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309, UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFI House, G.S. Road, Dispur, Guwahati - 781006, Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramiguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium, 2nd Floor, Wanderers Building, Delta Park Lords</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark, Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057, Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus, Kariyavattom P.O, Trivandrum - 695581, India</p>	

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### TATA CONSULTANCY SERVICES

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TCS Career Service Line: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

*(Signature)*  
**PRINCIPAL**  
Avanathi Institute of Engg. & Tech.  
Gunthapally M, Abulapurmet (M.C.), R.R. Dist.



## Confidentiality and IP Terms and Conditions

### 1. Confidential Information

"Confidential Information" shall mean all inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.





## 2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

TCS Confidential  
TCSL/DT2066

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Electronpark, No.1 Software Units Layout, Madhapur, Hyderabad-500 081 India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Normal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Career Service Line: 1800 209 3511 Email: careers@tcs.com

  
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Gunthapally (V), Abadi, Rajampet (Dist.), 20 Dist





#### 4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### 5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS; use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### 6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### 7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.





(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

#### 8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### 9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

Principal  
Avanhi Institute of Engg. & Tech.  
Guntur, N. Andhra Pradesh, India. Pin 526001



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



# GlobalLogic

A Hitachi Group Company

We take pleasure in welcoming you to our organization and look forward to a mutually beneficial association. Your point of contact on the day of joining will be HR SPOC at Hyderabad location. You are requested to report to our office situated at (GlobalLogic Technologies Private Limited, Unit-3 6<sup>th</sup> Floor, Block-1, M/s DLF Assets Pvt Ltd, Codeveloper for M/s DLF Infocity Hyderabad Ltd, IT/ITES SEZ, Gachibowli Village, Serlingampally, Mandal, Ranga Reddy District.) at 9:30 am.

For GlobalLogic Technologies Private Ltd.

Shuchita Shukla  
Authorized Signatory

## OFFER ACCEPTANCE & DECLARATION

I have read and understood the above terms and conditions of the above mentioned offer letter and I hereby confirm the acceptance of the same. I also confirm that there has not been any commitment (be it verbal or written) made to me by the company which is not covered in the scope of this offer letter. I will be reporting for duty on **21-November- 2022**.

Signature:

  
PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Gunthepally (V), Abulgafoor (G), R.R. L.,

# GlobalLogic

A Hitachi Group Company

Annexure – 1 Salary Structure	
Name: S.Pravalika	
Designation: Associate Analyst, Content Engineering	Grade: CEO2 Band: X
WEF: 21 Nov-2022	Location : Hyderabad
Section A – Gross Fixed Salary Break Up	
Monthly Components (In Rs.)	
Basic	10000
House Rent Allowance	1251
Statutory Bonus Information	1800
Special Allowance	0
ESI Information	424
Total Monthly (A)	13475
Total Monthly Annualised (B)	161700
Annual Components (In Rs.)	
Provident Fund (As per the PF Act 1952)	14400
National Pension Scheme-	0
Total Annualised (C )	14400
Total Fixed Annual Gross Salary (B+C)	176100
Section B – Additional Benefits	
Retirals & Health Benefits (Annualized Amount)	
Gratuity	5769
Mediclaime Insurance	1100
Total of Section B	6869
Total CTC (Section A + B)	182969
Incentive Indication (per annum)**	36000
Max Annual Total Remuneration	218969
<i>In addition to Mediclaime employee will be covered under below additional benefits.</i>	
1. Group Term Life Insurance worth Rs. 5 Lacs.	
2. Group Personal Accident Insurance worth Rs. 2 Lacs	
<i>-An employee contribution of 0.75% will be deducted from employees in hand salary</i>	
<i>Employer ESI contribution shall be at the rate of 3.25% of the gross salary.</i>	
<i>** Incentive amount is not a guaranteed amount of your CTC. It may be higher, lower or nil per the terms described herein. Only top performers are eligible to get this incentive basis their monthly/ quarterly performance. The incentive amount may also be fixed for performance. It is pro-rated to the duration spent with GlobalLogic for the financial year and will be paid to you only if you are active on GlobalLogic's payroll on the day the incentive is paid.</i>	

For GlobalLogic Technologies Private Ltd.

Shuchita Shukla Gajula Rachana

Gajula Rachana

Associate Analyst, Content Engineering

  
PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Gunthapally (V), Abdullapurmet (M), R.R. Dist.



20/11/2022

## Letter of Intent –Free Training and Placement under CSR

Dear Attapuram Mamatha (Avanathi 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) 20/11/2022 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.



**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 6<sup>th</sup> 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

15/6, 2nd Floor, Manish Complex (Above SBI Bank) Mangammanapalya Main Road  
Bommanahalli, Bengaluru - 560 068  
Ph : 080-41645630, email : [info@techpalle.com](mailto:info@techpalle.com) | website : [www.techpalle.com](http://www.techpalle.com)

  
PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Guntihally (V), Abdulapurmet (Mdl.), R.R. Dist.



**Subject: Letter of Intent to Hire****Dear B.Manasa,**

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](mailto:hrteam@eidiko.com)), no later than **15-Nove-2022**, 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-2022** 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



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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+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.**  
Gunturpally (V), Abdullapurmet (Mdl.), R.R. Dist.



Date: 15th October, 2022

**PERSONAL & CONFIDENTIAL**

**Apprenticeship Offer Letter**

Dear ,

At SunviENG Pvt Ltd, we strive to provide comprehensive solutions that help our clients to achieve their operational and business goals.

To help SunviENG meet its accelerated growth plan, we are delighted to offer you the position of **Team Leader HR Department** to join SunviENG (referred to as SunviENG or the Company) in this journey.

Your appointment will be effective on your joining date, i.e., 15th October, 2022. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

This offer is subject to your acceptance of the attached terms and conditions, please e-mail your acceptance of this offer of Apprenticeship to initiate the on-boarding process.

Your Designation:	Assistant Manager
Reporting Manager:	Yet to be decided
Work Location:	Madhapur, Hyderabad
Joining Date:	16th October, 2022
Reporting Address:	SunviENG Pvt Ltd, 5th Floor, 815 BVL Complex, SBH Officers Colony, Mega Hills, 100 Feet Road, Ayyappa Society, Madhapur, Hyderabad, TS 500081.

We welcome you to the SunviENG family and look forward to a mutually beneficial and purposeful association. Should you need any clarification, please contact Human Resource Executive T.M.V. Taraka and email - [hr@sunvieng.com](mailto:hr@sunvieng.com).

For SunviENG Pvt Ltd.,  
**T.M.V. TARAKA**

HR Executive



Signature

B.Sai Kumar

## ANNEXURES

S. No.	Annexures	Content
1.	Annexure-1	Compensation Structure Details (if applicable)
2.	Annexure-2	Instructions for Onboarding
3.	Annexure-3	Terms of agreement
4.	Annexure-4	Terms & Conditions

## ANNEXURE-1

Objective: This annexure contains probation and salary details.

### **Probation Period:**

You'll be undergone for a six (6) months' probation period from the start of your joining at SunviENG Pvt Ltd. After the six months of probation, your performance will be reviewed by the team leader concerned & HR. Based on your performance, your candidature will be declared as a confirmed employee or we'll extend your probation period accordingly. However, the first three (3) months of your probation period will be crucial for analyzing your performance.

### **Salary payable during probation period:**

You shall be paid a monthly salary of INR 10,000/- per month (Rupees Ten Thousand only) i.e., INR 1,20,000 PA (Rupees One Lakh Twenty Thousand only), based on you meeting the minimum performance criteria an assignment continuity. Your salary will be revised up to INR 15,000/- (Rupees Fifteen thousand only) after successful completion of first three (3) months of probation period based on your performance. You shall be entitled to Annual leaves and Mediclaim benefits only.

### **Appraisal Procedure:**

All the confirmed employees of SunviENG Pvt Ltd., will get the annual revision based on their individual performance.

Signature

B.Sai Kumar





## ANNEXURE-2

### List of documents to be carried for on-boarding formalities:

Please note that you must carry One-set of photocopies of each of the documents mentioned below and bring the originals along with you for verification on your date of joining.

#### Educational Documents (As Applicable):

- SSC or Class 10<sup>th</sup> Consolidated Marks Memo (CMM) photocopy.
- Intermediate or Class 12<sup>th</sup> or Consolidated Marks Memo (CMM) photocopy.
- UG Consolidated Marks Memo (CMM) & Provisional Certificate (PC)/Original Degree (OD) photocopies.
- PG Consolidated Marks Memo (CMM) & Provisional Certificate (PC)/ Original Degree (OD) photocopies.

#### ID Proof:

- AADHAAR Card photocopy.
- PAN Card photocopy.
- Two Passport Sized Photographs.
- A medical fitness certificate obtained from a registered medical practitioner.

#### Other Details:

Reporting Time: 09:30AM

Venue: SunviENG Pvt Ltd, 5th Floor, 815 BVL Complex, SBH Officers Colony, Mega Hills, 100 Feet Road, Ayyappa Society, Madhapur, Hyderabad, TS 500081.

Signature  
B.Sai Kumar

### ANNEXURE-3

This agreement, dated on the 08<sup>th</sup> January, 2023 is made between **SunviENG Pvt Ltd.**, and **Manisha Reddy Modugu** of Hyderabad, Telangana. This document constitutes an Apprenticeship agreement between these two parties and is governed by the laws of Ranga Reddy District.

Whereas the Employer desires to retain the services of the Employee, and the Employee desires to render such services, these terms and conditions are set forth.

#### **Roles & Responsibilities of your Apprenticeship:**

- Research/review jurisdictional requirements related to site design for preparation of Zoning and/or Engineering drawing.
- Self-perform AutoCAD work, including revisions and updates.
- Coordinate and expedite drawing production, coordinating with client, QC drawings, facilitate changes/revisions.
- Prepare modification drawings that include upgrades, extensions, and reinforcements to telecom towers and foundations.
- Create budget estimates of materials, quantity, and fabrication drawings for proposed reinforcing projects.
- Provide training to less experienced Designers and perform detailed QA/QC of drawings.
- Develop a CAD library of previous modifications and extension templates to optimize design efforts.
- Prioritize work queues and align resources to meet required work cycle times.

#### **AGREEMENT OF SERVICE**

The term of this Apprenticeship Agreement shall commence on 16<sup>th</sup> October, 2022. The Employee agrees and acknowledges that, he will work for SunviENG Pvt Ltd., at least for one-year i.e., till 16th October, 2023 and the Company has the right, and may terminate their Apprenticeship with the Company at any time for any reason pertaining to company policies.



SunviENG Pvt Ltd., (Company Seal with MD Signature)

Signature  
**B.Sai Kumar**





## ANNEXURE-4

### Terms and Conditions

#### **1. Compensation**

As detailed in Annexure-1.

#### **2. Education Qualification**

This offer of Apprenticeship is made for you based on the premise that you have acquired the desired qualification with 50% marks. If you are awaiting the results as on the date of joining and do not complete the qualification subsequently with the above percentage, this offer stands cancelled.

#### **3. Transfer & Deputation**

You can be transferred to other departments, locations, subsidiaries, sister companies, or deputed to any client's site, within India based on the requirements of the organization or exigencies of work from time-to-time. Disobedience of such orders of the Company will be construed as grave misconduct and may lead to punitive action.

#### **4. Code of Business Conduct**

You will be governed by the Code of Business Conduct as is in force from time-to-time.

#### **5. Applicability of changes in the general terms and conditions of Apprenticeship and policies made by the company subsequently**

Company reserves the right to amend certain terms and conditions of Apprenticeship and /or policies from time to time to cope with the changing business needs and environment which shall be communicated appropriately. Unless given specific exemption, you shall be bound by these policies of the company and the amended terms and conditions automatically.

#### **6. Shifts**

Company reserves the right to run the shifts, change the shift timings, fix the criteria to attend in shifts within the applicable laws based on its business needs and all its employees are bound by it.

#### **7. Leaves**

You will be governed by the SunviENG annual leave policy that is in force from time-to-time.



#### **8. Medical Examination**

The company reserves its right to have you undergo medical examination from time-to-time. The appointment, shall always, be subject to a doctor, certifying you to be fit to carry out your duties.

#### **9. Dress Code**

While at work you are a brand ambassador for SunviENG Pvt Ltd., and it is important to therefore dress the part. Please ensure you align with our Dress Code Policy and dress in Business Formal on Weekdays and especially during any client visits or presentations. Business Informal is permitted on Friday.

#### **10. Performance Review**

Your performance shall be reviewed periodically as per the Performance Assessment Guidelines Policy for employees which is operational in the company.

#### **11. Declarations & Information**

This offer of Apprenticeship is made based on the information furnished by you regarding your personal data, education qualification and experience. If any information furnished by you proves to be false or willfully suppressed, this Apprenticeship is liable to be terminated.

#### **12. Associate's Non-Disclosure Agreement**

You will need to keep all information pertaining to SunviENG and its subsidiaries, customers, and all stakeholders confidential. Please execute the Non-Disclosure Agreement as stipulated by the company at the time of joining.

#### **13. Non-Solicitation**

As an Employee, you will have access to confidential information that is the property of the Employer. You are not permitted to disclose this information outside of the Company.

During the term of Apprenticeship, and for a period of one (1) year immediately thereafter, you agree not to solicit any employee or apprentice, or independent contractor of the Company on behalf of any other business enterprise, nor shall you induce any employee or apprentice, or independent contractor associated with the Company to terminate or breach an Apprenticeship, contractual or other relationship with the Company.





#### 14. Termination of Apprenticeship

Termination of Apprenticeship may be initiated by the employer and will be based on performance, Attitude, Competency, Discipline and non-adherence to the organization rules and others.

For the Probation Employees - Employer may terminate the employee from the services immediately within 24 hours prior notice.

For the Confirmed Employees - Employer may terminate the employee from the services with 15 days of notice period or immediately depending on the company policies

For the Permanent Employees - Employer may terminate the employee from the services with 60 days of notice period or Basic Compensation of 30 days.

Note:

- However, company reserves the right to terminate the employee without any prior intimation and basic pay for some certain scenarios.
- The Employee agrees to return any Employer property upon termination.

#### 15. Resignation Policy

If the employee wishes to separate from the company, he/she is required to put in his/her resignation and continue service during the notice period as specified in the SunviENG HR Policy.

For Entry-level Employees - Employee has to give a day intimation i.e., 24 hours prior.

For Mid-level Employees - Employee has to serve two months of notice period after accepting the resignation depending on the business requirements.

For Senior Employees - Employee has to serve three months of notice period after accepting the resignation depending on the business requirements.

#### 16. Dismissal

Company reserves the right to dismiss you without any notice or payment in lieu of notice in the event of misconduct which constitutes a breach of integrity under the Company's Code of Business Conduct.

#### 17. Voluntary Abandonment

Should you not report to duty for more than 8 consecutive days without prior sanction of leave from your superior or without intimating your team leader & HR, it will be construed that you have voluntarily abandoned from the apprenticeship and your contract for the same will stand terminated.



#### **18. Surrender of Company Assets and Exit Process**

Please adhere to the requirements of the exit process in terms of settling all claims. You will also need to surrender all the tangible assets of the Company, including the data and information in soft or hard form which are in your possession by virtue of your Apprenticeship before separation from the Company.

#### **19. Travel**

You may be required to undertake travel on behalf of the Company work and will be paid travel expenses as per the applicable travel policy for the same.

#### **20. Contact Information**

Please keep the company informed of your postal address, telephone number, fax, email, or any other means for communication including changes that may occur during the period of your Apprenticeship. Any communication sent to the last informed address is deemed as served.

#### **21. Jurisdiction**

The appropriate Courts situated in Ranga Reddy District, Telangana shall alone have exclusive jurisdiction to try any disputes arising out of this contract of Apprenticeship.

#### **22. Background Verification**

Acceptance of this offer also confirms your consent to SunviENG Pvt Ltd., to carry out necessary background checks on Education, Previous Apprenticeship, and felony records.

#### **23. Extension of Apprenticeship**

The Company reserves the right to curtail or extend the training period of the trainee at its discretion besides that the Company can shift the trainee from the present Company to some of its other unit or subsidiary company.

Important Note: However, SunviENG Pvt Ltd has the right to issue a legal notice if any of the employee abandons this Apprenticeship agreement at the time of his/her Apprenticeship period.

Signature  
B.Sai Kumar





**ACCEPTANCE OF APPRENTICESHIP**

I have read and fully understood the above terms and conditions and I accept the same without any reservations.

**Date:**

**Place:**

**Signature**

**B.Sai Kumar**



**PRINCIPAL**

**Avanthi Institute of Engg. & Tech.**  
Guntur (V), Abotlapudi (M), P.R. Dist.

Great  
Place  
To  
Work  
Certified

**Letter Date: 22-11-2022**

**Employee Name: BADRI SRINATH YADAV,**  
Employee ID: 701156  
Location: Hyderabad Banjara Hills.

APPOINTMENT LETTER

We are pleased to confirm our offer of employment **Relationship Manager - CSB** in the Relationship Manager commencing on or before **22-11-2022** with **Edelweiss Tokio Insurance Company Limited** ("the Company") on the following terms and conditions:

**Compensation and Benefits:** You will receive compensation as outlined in Annexure 1. Income Tax any other statutory deductions will be made at source, as per the applicable tax laws. Your performance will be reviewed annually. You will also be eligible to participate in the Company's discretion performance based Bonus Scheme / Performance Linked Incentives as applicable subject to your be in the Company's employment and not under notice to leave the Company on the bonus payment date.

**Place of Work:** You are appointed to work in the Company office at "Hyderabad Banj Hills". However, your services may be transferred by the Company to any other location or division or may be transferred to any other group entity, in India or abroad, as per the requirement of the Company.

**Leave & Other Benefits:** You will be eligible for leave and other such benefits in accordance with Company's rules and regulations. The perquisites applicable to your grade are subject to alteration & amendment, and you will be entitled to the same as per the rules of the Company.

**Notice for Separation / Termination:** Either party, by stating their intention to do so, in writing terminate this employment provided that at least 7 days' notice is given by either party of their intent to do so. However, on achievement of certain business targets or completion of six months employment, whichever is earlier, the notice period will be 30 days. Accordingly, on achievement targets or completion of six months as the case may be, either party may terminate this employment giving 30 days' written notice to the other party. Waiver of notice period days or salary in lieu of not period is completely at the discretion of the Company and requires prior approval from the HR Head.

However, in the event of your being guilty of misconduct or negligence in the discharge of your duties of conduct of the Company's business, or such misdemeanor which is likely to affect, or affects reputation of the Company's working or breaches any of the terms and conditions herein, the Comp reserves its right to terminate your services at any given point of time, with immediate effect, without compensation or notice.

During Notice Period, you will provide such assistance as the Company may require to affect an order handover of your duties and responsibilities to any individual appointed by the Company.

Edelweiss Tokio Life Insurance Company Limited  
CIN: U66010MH2009PLC197134

Registered & Corporate Office: 5th Floor, Tower 3, Wing 3T, Keshavnagar City, Kirti Road, Kurla (W), Mumbai 400070

  
**PRINCIPAL**  
Avanthi Institute of Engg. & Tech.  
Gunthepally (V), Abdullapurmet (M.D.), R.R. Dist.





16-Nov-2022

ELTP / 2022

**Subject: Letter of Intent to Hire**

Dear B.Aishwarya,

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](mailto:hrteam@eidiko.com)), no later than **20-Nov-2022**, 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 **20-Nov-2022** 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

  
PRINCIPAL

Eidiko Systems Integrators, Suite #1, Floor #1, MJR Magnifique,  
Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008

Avanathi Institute of Engg. & Tech.  
Guntur (N), Abdulqameel (J&K), R.R. Dist.

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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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+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), Abdulapurmet (M.D.), R.R. Dist.



Date: 10<sup>th</sup> September, 2022.

To

Mr. BADUR NAVEEN,  
SkillKount Technologies,  
Hyderabad,

**Sub: Deputation Letter**

Dear Mr. Badur Naveen (F5065691), This is to inform you that you have been deputed to Pacra Edge on or before 14<sup>th</sup> September, 2022.

You hereby acknowledge that the terms and conditions of employment as set out in this letter shall be governed by the policies and guidelines issued by the Company from time to time. You agree to be bound by any and all such policies and guidelines and acknowledge that such policies and guideline may be amended or modified or withdrawn from time to time at the sole discretion of the Company. Such change shall be notified by the Company to you at the earlier opportunity and shall be binding upon you.

**1. Designation:**

1] The Company agrees to employ you and you agree to act as "Associate – Health Care Claims" (India Business Title)" and serve the Company upon the terms and subject to the conditions set out in this letter. Your designation is subject to change as per the roles, responsibilities and work assigned to you from time to time.

**2. Compensation:**

2] You will be entitled for an annual cost to company (CTC) of Rs. 2,31, 516. (Rupees Two Lakh Thirty-One Thousand Five Hundred Sixteen Only) per annum. For details of your remuneration structure, please refer to the enclosed Annexure-A.

2.2 All amount payable by the Company under this letter shall be subject to such withholding tax, tax deduction at source or any other taxes as may be required under applicable laws, other statutory deductions, if any and social security contributions. However, it shall remain your responsibility to meet your tax liabilities.

**DST Worldwide Services India Private Limited** 5<sup>th</sup> Floor, Block B, Q City, Narayanaguda, Central University Campus, Gachibowli, Hyderabad – 500048, Telangana, India: +91 40- 66125555, +91-40 66125999  
CTIN # UT2200TG20000PT7C034124

**SSetech.Com**



**PRINCIPAL**

**Avanthi Institute of Engg. & Tech.**  
Gunturpally (V), Abdulapurmet (Mdl.), R.R. Dist.

Great  
Place  
To  
Work  
Certified

Letter Date: 22-11-2022

Employee Name: BANDARI CHARANI  
Employee ID: 701157  
Location: Hyderabad, Banjara Hills.

APPOINTMENT LETTER

We are pleased to confirm our offer of employment **Relationship Manager - CSB** in the Relationship Manager commencing on or before **22-11-2022** with **Edelweiss Tokio Insurance Company Limited** ("the Company") on the following terms and conditions:

**Compensation and Benefits:** You will receive compensation as outlined in Annexure 1. Income Tax any other statutory deductions will be made at source, as per the applicable tax laws. Your performance will be reviewed annually. You will also be eligible to participate in the Company's discretion performance based Bonus Scheme / Performance Linked Incentives as applicable subject to your be in the Company's employment and not under notice to leave the Company on the bonus payment date.

**Place of Work:** You are appointed to work in the Company office at "Hyderabad\_Banj Hills". However, your services may be transferred by the Company to any other location or division or may be transferred to any other group entity, in India or abroad, as per the requirement of the Company.

**Leave & Other Benefits:** You will be eligible for leave and other such benefits in accordance with Company's rules and regulations. The perquisites applicable to your grade are subject to alteration & amendment, and you will be entitled to the same as per the rules of the Company.

**Notice for Separation / Termination:** Either party, by stating their intention to do so, in writing terminate this employment provided that at least 7 days' notice is given by either party of their intent to do so. However, on achievement of certain business targets or completion of six months employment, whichever is earlier, the notice period will be 30 days. Accordingly, on achievement targets or completion of six months as the case may be, either party may terminate this employment giving 30 days' written notice to the other party. Waiver of notice period days or salary in lieu of not period is completely at the discretion of the Company and requires prior approval from the HR Head.

However, in the event of your being guilty of misconduct or negligence in the discharge of your duties of conduct of the Company's business, or such misdemeanor which is likely to affect, or affects reputation of the Company's working or breaches any of the terms and conditions herein, the Comp reserves its right to terminate your services at any given point of time, with immediate effect, without compensation or notice.

During Notice Period, you will provide such assistance as the Company may require to affect an order handover of your duties and responsibilities to any individual appointed by the Company.

Edelweiss Tokio Life Insurance Company Limited  
CIN: U66010MH2009PLC197334

Registered & Corporate Office: 5th Floor, Tower 3, Wing 3F, Koshinor City, Kurl Road, Kurla (W), Mumbai - 400017



PRINCIPAL

Avanathi Institute of Engg. & Tech.  
Gunthapally (V), Abdulapurmet (Mdl.), R.R. Dist.



Date: November 10, 2022.

To,

Miss.BANGARIDADA SWATHI,  
SkillKount Technologies,  
Hyderabad,

### Sub: Deputation Letter

Dear Mr.Bhuryya Akhil Goud (F5065692), This is to inform you that you have been deputed to Pacra Edge on or before 10<sup>th</sup> November 2022.

You hereby acknowledge that the terms and conditions of employment as set out in this letter shall be governed by the policies and guidelines issued by the Company from time to time. You agree to be bound by any and all such policies and guidelines and acknowledge that such policies and guideline may be amended or modified or withdrawn from time to time at the sole discretion of the Company. Such change shall be notified by the Company to you at the earlier opportunity and shall be binding upon you.

#### 1. Designation:

1] The Company agrees to employ you and you agree to act as "Associate – Health Care Claims" (India Business Title)" and serve the Company upon the terms and subject to the conditions set out in this letter. Your designation is subject to change as per the roles, responsibilities and work assigned to you from time to time.

#### 2. Compensation:

2] You will be entitled for an annual cost to company (CTC) of Rs. 2,31, 516. (Rupees Two Lakh Thirty-One Thousand Five Hundred Sixteen Only) per annum. For details of your remuneration structure, please refer to the enclosed Annexure-A.

2.2 All amount payable by the Company under this letter shall be subject to such withholding tax, tax deduction at source or any other taxes as may be required under applicable laws, other statutory deductions, if any and social security contributions. However, it shall remain your responsibility to meet your tax liabilities.

DST Worldwide Services India Private Limited 5<sup>th</sup> Floor, Block B, Q City, Narayanaguda, Central University Campus, Gachibowli,  
Hyderabad - 500048, Telangana, India: +91 40- 66125555, +91-40-66125999  
CIN # UT2200TG20000PTTC034124

SSctech.Com

  
PRINCIPAL  
Avanthi Institute of Engg. & Tech.  
Gunthapaty (V), Abdulapurmet (Mdl), R.R. Dist.

Date: 22/11/2022

To  
Belle Navya,  
8485925422.

Dear Belle Navya,

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 2022. We look forward to you beginning your career with our **Training Program** within 1<sup>st</sup> week of Dec 2022.

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](mailto:info@tekworks.in). We sincerely hope that your period of association with us will be long, pleasant, and of mutual benefit.

For TekWorks Enterprise Solutions Pvt Ltd.,



Sridhar Tirumala  
Managing Director



PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
Gunthapally (V), Abdullaganj (Md.), R.P. Dist.





## PROVISIONAL OFFER LETTER

**College Name:** Avanathi Engineering College

**Date:** 22.12.2022

**Dear B. ANUPRIYA ,**

### **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-Adhar card mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, and Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips.  
(Applicable only for experienced candidates)

Yours sincerely,  
**Talent Acquisition**  
**Sutherland**

This is a digitally generated soft copy hence a signature is not required  
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6<sup>th</sup> floor, Chennai, Tamil Nadu, PIN 600063

  
**PRINCIPAL**  
Avanathi Institute of Engg. & Tech.  
Gunthepally (V), Abudipurmet (Mdl.), P.R. Dist.

**PERSONAL & CONFIDENTIAL**

**Apprenticeship Offer Letter**

Dear ,

At **SunviENG Pvt Ltd.**, we strive to provide comprehensive solutions that help our clients to achieve their operational and business goals.

To help SunviENG meet its accelerated growth plan, we are delighted to offer you the position of **Team Leader HR Department** to join SunviENG (referred to as SunviENG or the Company) in this journey.

Your appointment will be effective on your joining date, i.e., 16th Oct, 2022. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

This offer is subject to your acceptance of the attached terms and conditions, please e-mail your acceptance of this offer of Apprenticeship to initiate the on-boarding process.

Your Designation:	Assistant Manager
Reporting Manager:	Yet to be decided
Work Location:	Madhapur, Hyderabad
Joining Date:	16th Oct, 2022
Reporting Address:	SunviENG Pvt Ltd, 5th Floor, 815 BVL Complex, SBH Officers Colony, Mega Hills, 100 Feet Road, Ayyappa Society, Madhapur, Hyderabad, TS 500081.

We welcome you to the SunviENG family and look forward to a mutually beneficial and purposeful association. Should you need any clarification, please contact Human Resource Executive T.M.V. Taraka and email - [hr@sunvieng.com](mailto:hr@sunvieng.com).

For SunviENG Pvt Ltd.,  
**T.M.V. TARAKA**

HR Executive



Signature

**Bharath Sai Vardhan Reddy**





## ANNEXURES

S. No.	Annexures	Content
1.	Annexure-1	Compensation Structure Details (if applicable)
2.	Annexure-2	Instructions for Onboarding
3.	Annexure-3	Terms of agreement
4.	Annexure-4	Terms & Conditions

## ANNEXURE-1

Objective: This annexure contains probation and salary details.

### **Probation Period:**

You'll be undergone for a six (6) months' probation period from the start of your joining at SunviENG Pvt Ltd. After the six months of probation, your performance will be reviewed by the team leader concerned & HR. Based on your performance, your candidature will be declared as a confirmed employee or we'll extend your probation period accordingly. However, the first three (3) months of your probation period will be crucial for analyzing your performance.

### **Salary payable during probation period:**

You shall be paid a monthly salary of INR 10,000/- per month (Rupees Ten Thousand only) i.e., INR 1,20,000 PA (Rupees One Lakh Twenty Thousand only), based on you meeting the minimum performance criteria an assignment continuity. Your salary will be revised up to INR 15,000/- (Rupees Fifteen thousand only) after successful completion of first three (3) months of probation period based on your performance. You shall be entitled to Annual leaves and Mediclaim benefits only.

### **Appraisal Procedure:**

All the confirmed employees of SunviENG Pvt Ltd., will get the annual revision based on their individual performance.

**Signature:**

**Bharath Sai Vardhan**

**ANNEXURE-2**

**List of documents to be carried for on-boarding formalities:**

Please note that you must carry One-set of photocopies of each of the documents mentioned below and bring the originals along with you for verification on your date of joining.

**Educational Documents (As Applicable):**

- SSC or Class 10<sup>th</sup> Consolidated Marks Memo (CMM) photocopy.
- Intermediate or Class 12<sup>th</sup> or Consolidated Marks Memo (CMM) photocopy.
- UG Consolidated Marks Memo (CMM) & Provisional Certificate (PC)/Original Degree (OD) photocopies.
- PG Consolidated Marks Memo (CMM) & Provisional Certificate (PC)/ Original Degree (OD) photocopies.

**ID Proof:**

- AADHAAR Card photocopy.
- PAN Card photocopy.
- Two Passport Sized Photographs.
- A medical fitness certificate obtained from a registered medical practitioner.

**Other Details:**

Reporting Time: 09:30AM

Venue: SunviENG Pvt Ltd, 5th Floor, 815 BVL Complex, SBH Officers Colony, Mega Hills, 100 Feet Road, Ayyappa Society, Madhapur, Hyderabad, TS 500081.

Signature  
Bharath Sai Vardhan



### ANNEXURE-3

This agreement, dated on the 16th Oct, 2022 is made between **SunviENG Pvt Ltd.**, and **Manisha Reddy Modugu** of Hyderabad, Telangana. This document constitutes an Apprenticeship agreement between these two parties and is governed by the laws of Ranga Reddy District.

Whereas the Employer desires to retain the services of the Employee, and the Employee desires to render such services, these terms and conditions are set forth.

#### **Roles & Responsibilities of your Apprenticeship:**

- Research/review jurisdictional requirements related to site design for preparation of Zoning and/or Engineering drawing.
- Self-perform AutoCAD work, including revisions and updates.
- Coordinate and expedite drawing production, coordinating with client, QC drawings, facilitate changes/revisions.
- Prepare modification drawings that include upgrades, extensions, and reinforcements to telecom towers and foundations.
- Create budget estimates of materials, quantity, and fabrication drawings for proposed reinforcing projects.
- Provide training to less experienced Designers and perform detailed QA/QC of drawings.
- Develop a CAD library of previous modifications and extension templates to optimize design efforts.
- Prioritize work queues and align resources to meet required work cycle times.

#### **AGREEMENT OF SERVICE**

The term of this Apprenticeship Agreement shall commence on 16th Oct, 2022. The Employee agrees and acknowledges that, he will work for SunviENG Pvt Ltd., at least for one-year i.e., till 07th February, 2024 and the Company has the right, and may terminate their Apprenticeship with the Company at any time for any reason pertaining to company policies.



SunviENG Pvt Ltd., (Company Seal with MD Signature)

Signature

**Bharath Sai Vardhan Reddy**



## ANNEXURE-4

### Terms and Conditions

#### **1. Compensation**

As detailed in Annexure-1.

#### **2. Education Qualification**

This offer of Apprenticeship is made for you based on the premise that you have acquired the desired qualification with 50% marks. If you are awaiting the results as on the date of joining and do not complete the qualification subsequently with the above percentage, this offer stands cancelled.

#### **3. Transfer & Deputation**

You can be transferred to other departments, locations, subsidiaries, sister companies, or deputed to any client's site, within India based on the requirements of the organization or exigencies of work from time-to-time. Disobedience of such orders of the Company will be construed as grave misconduct and may lead to punitive action.

#### **4. Code of Business Conduct**

You will be governed by the Code of Business Conduct as is in force from time-to-time.

#### **5. Applicability of changes in the general terms and conditions of Apprenticeship and policies made by the company subsequently**

Company reserves the right to amend certain terms and conditions of Apprenticeship and /or policies from time to time to cope with the changing business needs and environment which shall be communicated appropriately. Unless given specific exemption, you shall be bound by these policies of the company and the amended terms and conditions automatically.

#### **6. Shifts**

Company reserves the right to run the shifts, change the shift timings, fix the criteria to attend in shifts within the applicable laws based on its business needs and all its employees are bound by it.

#### **7. Leaves**

You will be governed by the SunviENG annual leave policy that is in force from time-to-time.





#### 8. Medical Examination

The company reserves its right to have you undergo medical examination from time-to-time. The appointment shall always be subject to a doctor, certifying you to be fit to carry out your duties.

#### 9. Dress Code

While at work you are a brand ambassador for SunviENG Pvt Ltd., and it is important to therefore dress the part. Please ensure you align with our Dress Code Policy and dress in Business Formal on Weekdays and especially during any client visits or presentations. Business Informal is permitted on Friday.

#### 10. Performance Review

Your performance shall be reviewed periodically as per the Performance Assessment Guidelines Policy for employees which is operational in the company.

#### 11. Declarations & Information

This offer of Apprenticeship is made based on the information furnished by you regarding your personal data, education qualification and experience. If any information furnished by you proves to be false or willfully suppressed, this Apprenticeship is liable to be terminated.

#### 12. Associate's Non-Disclosure Agreement

You will need to keep all information pertaining to SunviENG and its subsidiaries, customers, and all stakeholders confidential. Please execute the Non-Disclosure Agreement as stipulated by the company at the time of joining.

#### 13. Non-Solicitation

As an Employee, you will have access to confidential information that is the property of the Employer. You are not permitted to disclose this information outside of the Company.

During the term of Apprenticeship, and for a period of one (1) year immediately thereafter, you agree not to solicit any employee or apprentice, or independent contractor of the Company on behalf of any other business enterprise, nor shall you induce any employee or apprentice, or independent contractor associated with the Company to terminate or breach an Apprenticeship, contractual or other relationship with the Company.



#### **14. Termination of Apprenticeship**

Termination of Apprenticeship may be initiated by the employer and will be based on performance, Attitude, Competency, Discipline and non-adherence to the organization rules and others.

For the Probation Employees - Employer may terminate the employee from the services immediately within 24 hours prior notice.

For the Confirmed Employees - Employer may terminate the employee from the services with 15 days of notice period or immediately depending on the company policies

For the Permanent Employees - Employer may terminate the employee from the services with 60 days of notice period or Basic Compensation of 30 days.

Note:

- However, company reserves the right to terminate the employee without any prior intimation and basic pay for some certain scenarios.
- The Employee agrees to return any Employer property upon termination.

#### **15. Resignation Policy**

If the employee wishes to separate from the company, he/she is required to put in his/her resignation and continue service during the notice period as specified in the SunviENG HR Policy.

For Entry-level Employees - Employee has to give a day intimation i.e., 24 hours prior.

For Mid-level Employees - Employee has to serve two months of notice period after accepting the resignation depending on the business requirements.

For Senior Employees - Employee has to serve three months of notice period after accepting the resignation depending on the business requirements.

#### **16. Dismissal**

Company reserves the right to dismiss you without any notice or payment in lieu of notice in the event of misconduct which constitutes a breach of integrity under the Company's Code of Business Conduct.

#### **17. Voluntary Abandonment**

Should you not report to duty for more than 8 consecutive days without prior sanction of leave from your superior or without intimating your team leader & HR, it will be construed that you have voluntarily abandoned from the apprenticeship and your contract for the same will stand terminated.





#### **18. Surrender of Company Assets and Exit Process**

Please adhere to the requirements of the exit process in terms of settling all claims. You will also need to surrender all the tangible assets of the Company, including the data and information in soft or hard form which are in your possession by virtue of your Apprenticeship before separation from the Company.

#### **19. Travel**

You may be required to undertake travel on behalf of the Company work and will be paid travel expenses as per the applicable travel policy for the same.

#### **20. Contact Information**

Please keep the company informed of your postal address, telephone number, fax, email, or any other means for communication including changes that may occur during the period of your Apprenticeship. Any communication sent to the last informed address is deemed as served.

#### **21. Jurisdiction**

The appropriate Courts situated in Ranga Reddy District; Telangana shall alone have exclusive jurisdiction to try any disputes arising out of this contract of Apprenticeship.

#### **22. Background Verification**

Acceptance of this offer also confirms your consent to SunviENG Pvt Ltd., to carry out necessary background checks on Education, Previous Apprenticeship, and felony records.

#### **23. Extension of Apprenticeship**

The Company reserves the right to curtail or extend the training period of the trainee at its discretion besides that the Company can shift the trainee from the present Company to some of its other unit or subsidiary company.

Important Note: However, SunviENG Pvt Ltd has the right to issue a legal notice if any of the employee abandons this Apprenticeship agreement at the time of his/her Apprenticeship period.

Signature  
**Bharath Sai Vardhan**



**ACCEPTANCE OF APPRENTICESHIP**

I have read and fully understood the above terms and conditions and I accept the same without any reservations.

Date:

Place:

Signature

**Bharath Sai Vardhan Reddy**



Great  
Place  
To  
Work  
Certified

**Letter Date: 19-10-2022**

**Employee Name: BHUSHAN NAVEEN KUMAR,**  
Employee ID: 701163  
Location: Hyderabad, Banjara Hills.

APPOINTMENT LETTER

We are pleased to confirm our offer of employment **Relationship Manager - CSB** in the Relationship Manager commencing on or before **19-10-2022** with **Edelweiss Tokio Insurance Company Limited** ("the Company") on the following terms and conditions:

**Compensation and Benefits:** You will receive compensation as outlined in Annexure 1. Income Tax any other statutory deductions will be made at source, as per the applicable tax laws. Your performance will be reviewed annually. You will also be eligible to participate in the Company's discretion performance based Bonus Scheme / Performance Linked Incentives as applicable subject to your be in the Company's employment and not under notice to leave the Company on the bonus payment date.

**Place of Work:** You are appointed to work in the Company office at "Hyderabad, Banj Hills". However, your services may be transferred by the Company to any other location or division or may be transferred to any other group entity, in India or abroad, as per the requirement of the Company.

**Leave & Other Benefits:** You will be eligible for leave and other such benefits in accordance with Company's rules and regulations. The perquisites applicable to your grade are subject to alteration & amendment, and you will be entitled to the same as per the rules of the Company.

**Notice for Separation / Termination:** Either party, by stating their intention to do so, in writing terminate this employment provided that at least 7 days' notice is given by either party of their intent to do so. However, on achievement of certain business targets or completion of six months employment, whichever is earlier, the notice period will be 30 days. Accordingly, on achievement targets or completion of six months as the case may be, either party may terminate this employment giving 30 days' written notice to the other party. Waiver of notice period days salary in lieu of notice period is completely at the discretion of the Company and requires prior approval from the HR Head.

However, in the event of your being guilty of misconduct or negligence in the discharge of your duties of conduct of the Company's business, or such misdemeanor which is likely to affect, or affects reputation of the Company's working or breaches any of the terms and conditions herein, the Comp reserves its right to terminate your services at any given point of time, with immediate effect, without compensation or notice.

During Notice Period, you will provide such assistance as the Company may require to affect an order handover of your duties and responsibilities to any individual appointed by the Company.



## SUTHERLAND

### PROVISIONAL OFFER LETTER

**College Name:** Avanthi Engineering College

**Date:** 25.11.2022

**Dear B.MALLIKARJUN**

#### **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.

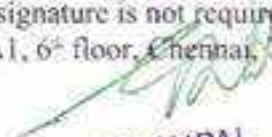
We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers is up to 2.50 LPA - The package differs based on the Client, the individual's skill set, and various other selection parameters. Your association 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, 6<sup>th</sup> floor, Chennai, Tamil Nadu, PIN 600063

  
**PRINCIPAL**  
Avanathi Institute of Engg. & Tech.  
Gunturpally (V), Abdulsapurmet (M), R.R. Dist





**PROVISIONAL OFFER LETTER**

**College Name:** Avanathi Engineering College

**Date:** 23.12.2022

**Dear B.SHIRISHA ,**

**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, 6<sup>th</sup> floor, Chennai, Tamil Nadu, PIN 600063



**PRINCIPAL**  
**Avanathi Institute of Engg. & Tech.**  
Gundhepaly (V), Abdullapurmeti (Mdl.), R.R. Dist.



**Offer: Computer Consultancy**  
**Ref: TCSL/DT22002905302/Hyderabad**  
**Date: 28/11/2022**

Miss. Biradar Divya,  
H-No 4-25Anajpur Road,  
Abdullapurmet,  
Hyderabad-501505,  
Telangana.  
Tel# -

Dear Biradar Divya,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process for 'TCS Digital' and we are pleased to make you an offer of employment.

You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a challenging role in any Business Unit as per the business requirements of TCSL.

Your gross salary including all benefits and Retention Incentive will be **INR 7,00,022/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No.1, Software Units Layout, Madhapur, Hyderabad, India  
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Registered Office: Normal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers: ServiceLine: 1800 209 8111 Email: [careers@tcs.com](mailto:careers@tcs.com)

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completing joining formalities as per company policy. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of INR 15,000/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be INR 7,500/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of INR 500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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Gurugram, Haryana, India

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#### 4. Personal Allowance

You will be eligible for a monthly personal allowance of INR 17,272/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### PERFORMANCE PAY

##### Monthly Performance Pay

You will receive a monthly performance pay of INR 4,300/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

##### Performance Bonus

Your Performance Bonus will be INR 3,100/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Performance Bonus is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Performance Bonus.

This payment shall be treated as productivity bonus in lieu of statutory profit bonus.

#### CITY ALLOWANCE

You will be eligible for a City Allowance of INR 400/- per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

#### RETENTION INCENTIVE

You are eligible for Retention Incentive of INR 70,000/- payable to you on an annual basis. This component is in appreciation of continuity of your service in TCSL and will be paid on completion of each year from the introduction of this incentive for a period of 3 years. The Company reserves the right to modify the same in line with the TCS Compensation Policy.

#### XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

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## OTHER BENEFITS

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### **1. Basic Cover**

i. Entitlement - Includes domiciliary expenses up to INR 6,000/- per insured person per annum and basic hospitalization expenses up to INR 2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

#### **2. Higher Hospitalisation**

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for INR 12,00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

### **Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

### **Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)**

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of INR 250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

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Guntur (V. Abdulapurmet (Ade), R.R. Dist



### Loans

You will be eligible for loans, as per TCSL's loan policy.

### Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

## RETIRALS

### Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## TERMS AND CONDITIONS

### 1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs if any during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

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## 2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

## 3. Probation Period

You will be on probation for three months. Your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment without any notice or payment in lieu thereof in case your performance, behaviour and/or conduct during the probation period is found unsatisfactory or the Back Ground Check turns out negative.

## 4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

## 5. Mobility

TCSL reserves the right to transfer you to any of its offices, work sites, or associated or Affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

## 6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

## 7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

## 8. Alternative Occupation / Employment

Either during the period of your probation or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

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Bellary Road, Bengaluru - 560075, Karnataka, India  
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## 9. Confidentiality Agreement

As part of your acceptance of this offer as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This confidentiality Clause shall survive the termination or earlier determination of your appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## 10. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

## 11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training. This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.

## 12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

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Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers ServiceLine: 1800 209 3111 Email: careers@tcs.com





### 13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

### 14. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

### 15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### 16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

### 17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

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TCS Careers Service Line: 1800 204 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

*[Signature]*  
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Gunehally (M), Abdullapurmet (M), R.R. Dist.  
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## 18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of probation/service without notice.

## 19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original Documents** for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation (if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Sri Lankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer





The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## 20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## 21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## 22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

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Gundlupaly (V), Akkulapudi (M.D), N.R. 212



### 23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

### 24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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TCS Career Service Line: 1 800 269 4444 | Email: [careers@tcs.com](mailto:careers@tcs.com)

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Guntur City (N. Andhra Pradesh) Dist. P. R. Dist.





### Withdrawal of Offer

If you fail to accept the offer from TCSL within 3 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn. Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL. We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited

**Girish V. Nandimath**  
Global Head Talent Acquisition & AIP



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms

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Gundachally (V), Abdulapurmet (Mts.), R.R. Dist.



GROSS SALARY SHEET

Annexure 1

Name	Biradar Divya
Designation	
Institute Name	Avanthi's Syntific Academy & Syntific Institutions

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	26,522	3,18,264
<b>2) Performance Pay</b>		
Monthly Performance Pay	4,300	51,600
Performance Bonus*	3,100	37,200
<b>3) City Allowance</b>	400	4,800
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
Retention Incentive	NA	70,000
<b>TOTAL GROSS</b>	<b>51,844</b>	<b>7,00,022</b>
<b>Xplore/ Learning Incentive****</b>		<b>Upto 60,000</b>

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	17,272	2,07,264
<b>GROSS BOUQUET OF BENEFITS</b>	<b>26,522</b>	<b>3,18,264</b>

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TATA CONSULTANCY SERVICE **Avanthi Institute of Engg. & Tech.**

Tata Consultancy Services Limited Gunthapally (V), Adusumam (M.D.), N.R. Dist

Decorum Park, No. 1 Software Units Layout, Madhapur, Hyderabad 500 078 India

Tel: 91 40 6667 2000 Fax: 91 40 6667 2123 Website: www.tcs.com

Registered Office: Normal Building, 9th Floor, Nanman Point, Mumbai 400 021

TCS Career Service Line: 1800 269 3111 Email: careerc@tcs.com

  
PRINCIPAL 13





**Annexure**

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES-SEZ, Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100, Karnataka</p>
<p><b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue -Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO. 35, CHANDIKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45, Ground, 1st to 5th Floor &amp; 10th floor, Galaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 301, UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFI House, G.S. Road, Dispur, Guwahati - 781006, Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium, 2nd Floor, Wanderers Building, Delta Park Lords</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark - Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan Sez, Nagpur, Telhara, Maharashtra 441108;</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057, Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus, Kariyavattom P.O. Trivandrum - 695581, India</p>	



## Confidentiality and IP Terms and Conditions

### 1. Confidential Information

"Confidential Information" shall mean all inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.





## 2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

  
PRINCIPAL 20

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Campus, Road No. 1, G. K. Road, 500 081



**4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

**5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

**6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

**7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

  
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(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

#### 8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### 9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



## 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.





(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Decorative Park, No. 1, Software Units Layout, Madhavara, Hyderabad - 500 081  
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Registered Office: Nirmal Building, 9th Floor, Narayan Road, Madhavara-500 081  
TCS Career Service Line: 1800 209 3111 | Email: [careers@tcs.com](mailto:careers@tcs.com)

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Guntur, Andhra Pradesh



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20222905300/Hyderabad**  
**Date: 21/12/2022**

Miss. Biradar Divya  
Kamalapur,  
H-No 12-13-1085,  
Tamaka, Hyderabad-  
500017, Telangana.  
Tel# -

Dear Biradar Divya,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process for 'TCS Digital' and we are pleased to make you an offer of employment.

You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a challenging role in any Business Unit as per the business requirements of TCSL.

Your gross salary including all benefits and Retention Incentive will be **INR 7,00,022/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after

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Tata Consultancy Services Limited

Deccanpark, No.1 Software Units Layout, Madhav Nagar, Hyderabad-500081  
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TCS Career Service Line: 1800 209 3111 Email: careers@tcs.com

*[Signature]*  
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Avanti Institute of Engineering & Technology  
Guntur, AP





completing joining formalities as per company policy. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of INR 15,000/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be INR 7,500/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of INR 500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Decorum Park, No. 1 Software Units Layout, Madhavaram, Hyderabad 500 081 India

Tel: (91) 40 6667 2022 Fax: (91) 40 6667 2222 Website: www.tcs.com

Engineered Office Nilmal Building, 5th Floor, Narayan Point, Mumbai 400 021

TCS Careers ServiceLine: 1800 209 3143 Email: careers@tcs.com

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Guntur (N), Andhra Pradesh (N), R.R. Dist.



#### 4. Personal Allowance

You will be eligible for a monthly personal allowance of INR 17,272/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### PERFORMANCE PAY

##### Monthly Performance Pay

You will receive a monthly performance pay of INR 4,300/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

##### Performance Bonus

Your Performance Bonus will be INR 3,100/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Performance Bonus is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Performance Bonus.

This payment shall be treated as productivity bonus in lieu of statutory profit bonus.

#### CITY ALLOWANCE

You will be eligible for a City Allowance of INR 400/- per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

#### RETENTION INCENTIVE

You are eligible for Retention Incentive of INR 70,000/- payable to you on an annual basis. This component is in appreciation of continuity of your service in TCSL and will be paid on completion of each year from the introduction of this incentive for a period of 3 years. The Company reserves the right to modify the same in line with the TCS Compensation Policy.

#### XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto `60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Decorum, No.3 Software Units Layout, Madhav Nagar, Electronic City, Bangalore 560 091 India  
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TCS Careers ServiceLine: 1800 266 1111 Email: careers@tcs.com

*[Signature]*  
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Tata Institute of Engg. & Tech.  
Mumbai





## OTHER BENEFITS

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### **1. Basic Cover**

i. Entitlement - Includes domiciliary expenses up to INR 6,000/- per insured person per annum and basic hospitalization expenses up to INR 2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

#### **2. Higher Hospitalisation**

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for INR 12,00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

### **Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

### **Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)**

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of INR 250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

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**TATA CONSULTANCY SERVICES**

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Gunthakota (V), Abulhasanpet (M), R.R. Dist.



### Loans

You will be eligible for loans, as per TCSL's loan policy.

### Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

### RETIRALS

#### Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

#### Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

### TERMS AND CONDITIONS

#### 1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs if any during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

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*[Signature]*  
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Gandhinagar (M), Abulghani Road, DR. 024





## 2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

## 3. Probation Period

You will be on probation for three months. Your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment without any notice or payment in lieu thereof in case your performance, behaviour and/or conduct during the probation period is found unsatisfactory or the Back Ground Check turns out negative.

## 4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

## 5. Mobility

TCSL reserves the right to transfer you to any of its offices, work sites, or associated or Affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

## 6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

## 7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

## 8. Alternative Occupation / Employment

Either during the period of your probation or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

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Aranhi Institute of Engg. & Tech  
Aranhi (V), Abdulgumast (Tal), R.R. Dist





## 9. Confidentiality Agreement

As part of your acceptance of this offer as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This confidentiality Clause shall survive the termination or earlier determination of your appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## 10. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

## 11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training. This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.

## 12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Ltd.

Deccanpark, No.1 Software Units Layout, Madhavapuram, Hyderabad-500 081 India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Normal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Career Service Line: 1800 209 3111 Email: careers@tcs.com

*[Signature]*  
PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
Gummalapally (V), Abdulsapurmet (Mol.), P.R. Dist. 1





### 13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

### 14. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

### 15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### 16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

### 17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

Principal  
Avanti Institute of Engg. & Tech  
Guntur, Nellore District, Andhra Pradesh

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TCSL/DT20222

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Chittoor Park, No. 1 Software Units Layout, Madhavaram, Hyderabad 500 081 India

Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com

Registered Office: Normal Building, 5th Floor, Nariman Point, Mumbai 400 021

TCS Careers Service Line: 1800 209 3111 Email: careers@tcs.com



## 18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of probation/service without notice.

## 19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original Documents** for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation (if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

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TCSLDT2022

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Delhi Campus: No-1 Software Units, Lityout, Midhazpur, Gurgaon, Haryana  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Web: [www.tcs.com](http://www.tcs.com)  
Registered Office: Narima Point, 9th Floor, Narima Point, Malabar Hill, Mumbai-400 021  
TCS Careers Service: 1 800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

*Principal*  
Principal  
Avanathi Institute of Engg. & Tech. 1  
Gundlupeta (M), Abudulapurmet (Mol), R.R. Dist.





The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## 20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## 21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## 22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Thycaampark, No.1 Software Units Layout, Tattai,Chennai - 600 092  
Tel: 91 40 4867 2000 Fax: 91 40 4867 2222 Web: [www.tcs.com](http://www.tcs.com)  
Registered Office: Normal Building, 9th Floor, Nariman Point, Mumbai - 400 021  
TCS Careers ServiceLine: 1 800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

  
PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Gundlupet, (M), Aardhaniprithal (M), R.R. Dist.  
Ph: 900 021



### 23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

### 24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Excel@park, No.1, Software Units Layout, Mithalapur, Hyderabad, India  
(Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Web: www.tcs.com)  
Registered Office: Nemat Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Service Line: 1800 299 3111 Email: careers@tcs.com

  
PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
Guntur (M), Andhra Pradesh (M), A.R. Dist.





### Withdrawal of Offer

If you fail to accept the offer from TCSL within 3 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn. Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL. We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited

**Girish V. Nandimath**  
Global Head Talent Acquisition & AIP



- Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

100 Connaught Place, No. 1 Software Units Layout, Marolhappur - Hyderabad 500 081 India

Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com

Registered Office: Normal Building, 5th Floor, Naraina Point, Mumbai 400 021

TCS Careers ServiceLine: 1800 204 3111 Email: careers@tcs.com

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Avanish Institute of Engg. & Tech.

Guilford, 97 Andrews Road, W.S. Pet



GROSS SALARY SHEET

Annexure 1

Name	Abhiram Mailaram
Designation	
Institute Name	Avanathi's Syntific Academy & Syntific Institutions

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	26,522	3,18,264
<b>2) Performance Pay</b>		
Monthly Performance Pay	4,300	51,600
Performance Bonus*	3,100	37,200
<b>3) City Allowance</b>	400	4,800
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
Retention Incentive	NA	70,000
<b>TOTAL GROSS</b>	51,844	7,00,022
<b>Xplore/ Learning Incentive****</b>		Upto 60,000

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	17,272	2,07,264
<b>GROSS BOUQUET OF BENEFITS</b>	26,522	3,18,264

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Decorumpark, No. 7 Software Units Layout, Madhavara, Hyderabad

Ph: 91 40 6667 2000 Fax: 91 40 6667 2522 Website: www.tcs.com

Registered Office: Normal Building, 9th Floor, Narayana

TCS Careers Service Line: 1800 204 1111 | Email: careers@tcs.com

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Avanathi Institute of Engg. & Tech.  
Gandhinagar (M), Abudusammet (Med), R.T. Dist.  
Hyderabad - 506 021





**Annexure**

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES SEZ, Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100, Karnataka</p>
<p><b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO, 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119.</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45, Ground, 1st to 5th Floor &amp; 10th floor, Galaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309, UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEOFI House, G.S. Road, Dispur, Guwahati - 781006, Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium, 2nd Floor, Wanderers Building, Delta Park - Lords</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark - Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057, Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus, Kariyavattom P.O. Trivandrum - 695583, India</p>	

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**TCS/DT20222**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

DocuCamp, No 1 Software finite Layout, MAHARAJA KRISHNAJI ROAD, 500 081 Andhra Pradesh  
Tel: 91 40 6607 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Minerva Building, 5th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Service Line: 1800 209 1111 | Email: careers@tcs.com

*[Signature]*  
**PRINCIPAL**  
Avanthy Institute of Engg. & Tech.  
Guntur (V), Abdulapuram (M.D.), R.R. Dist.



## Confidentiality and IP Terms and Conditions

### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

*[Handwritten Signature]*  
PRINCIPAL  
K. V. R. Institute of Engg. & Tech  
Completed by: *[Signature]*







**4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

**5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

**6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

**7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

*[Handwritten Signature]*  
PRINCIPAL  
Vijay Institute of Engg. & Tech.  
Gandhinagar, Bangalore (KAR) 560025  
20





(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

*[Signature]*  
**PRINCIPAL**  
**Avanhi Institute of Engg. & Tech.**  
Gunshapally (V), Abdulapurmet (Md.), R.R. Dist.

20/11/2022

## Letter of Intent –Free Training and Placement under CSR

Dear Burra Aishwarya (Avanathi 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) 20/11/2022 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.





**LEADERS IN TECHNOLOGY TRAINING**

SOFTWARE TRAINING | OJT 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 6<sup>th</sup> 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 :

---

15/6, 2nd Floor, Manish Complex (Above SBI Bank), Mangammanapalya Main Road,  
Bommanahalli, Bengaluru - 560 068  
Ph : 080-41645630, email : [info@techpalle.com](mailto:info@techpalle.com) | website : [www.techpalle.com](http://www.techpalle.com)

  
PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Gundhepaly (M), Abdullapurmet (Mdl.), R.R. Dist.

Date: 23/11/2022

To  
Burri Nagamani,  
8255622424.

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 2022**. We look forward to you beginning your career with our **Training Program** within 1<sup>st</sup> week of **Dec 2022**.

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](mailto:info@tekworks.in). We sincerely hope that your period of association with us will be long, pleasant, and of mutual benefit.

For TekWorks Enterprise Solutions Pvt Ltd.,



**Sridhar Tirumala**  
Managing Director

  
PRINCIPAL  
Avanthi Institute of Engg. & Tech.  
Gunturpatly (V), Abdullapurmet (Mdl.), R.R. Dist.



**PERSONAL & CONFIDENTIAL**

**Apprenticeship Offer Letter**

Dear ,

At SunviENG Pvt Ltd, we strive to provide comprehensive solutions that help our clients to achieve their operational and business goals.

To help SunviENG meet its accelerated growth plan, we are delighted to offer you the position of **Team Leader** HR Department to join SunviENG (referred to as SunviENG or the Company) in this journey.

Your appointment will be effective on your joining date, i.e., 07th Oct 2022. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

This offer is subject to your acceptance of the attached terms and conditions, please e-mail your acceptance of this offer of Apprenticeship to initiate the on-boarding process:

Your Designation:	Assistant Manager
Reporting Manager:	Yet to be decided
Work Location:	Madhapur, Hyderabad
Joining Date:	07th Oct 2022
Reporting Address:	SunviENG Pvt Ltd, 5th Floor, 815 BVL Complex, SBH Officers Colony, Mega Hills, 100 Feet Road, Ayyappa Society, Madhapur, Hyderabad, TS 500081.

We welcome you to the SunviENG family and look forward to a mutually beneficial and purposeful association. Should you need any clarification, please contact Human Resource Executive T.M.V. Taraka and email - [hr@sunvieng.com](mailto:hr@sunvieng.com).

For SunviENG Pvt Ltd.,  
**T.M.V. TARAKA**

HR Executive



Signature

**Challa Sruthi**

## ANNEXURES

S. No.	Annexures	Content
1.	Annexure-1	Compensation Structure Details (if applicable)
2.	Annexure-2	Instructions for Onboarding
3.	Annexure-3	Terms of agreement
4.	Annexure-4	Terms & Conditions

## ANNEXURE-1

Objective: This annexure contains probation and salary details.

### **Probation Period:**

You'll be undergone for a six (6) months' probation period from the start of your joining at SunviENG Pvt Ltd. After the six months of probation, your performance will be reviewed by the team leader concerned & HR. Based on your performance, your candidature will be declared as a confirmed employee or we'll extend your probation period accordingly. However, the first three (3) months of your probation period will be crucial for analyzing your performance.

### **Salary payable during probation period:**

You shall be paid a monthly salary of INR 10,000/- per month (Rupees Ten Thousand only) i.e., INR 1,20,000 PA (Rupees One Lakh Twenty Thousand only), based on you meeting the minimum performance criteria an assignment continuity. Your salary will be revised up to INR 15,000/- (Rupees Fifteen thousand only) after successful completion of first three (3) months of probation period based on your performance. You shall be entitled to Annual leaves and Mediclaim benefits only.

### **Appraisal Procedure:**

All the confirmed employees of SunviENG Pvt Ltd., will get the annual revision based on their individual performance.

Signature

**Challa Sruthi**



## ANNEXURE-2

### List of documents to be carried for on-boarding formalities:

Please note that you must carry One-set of photocopies of each of the documents mentioned below and bring the originals along with you for verification on your date of joining.

### Educational Documents (As Applicable):

- SSC or Class 10<sup>th</sup> Consolidated Marks Memo (CMM) photocopy.
- Intermediate or Class 12<sup>th</sup> or Consolidated Marks Memo (CMM) photocopy.
- UG Consolidated Marks Memo (CMM) & Provisional Certificate (PC)/Original Degree (OD) photocopies.
- PG Consolidated Marks Memo (CMM) & Provisional Certificate (PC)/ Original Degree (OD) photocopies.

### ID Proof:

- AADHAAR Card photocopy.
- PAN Card photocopy.
- Two Passport Sized Photographs.
- A medical fitness certificate obtained from a registered medical practitioner.

### Other Details:

Reporting Time: 09:30AM

Venue: **SunviENG Pvt Ltd, 5th Floor, 815 BVL Complex, SBH Officers Colony, Mega Hills, 100 Feet Road, Ayyappa Society, Madhapur, Hyderabad, TS 500081.**

Signature  
**Challa Sruthi**

### ANNEXURE-3

This agreement, dated on the 08<sup>th</sup> January, 2023 is made between **SunviENG Pvt Ltd.**, and **Manisha Reddy Modugu** of Hyderabad, Telangana. This document constitutes an Apprenticeship agreement between these two parties and is governed by the laws of Ranga Reddy District.

Whereas the Employer desires to retain the services of the Employee; and the Employee desires to render such services, these terms and conditions are set forth.

#### **Roles & Responsibilities of your Apprenticeship:**

- Research/review jurisdictional requirements related to site design for preparation of Zoning and/or Engineering drawing.
- Self-perform AutoCAD work, including revisions and updates.
- Coordinate and expedite drawing production, coordinating with client, QC drawings, facilitate changes/revisions.
- Prepare modification drawings that include upgrades, extensions, and reinforcements to telecom towers and foundations.
- Create budget estimates of materials, quantity, and fabrication drawings for proposed reinforcing projects.
- Provide training to less experienced Designers and perform detailed QA/QC of drawings.
- Develop a CAD library of previous modifications and extension templates to optimize design efforts.
- Prioritize work queues and align resources to meet required work cycle times.

#### **AGREEMENT OF SERVICE**

The term of this Apprenticeship Agreement shall commence on 08<sup>th</sup> February, 2023. The Employee agrees and acknowledges that, he will work for SunviENG Pvt Ltd., at least for one-year i.e., till 07<sup>th</sup> February, 2024 and the Company has the right, and may terminate their Apprenticeship with the Company at any time for any reason pertaining to company policies.



**SunviENG Pvt Ltd.,** (Company Seal with MD Signature)

Signature  
**Challa Sruthi**



## ANNEXURE-4

### Terms and Conditions

#### **1. Compensation**

As detailed in Annexure-1.

#### **2. Education Qualification**

This offer of Apprenticeship is made for you based on the premise that you have acquired the desired qualification with 50% marks. If you are awaiting the results as on the date of joining and do not complete the qualification subsequently with the above percentage, this offer stands cancelled.

#### **3. Transfer & Deputation**

You can be transferred to other departments, locations, subsidiaries, sister companies, or deputed to any client's site, within India based on the requirements of the organization or exigencies of work from time-to-time. Disobedience of such orders of the Company will be construed as grave misconduct and may lead to punitive action.

#### **4. Code of Business Conduct**

You will be governed by the Code of Business Conduct as is in force from time-to-time.

#### **5. Applicability of changes in the general terms and conditions of Apprenticeship and policies made by the company subsequently**

Company reserves the right to amend certain terms and conditions of Apprenticeship and /or policies from time to time to cope with the changing business needs and environment which shall be communicated appropriately. Unless given specific exemption, you shall be bound by these policies of the company and the amended terms and conditions automatically.

#### **6. Shifts**

Company reserves the right to run the shifts, change the shift timings, fix the criteria to attend in shifts within the applicable laws based on its business needs and all its employees are bound by it.

#### **7. Leaves**

You will be governed by the SunviENG annual leave policy that is in force from time-to-time.



#### **8. Medical Examination**

The company reserves its right to have you undergo medical examination from time-to-time. The appointment, shall always, be subject to a doctor, certifying you to be fit to carry out your duties.

#### **9. Dress Code**

While at work you are a brand ambassador for SunviENG Pvt Ltd., and it is important to therefore dress the part. Please ensure you align with our Dress Code Policy and dress in Business Formals on Weekdays and especially during any client visits or presentations. Business Informal is permitted on Friday.

#### **10. Performance Review**

Your performance shall be reviewed periodically as per the Performance Assessment Guidelines Policy for employees which is operational in the company.

#### **11. Declarations & Information**

This offer of Apprenticeship is made based on the information furnished by you regarding your personal data, education qualification and experience. If any information furnished by you proves to be false or willfully suppressed, this Apprenticeship is liable to be terminated.

#### **12. Associate's Non-Disclosure Agreement**

You will need to keep all information pertaining to SunviENG and its subsidiaries, customers, and all stakeholders confidential. Please execute the Non-Disclosure Agreement as stipulated by the company at the time of joining.

#### **13. Non-Solicitation**

As an Employee, you will have access to confidential information that is the property of the Employer. You are not permitted to disclose this information outside of the Company.

During the term of Apprenticeship, and for a period of one (1) year immediately thereafter, you agree not to solicit any employee or apprentice, or independent contractor of the Company on behalf of any other business enterprise, nor shall you induce any employee or apprentice, or independent contractor associated with the Company to terminate or breach an Apprenticeship, contractual or other relationship with the Company.



#### 14. Termination of Apprenticeship

Termination of Apprenticeship may be initiated by the employer and will be based on performance, Attitude, Competency, Discipline and non-adherence to the organization rules and others.

For the Probation Employees - Employer may terminate the employee from the services immediately within 24 hours prior notice.

For the Confirmed Employees - Employer may terminate the employee from the services with 15 days of notice period or immediately depending on the company policies

For the Permanent Employees - Employer may terminate the employee from the services with 60 days of notice period or Basic Compensation of 30 days.

Note:

- However, company reserves the right to terminate the employee without any prior intimation and basic pay for some certain scenarios.
- The Employee agrees to return any Employer property upon termination.

#### 15. Resignation Policy

If the employee wishes to separate from the company, he/she is required to put in his/her resignation and continue service during the notice period as specified in the SunviENG HR Policy.

For Entry-level Employees - Employee has to give a day intimation i.e., 24 hours prior.

For Mid-level Employees - Employee has to serve two months of notice period after accepting the resignation depending on the business requirements.

For Senior Employees - Employee has to serve three months of notice period after accepting the resignation depending on the business requirements.

#### 16. Dismissal

Company reserves the right to dismiss you without any notice or payment in lieu of notice in the event of misconduct which constitutes a breach of integrity under the Company's Code of Business Conduct.

#### 17. Voluntary Abandonment

Should you not report to duty for more than 8 consecutive days without prior sanction of leave from your superior or without intimating your team leader & HR, it will be construed that you have voluntarily abandoned from the apprenticeship and your contract for the same will stand terminated.

#### **18. Surrender of Company Assets and Exit Process**

Please adhere to the requirements of the exit process in terms of settling all claims. You will also need to surrender all the tangible assets of the Company, including the data and information in soft or hard form which are in your possession by virtue of your Apprenticeship before separation from the Company.

#### **19. Travel**

You may be required to undertake travel on behalf of the Company work and will be paid travel expenses as per the applicable travel policy for the same.

#### **20. Contact Information**

Please keep the company informed of your postal address, telephone number, fax, email, or any other means for communication including changes that may occur during the period of your Apprenticeship. Any communication sent to the last informed address is deemed as served.

#### **21. Jurisdiction**

The appropriate Courts situated in Ranga Reddy District, Telangana shall alone have exclusive jurisdiction to try any disputes arising out of this contract of Apprenticeship.

#### **22. Background Verification**

Acceptance of this offer also confirms your consent to SunviENG Pvt Ltd., to carry out necessary background checks on Education, Previous Apprenticeship, and felony records.

#### **23. Extension of Apprenticeship**

The Company reserves the right to curtail or extend the training period of the trainee at its discretion besides that the Company can shift the trainee from the present Company to some of its other unit or subsidiary company.

Important Note: However, SunviENG Pvt Ltd has the right to issue a legal notice if any of the employee abandons this Apprenticeship agreement at the time of his/her Apprenticeship period.

**Signature**  
**Challa Sruthi**



**ACCEPTANCE OF APPRENTICESHIP**

I have read and fully understood the above terms and conditions and I accept the same without any reservations.

Date:

Place:

Signature

Challa Sruthi



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20442905303/Hyderabad**  
**Date: 25/12/2022**

Mr. Chenna Prakash  
H-No 221/A25,  
Abdullapurmet,  
Hyderabad-501505,  
Telangana.  
Tel# -

Dear Chenna Prakash,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process for 'TCS Digital' and we are pleased to make you an offer of employment.

You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a challenging role in any Business Unit as per the business requirements of TCSL.

Your gross salary including all benefits and Retention Incentive will be **INR 7,00,022/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

(Incorporated in India) - Software Units Layout, Hyderabad

Tel: 91-40-6667 2000 Fax: 91-40-6667 2222

Registered Office: Nirmal Building, 5th Floor, Nirmal

TCS Career Service Line: 1800 209 3111 Email: careers@tcs.com

PRINCIPAL  
Avanithi Institute of Engg. & Tech.  
Gundhepally (V), Abdullapurmet (R.O), R.R. Dist





completing joining formalities as per company policy. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of INR 15,000/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be INR 7,500/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of INR 500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services

Doccenter Park, No. 7 Software Units Layout, Madhav Nagar, Bangalore 560 091 India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Naraina Point, Mumbai 400 221  
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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Gundhampally P.O., Abdulapuram (M.D.), R.R. Dist.



#### 4. Personal Allowance

You will be eligible for a monthly personal allowance of INR 17,272/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### PERFORMANCE PAY

##### Monthly Performance Pay

You will receive a monthly performance pay of INR 4,300/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

##### Performance Bonus

Your Performance Bonus will be INR 3,100/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Performance Bonus is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Performance Bonus.

This payment shall be treated as productivity bonus in lieu of statutory profit bonus.

#### CITY ALLOWANCE

You will be eligible for a City Allowance of INR 400/- per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

#### RETENTION INCENTIVE

You are eligible for Retention Incentive of INR 70,000/- payable to you on an annual basis. This component is in appreciation of continuity of your service in TCSL and will be paid on completion of each year from the introduction of this incentive for a period of 3 years. The Company reserves the right to modify the same in line with the TCS Compensation Policy.

#### XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto `60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.





## OTHER BENEFITS

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### **1. Basic Cover**

i. Entitlement - Includes domiciliary expenses up to INR 6,000/- per insured person per annum and basic hospitalization expenses up to INR 2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

#### **2. Higher Hospitalisation**

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for INR 12,00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

### **Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

### **Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)**

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of INR 250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Employees' Welfare Trust

Deccanpark, No 1 Software Park Layout, Mulhambur, Mumbai - 400 042  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2332 Website: [www.tcs.com](http://www.tcs.com)  
Registered Office Normal Building, 9th Floor, Nariman Point, Mumbai - 400 021  
TCS Careers ServiceLine: 1800 209 3111 | Email: [careers@tcs.com](mailto:careers@tcs.com)



### **Loans**

You will be eligible for loans, as per TCSL's loan policy.

### **Professional Memberships**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

### **RETIRALS**

#### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

#### **Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

### **TERMS AND CONDITIONS**

#### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs if any during your academics and work experience. The management reserves the right to withdraw/voke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

[NCCS] Park, No. 1 Software Units Layout, Madhapur, Hyderabad - 500 088 India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nizampur Road, Mumbai 400 021  
TCS Careers: Service Line: 1800 209 3111 | Email: careers@tcs.com

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**Avanhi Institute of Engg. & Tech.** 13  
Ganthapally (P), Abulhasanpet (M.T.), R.R. Dist.





## 2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

## 3. Probation Period

You will be on probation for three months. Your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment without any notice or payment in lieu thereof in case your performance, behaviour and/or conduct during the probation period is found unsatisfactory or the Back Ground Check turns out negative.

## 4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

## 5. Mobility

TCSL reserves the right to transfer you to any of its offices, work sites, or associated or Affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

## 6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

## 7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

## 8. Alternative Occupation / Employment

Either during the period of your probation or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.



**4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

**5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

**6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

**7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

*[Handwritten Signature]*  
**PRINCIPAL**  
Avanhi Institute of Engg. & Tech.  
17, Abdulgoumer Road,  
[Handwritten Address]





(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

#### 8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### 9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



## 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Discampark, No 1 Software Parks Layout, Mysore  
Tel: 91 40 6667 2000 Fax: 91 40 6657 2227/2268  
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Career Service Line: 1800 209 3111 Email: careers@tcs.com

*[Signature]*  
**PRINCIPAL**  
Avanathi Institute of Engg. & Tech  
Gurubasappa (M), Abudullaapurmet (M.S.), P.R. Dist.





(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

One Campus, No. 1 Software Units Layout, Madhav Nagar,  
Bangalore 560 075 India  
Tel: 91 40 6667 2020 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Nimosa Building, 5th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Service Line: 1800 209 3111 Email: careers@tcs.com

*[Handwritten Signature]*  
**PRINCIPAL**  
Avanti Institute of Engg. & Tech.  
Durgamacheri (M), Abudulapuram (H.O.), H.R. Unit



## 2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.





## Annexure

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

TCS Confidential  
TCSL/DT2044

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No.1, Software Units Layout, Madhapur, Hyderabad 500 081 India

Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com

Registered Office: Nirmal Building, 5th Floor, Newman Point, Mumbai 400 021

TCS Careers Service: 1800 209 5111 Email: careers@tcs.com

*[Signature]*  
PRINCIPAL  
Avanithi Institute of Engg. & Tech.<sup>15</sup>  
Ganeshpally (V), Abdullapurmet (Mdl.), R.R. Dist.



**Annexure**

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Gatima Park, IT/ITES SEZ, Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100, Karnataka</p>
<p><b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue- Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-III) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45, Ground, 1st to 5th Floor &amp; 10th floor, Galaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309, UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFI House, G.S. Road, Dispur, Guwahati - 781006, Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452038, Madhya Pradesh</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - 11F/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium, 2nd Floor, Wanderers Building, Delta Park - Lords</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark - Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057, Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus, Kariyavattom P.O, Trivandrum - 695581, India</p>	





GROSS SALARY SHEET

Annexure 1

Name	Chenna Prakash
Designation	
Institute Name	Avanthy's Syntific Academy & Syntific Institutions

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	26,522	3,18,264
<b>2) Performance Pay</b>		
Monthly Performance Pay	4,300	51,600
Performance Bonus*	3,100	37,200
<b>3) City Allowance</b>	400	4,800
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
Retention Incentive	NA	70,000
<b>TOTAL GROSS</b>	51,844	7,00,022
<b>Xplore/ Learning Incentive****</b>		Upto 60,000

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	17,272	2,07,264
<b>GROSS BOUQUET OF BENEFITS</b>	26,522	3,18,264



**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 3 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn. Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL. We look forward to having you in our global team.

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

- End: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

(Pocampark, No.1, Software Units Layout, M...  
Tel: 91-40-6667 2000 Fax: 91-40-6667...  
Registered Office: Nirmal Building, 5th Floor, Nirmal Point, Madhav Nagar, Bangalore-560 023  
TCS Career Serviceline: 1800 209 3111 | Email: careers@tcs.com

**PRINCIPAL**  
**Avanhi Institute of Engg. & Tech.**  
Gunthapally (V), Abudupuram (Mtd), R.R. Dist.





### 23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

### 24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## 20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## 21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## 22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.





## 18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of probation/service without notice.

## 19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer



### 13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

### 14. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

### 15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### 16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

### 17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.





## 9. Confidentiality Agreement

As part of your acceptance of this offer as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This confidentiality Clause shall survive the termination or earlier determination of your appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## 10. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

## 11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training. This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.

## 12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.





# GlobalLogic

A Hitachi Group Company

We take pleasure in welcoming you to our organization and look forward to a mutually beneficial association. Your point of contact on the day of joining will be HR SPOC at Hyderabad location. You are requested to report to our office situated at (GlobalLogic Technologies Private Limited, Unit-3 6<sup>th</sup> Floor, Block-1, M/s DLF Assets Pvt Ltd, Codeveloper for M/s DLF Infocity Hyderabad Ltd, IT/ITES SEZ, Gachibowli Village, Serlingampally, Mandal, Ranga Reddy District.) at 9:30 am.

For GlobalLogic Technologies Private Ltd.

Shuchita Shukla  
Authorized Signatory

## OFFER ACCEPTANCE & DECLARATION

I have read and understood the above terms and conditions of the above mentioned offer letter and I hereby confirm the acceptance of the same. I also confirm that there has not been any commitment (be it verbal or written) made to me by the company which is not covered in the scope of this offer letter. I will be reporting for duty on **25-November- 2022**.

Signature

  
PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
Gunthapally (V), Abdulapurmet (Midi.), R.R. Dist.

# GlobalLogic

A Hitachi Group Company

Annexure – 1 Salary Structure	
Name: CH.Sharath	
Designation: Associate Analyst, Content Engineering	Grade: CEO2 Band: X
WEF: 25 Nov-2022	Location : Hyderabad
Section A – Gross Fixed Salary Break Up	
Monthly Components (In Rs.)	
Basic	10000
House Rent Allowance	1251
Statutory Bonus Information	1800
Special Allowance	0
ESI Information	424
Total Monthly (A)	13475
Total Monthly Annualised (B)	161700
Annual Components (In Rs.)	
Provident Fund (As per the PF Act 1952)	14400
National Pension Scheme	0
Total Annualised (C)	14400
Total Fixed Annual Gross Salary (B+C)	176100
Section B – Additional Benefits	
Retirals & Health Benefits (Annualized Amount)	
Gratuity	5769
Mediclaime Insurance	1100
Total of Section B	6869
Total CTC (Section A + B)	182969
Incentive Indication (per annum)**	36000
Max Annual Total Remuneration	218969
<i>In addition to Mediclaime employee will be covered under below additional benefits.</i>	
<i>1. Group Term Life Insurance worth Rs.5 Lacs,</i>	
<i>2. Group Personal Accident Insurance worth Rs. 2 Lacs</i>	
<i>-An employee contribution of 0.75% will be deducted from employees in hand salary</i>	
<i>Employer ESI contribution shall be at the rate of 3.25% of the gross salary.</i>	
<i>** Incentive amount is not a guaranteed amount of your CTC. It may be higher, lower or nil per the terms described herein. Only top performers are eligible to get this incentive basis their monthly/ quarterly performance. The incentive amount may also be fixed for performance. It is pro-rated to the duration spent with GlobalLogic for the financial year and will be paid to you only if you are active on GlobalLogic's payroll on the day the incentive is paid.</i>	

For GlobalLogic Technologies Private Ltd.

Shuchita Shukla Gajula Rachana

Gajula Rachana

Associate Analyst, Content Engineering

  
PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
Gunturapally (V), Abadulapurmet (M.D.), R.R. Dist.





**Offer: Computer Consultancy**  
**Ref: TCSL/DT21332805311/Hyderabad**  
**Date: 20/12/2022**

Mr. CH.Venu Gopal,  
H-No 7-56 Anantharam  
Road, Abdullapurmet,  
Hyderabad-501505,  
Telangana.  
Tel# -

Dear Ch.Venu Gopal,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process for 'TCS Digital' and we are pleased to make you an offer of employment.

You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a challenging role in any Business Unit as per the business requirements of TCSL.

Your gross salary including all benefits and Retention Incentive will be **INR 7,00,022/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after

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TCSLDT21332

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Encampment, No.1 Software Units Layout, Indhraprastha, Hyderabad  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 W: [www.tcs.com](http://www.tcs.com)  
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Service Line: 1 800 269 3333 Email: [careers@tcs.com](mailto:careers@tcs.com)



completing joining formalities as per company policy. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of INR 15,000/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be INR 7,500/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of INR 500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Decorumpark, No.1 Software Units Layout, Hitech  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2200  
Registered Office: Nilmal Building, 9th Floor, Nallam Point, Murchal, 600 021  
TCS Careers ServiceLine: 1800 209 1111 Email: careers@tcs.com

**PRINCIPAL**  
Avanthi Institute of Engg. & Tech.  
Guntur (M), Andhra Pradesh (M.C.), P.R. Dist





#### 4. Personal Allowance

You will be eligible for a monthly personal allowance of INR 17,272/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### PERFORMANCE PAY

##### Monthly Performance Pay

You will receive a monthly performance pay of INR 4,300/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

##### Performance Bonus

Your Performance Bonus will be INR 3,100/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Performance Bonus is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Performance Bonus.

This payment shall be treated as productivity bonus in lieu of statutory profit bonus.

#### CITY ALLOWANCE

You will be eligible for a City Allowance of INR 400/- per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

#### RETENTION INCENTIVE

You are eligible for Retention Incentive of INR 70,000/- payable to you on an annual basis. This component is in appreciation of continuity of your service in TCSL and will be paid on completion of each year from the introduction of this incentive for a period of 3 years. The Company reserves the right to modify the same in line with the TCS Compensation Policy.

#### XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

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TATA CONSULTANCY SERVICES

Tata Consultancy Services

Deccanpark, No 1, Software Units Layout, Madhav Nagar, Bangalore - 560075, India  
Tel: +91 40 6697 2000 Fax: +91 40 6697 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 5th Floor, Nariman Point, Mumbai - 400 021  
TCS Career Service Line: 1800 209 3111 Email: careers@tcs.com

*(Signature)*  
PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
Gunshapally (V), Abdulapurmet (Mdl.), F.R. Dist



## OTHER BENEFITS

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### **1. Basic Cover**

i. Entitlement - Includes domiciliary expenses up to INR 6,000/- per insured person per annum and basic hospitalization expenses up to INR 2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

#### **2. Higher Hospitalisation**

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for INR 12,00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

### **Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

### **Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)**

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of INR 250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No.1 Software Units Layout, Madhapur, Hyderabad 500 081 India

Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com

Registered Office: Nipah/Bukhara, 11th Floor, Nariman Point, Mumbai 400 021

TCS Career Services: 1 800 209 1111 Email: careers@tcs.com

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Avanthy Institute of Engg. & Tech.  
Guntur (V), Abulapurmet (Md.), R.R. Dist.





### **Loans**

You will be eligible for loans, as per TCSL's loan policy.

### **Professional Memberships**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

### **RETIRALS**

#### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

#### **Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

### **TERMS AND CONDITIONS**

#### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs if any during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.



## 9. Confidentiality Agreement

As part of your acceptance of this offer as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This confidentiality Clause shall survive the termination or earlier determination of your appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## 10. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

## 11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training. This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.

## 12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.





## 2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

## 3. Probation Period

You will be on probation for three months. Your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment without any notice or payment in lieu thereof in case your performance, behaviour and/or conduct during the probation period is found unsatisfactory or the Back Ground Check turns out negative.

## 4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

## 5. Mobility

TCSL reserves the right to transfer you to any of its offices, work sites, or associated or Affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

## 6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

## 7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

## 8. Alternative Occupation / Employment

Either during the period of your probation or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services

Decorapark, No.1 Software Units Layout, Madhav Nagar, Hyderabad 500 081 India

Tel: 91 40 6667 2000 Fax: 91 40 6667 2224 Website: www.tcs.com

Registered Office: Nirmal Building, 9th Floor, Nirmal Point, Mumbai 400 021

TCS Careers Service Line: 1800 209 3111 Email: careers@tcs.com

*Principal*  
Principal  
Avanthy Institute of Engg. & Tech.  
Guntur (M), Abdulapuram (M), R.R. Dist.



### 13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

### 14. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

### 15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### 16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

### 17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

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**TATA CONSULTANCY SERVICES**


Tata Consultancy Services Limited

Decorum Park, Go IT Software Units Layout, Madhapur, Hyderabad-500 081 India

Tel: 91 40 6667 2600 Fax: 91 40 6667 2222 Website: www.tcs.com

Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai-400 021

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The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## 20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## 21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## 22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No 1, Software Units Layout, Hitech Park,  
Tel: 91 40 6667 2000 Fax: 91 40 6667 3222 Web: [www.tcs.com](http://www.tcs.com)  
Registered Office: Nirmal Building, 5th Floor, Nariman Point, Mumbai 400 021  
TCS Careers ServiceLine: 1800 209 3333 Email: [careers@tcs.com](mailto:careers@tcs.com)

*[Handwritten Signature]*  
PRINCIPAL  
Ayanthi Institute of Engg & Tech  
Mumbai, India



## 18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of probation/service without notice.

## 19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer





### Withdrawal of Offer

If you fail to accept the offer from TCSL within 3 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn. Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL. We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited

**Girish V. Nandimath**  
Global Head Talent Acquisition & AIP



Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms

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**TATA CONSULTANCY SERVICES** PRINCIPAL

Tata Consultancy Services Limited

Decampark, No.1, Software Units Layout, Madhapur, Hyderabad - 500084, India

Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com

Registered Office: Normal Building, 9th Floor, Narayan Road, Mumbai - 400 021

TCS Careers ServiceLine: 1800 209 9181 Email: careers@tcs.com

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Avanhi Institute of Engg. & Tech.  
Gunthepally (V), A.D. Jagananna, West, N.T. Dist.



### 23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

### 24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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Tata Consultancy Services Limited

Aswathi Institute of Engg. & Tech.  
Sahayana Nagar, Abulgasim (Mdl), R.R. Dist.

13





GROSS SALARY SHEET

Annexure 1

Name	Ch.Venu Gopal
Designation	
Institute Name	Avanathi's Syntific Academy & Syntific Institutions

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	26,522	3,18,264
<b>2) Performance Pay</b>		
Monthly Performance Pay	4,300	51,600
Performance Bonus*	3,100	37,200
<b>3) City Allowance</b>	400	4,800
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
Retention Incentive	NA	70,000
<b>TOTAL GROSS</b>	51,844	7,00,022
<b>Xplore/ Learning Incentive****</b>		Upto 60,000

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	17,272	2,07,264
<b>GROSS BOUQUET OF BENEFITS</b>	26,522	3,18,264



## Annexure

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City,phase II, Bangalore - 560100,Karnataka</p>
<p><b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 15, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 3st to 5th Floor &amp; 10th Floor, Galaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFI House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q.City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 160-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - 11F/12, New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park Lords</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark, Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Seq, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus, Kariyavattom P.O, Trivandrum - 695581, India</p>	

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registration Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers ServiceLine: 1 800 209 3111 Email: careers@tcs.com

*F. [Signature]*  
Avanhi Institute of Engg. & Tech.  
Gumhansali, Abulhasanpet (M.D.), R.R. Dist





**Confidentiality and IP Terms and Conditions**

**1. Confidential Information**

"Confidential Information" shall mean all inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

*[Handwritten Signature]*  
Principal  
Avenhi Institute of Engg & Tech  
Mumbai, Maharashtra, India



## 2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

*[Handwritten Signature]*  
Principal  
Avanhi Institute of Engg. & Tech.  
Pune, Maharashtra - 411 004





**4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

**5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

**6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

**7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

*[Handwritten Signature]*  
Principal  
Avanithi Institute of Engg. & Tech.  
Gandhinagar (M), Hyderabad (M), R.R. Dist.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

#### 8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### 9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.





## 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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TCSL/DT2133

  
PRINCIPAL  
Ayanthi Institute of Engg. & Tech.  
Guntur, Dist. Abdulapuram (M), R.R. Dist.  
TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

(Head Office) No. 1 Software Units Layout, Madhavapuram, Hyderabad-500 081 India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Narayan Point, Mumbai-400 021  
TCS Career Service Line: 1 800 204 3111 Email: careers@tcs.com



## SUTHERLAND

### PROVISIONAL OFFER LETTER

**College Name:** Avanathi Engineering College

**Date** : 25.12.2022

**Dear C.BHANU PRAKASH,**

#### **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, 6<sup>th</sup> floor, Chennai, Tamil Nadu, PIN 600063

  
**PRINCIPAL**  
Avanathi Institute of Engg. & Tech.  
Guntur Road (P), Abthalapuram (M), R.R. Dist



# GlobalLogic

A Hitachi Group Company

We take pleasure in welcoming you to our organization and look forward to a mutually beneficial association. Your point of contact on the day of joining will be HR SPOC at Hyderabad location. You are requested to report to our office situated at (GlobalLogic Technologies Private Limited, Unit-3 6<sup>th</sup> Floor, Block-1, M/s DLF Assets Pvt Ltd, Codeveloper for M/s DLF Infocity Hyderabad Ltd, IT/ITES SEZ, Gachibowli Village, Serlingampally, Mandal, Ranga Reddy District.) at 9:30 am.

For **GlobalLogic Technologies Private Ltd.**

Shuchita Shukla  
Authorized Signatory

## OFFER ACCEPTANCE & DECLARATION

I have read and understood the above terms and conditions of the above mentioned offer letter and I hereby confirm the acceptance of the same. I also confirm that there has not been any commitment (be it verbal or written) made to me by the company which is not covered in the scope of this offer letter. I will be reporting for duty on **21-November-2020**.

Signature:

  
**PRINCIPAL**  
Avanthi Institute of Engg. & Tech.  
Gundlupally IV, Abudulrasoolpet, Hyderabad

# GlobalLogic

A Hitachi Group Company

Annexure – 1 Salary Structure	
Name: D.Pruthvi Bhargav	
Designation: Associate Analyst, Content Engineering	Grade: CEO2 Band: X
WEF: 20 Nov-2022	Location : Hyderabad
Section A – Gross Fixed Salary Break Up	
Monthly Components (In Rs.)	
Basic	10000
House Rent Allowance	1251
Statutory Bonus Information	1800
Special Allowance	0
ESI Information	424
Total Monthly (A)	13475
Total Monthly Annualised (B)	161700
Annual Components (in Rs.)	
Provident Fund (As per the PF Act 1952)	14400
National Pension Scheme-	0
Total Annualised (C)	14400
Total Fixed Annual Gross Salary (B+C)	176100
Section B – Additional Benefits	
Retirals & Health Benefits (Annualized Amount)	
Gratuity	5769
Mediclaime Insurance	1100
Total of Section B	6869
Total CTC (Section A + B)	182969
Incentive Indication (per annum)**	36000
Max Annual Total Remuneration	218969
<i>In addition to Mediclaime employee will be covered under below additional benefits.</i>	
1. Group Term Life Insurance worth Rs.5 Lacs,	
2. Group Personal Accident Insurance worth Rs. 2 Lacs	
<i>-An employee contribution of 0.75% will be deducted from employees in hand salary</i>	
<i>Employer ESI contribution shall be at the rate of 3.25% of the gross salary.</i>	
<i>** Incentive amount is not a guaranteed amount of your CTC. It may be higher, lower or nil per the terms described herein. Only top performers are eligible to get this incentive basis their monthly/ quarterly performance. The incentive amount may also be fixed for performance. It is pro-rated to the duration spent with GlobalLogic for the financial year and will be paid to you only if you are active on GlobalLogic's payroll on the day the incentive is paid.</i>	
For GlobalLogic Technologies Private Ltd.	

Shuchita Shukla Gajula Rachana

Gajula Rachana

Associate Analyst, Content Engineering

  
PRINCIPAL  
Avanthi Institute of Engg. & Tech.  
Guntur City (V), Abbulapuri (M), R.R. Dist.



Edelweiss  
Tokio

Great  
Place  
To  
Work  
Certified

**Letter Date: 22-10-2022**

**Employee Name: DAMMA KAVITHA,**  
Employee ID: 701155  
Location: Hyderabad, Banjara Hills

### APPOINTMENT LETTER

We are pleased to confirm our offer of employment **Relationship Manager - CSB** in the Relationship Manager commencing on or before 20-08-2022 with **Edelweiss Tokio Insurance Company Limited** ("the Company") on the following terms and conditions:

**Compensation and Benefits:** You will receive compensation as outlined in Annexure 1. Income Tax any other statutory deductions will be made at source, as per the applicable tax laws. Your performance will be reviewed annually. You will also be eligible to participate in the Company's discretion performance based Bonus Scheme / Performance Linked Incentives as applicable subject to your be in the Company's employment and not under notice to leave the Company on the bonus payment date.

**Place of Work:** You are appointed to work in the Company office at "Hyderabad Banj Hills". However, your services may be transferred by the Company to any other location or division or may be transferred to any other group entity, in India or abroad, as per the requirement of the Company.

**Leave & Other Benefits:** You will be eligible for leave and other such benefits in accordance with Company's rules and regulations. The perquisites applicable to your grade are subject to alteration & s amendment, and you will be entitled to the same as per the rules of the Company.

**Notice for Separation / Termination:** Either party, by stating their intention to do so, in writing n terminate this employment provided that at least 7 days' notice is given by either party of their intent to do so. However, on achievement of certain business targets or completion of six months employment, whichever is earlier, the notice period will be 30 days. Accordingly, on achievement targets or completion of six months as the case may be, either party may terminate this employment giving 30 days' written notice to the other party. Waiver of notice period days or salary in lieu of not period is completely at the discretion of the Company and requires prior approval from the HR Head.

However, in the event of your being guilty of misconduct or negligence in the discharge of your duties of conduct of the Company's business, or such misdemeanor which is likely to affect, or affects reputation of the Company's working or breaches any of the terms and conditions herein, the Comp reserves its right to terminate your services at any given point of time, with immediate effect, without compensation or notice.

During Notice Period, you will provide such assistance as the Company may require to affect an order handover of your duties and responsibilities to any individual appointed by the Company.

Edelweiss Tokio Life Insurance Company Limited  
CIN: L46010MH2009PLC197136  
Registered & Corporate Office: 10th Floor, Tower 3, Wing 3F, Kishoree City, Kirti Road, Hyderabad, India.

  
PRINCIPAL  
Avanthy Institute of Engg. & Tech.  
Guntur, Andhra Pradesh, India. R.K. Dora

# MLX Technology

Date: 28/11/2022

Dear D.Panda,

We are pleased to extend to you an offer of employment with **MLX 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 MLX 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 MLX. 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 **MLX 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,

  
**Bhupendra Panth**  
Vice President – Human Resources

MLX Technology India Private Limited (formerly known as DXC Technologies India Private Limited)  
Registered Office:  
1st Fl, Block A, 1st Building, Chennai - 600 097  
Ph: +91 44 22688980/22681180, Fax: +91 44 32766177

  
**PRINCIPAL**  
Avanathi Institute of Engg. & Tech,  
Gundlupet, (P), Abbotpet (Taluk), R.R. Dist.



Date: November 15, 2022.

To

Mr.DHANAVATH ASHOK NAIK,  
SkillKount Technologies,  
Hyderabad,

### Sub: Deputation Letter

Dear Mr.DHANAVATH ASHOK NAIK, (F5065693), This is to inform you that you have been deputed to Pacra Edge on or before 20<sup>th</sup> November 2022.

You hereby acknowledge that the terms and conditions of employment as set out in this letter shall be governed by the policies and guidelines issued by the Company from time to time. You agree to be bound by any and all such policies and guidelines and acknowledge that such policies and guideline may be amended or modified or withdrawn from time to time at the sole discretion of the Company. Such change shall be notified by the Company to you at the earlier opportunity and shall be binding upon you.

#### 1. Designation:

1] The Company agrees to employ you and you agree to act as "Associate – Health Care Claims" (India Business Title)" and serve the Company upon the terms and subject to the conditions set out in this letter. Your designation is subject to change as per the roles, responsibilities and work assigned to you from time to time.

#### 2. Compensation:

2] You will be entitled for an annual cost to company (CTC) of Rs. 2,31, 516. (Rupees Two Lakh Thirty-One Thousand Five Hundred Sixteen Only) per annum. For details of your remuneration structure, please refer to the enclosed Annexure-A.

2.2 All amount payable by the Company under this letter shall be subject to such withholding tax, tax deduction at source or any other taxes as may be required under applicable laws, other statutory deductions, if any and social security contributions. However, it shall remain your responsibility to meet your tax liabilities.

DST Worldwide Services India Private Limited 5<sup>th</sup> Floor, Block B, Q City, Narayanaguda, Central University Campus, Gachibowli,  
Hyderabad - 500048, Telangana, India: +91 40-66125555; +91-40 66125999  
CIN # U72200TG200009PT70034124

SSctech.Com

  
PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
Gunthapally (V), Abdullapurmet (Mch.), R.R. Dist.

# MLX Technology

Date: 25/11/2022

Dear D.Divya,

We are pleased to extend to you an offer of employment with **MLX 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 MLX 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 MLX. 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 **MLX 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,

  
**Bhupendra Panth**  
Vice President – Human Resources

MLX Technology India Private Limited (Formerly known as DXC Technology India Private Limited)  
Registered Office:  
D-11, Block C, DMF Building, Chennai - 600 045  
Ph: 91-44-2268888/2262140, Fax: 91-44-22788177

  
**PRINCIPAL**  
Avanithi Institute of Engg. & Tech.  
Gunthapathy (V), Andampalayam Road, R.R. Dist.





**Offer: Computer Consultancy**  
**Ref: TCSL/DT20552605311/Hyderabad**  
**Date: 18/12/2022**

MrDeshaboina Hareesh,  
H.No 12-13/46 Vijaya  
Colony, Kamalanagar,  
ECIL,Hyderabad,501505  
Telangana.  
Tel# -

Dear Deshaboina Hareesh,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process for 'TCS Digital' and we are pleased to make you an offer of employment.

You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a challenging role in any Business Unit as per the business requirements of TCSL.

Your gross salary including all benefits and Retention Incentive will be **INR 7,00,022/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after

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**TCSL/DT20552**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Decorapark, No.1 Software Parks Layout, Madhapur, Hyderabad 500 081 India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th floor, Nirmal Point, Madhapur 500 021  
TCS Career Service Line: 1 800 209 3111 | Email: careers@tcs.com

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Contractually (V), Addulapur (M), R.R. Dist



completing joining formalities as per company policy. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of INR 15,000/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be INR 7,500/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of INR 500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Decorum Park, No. 1 Software Units Layout, Malabar Road, Bangalore - 560090, India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222  
Registered Office: Nirmal Building, 5th Floor, Naraina, New Delhi - 110028, India  
TCS Careers Service Line: 1800 209 3111 Email: careers@tcs.com

*Principal*  
Aventhi Institute of Engg. & Tech.  
Guntur Road, Acharyaapuram (M.D.), R.R. Dist  
Guntur, Andhra Pradesh - 522 002, India  
www.aitech.com





#### 4. Personal Allowance

You will be eligible for a monthly personal allowance of INR 17,272/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### PERFORMANCE PAY

##### Monthly Performance Pay

You will receive a monthly performance pay of INR 4,300/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

##### Performance Bonus

Your Performance Bonus will be INR 3,100/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Performance Bonus is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Performance Bonus.

This payment shall be treated as productivity bonus in lieu of statutory profit bonus.

#### CITY ALLOWANCE

You will be eligible for a City Allowance of INR 400/- per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

#### RETENTION INCENTIVE

You are eligible for Retention Incentive of INR 70,000/- payable to you on an annual basis. This component is in appreciation of continuity of your service in TCSL and will be paid on completion of each year from the introduction of this incentive for a period of 3 years. The Company reserves the right to modify the same in line with the TCS Compensation Policy.

#### XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto `60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Eloccanpark, No. 1 Software Units Layout, Madhavara  
Tel: 91 40 2667 2000 Fax: 91 40 6667 2222 www.tcs.com  
Registered Office: Nirmal Building, 91, Finsia, Nalanda Point, Mumbai-400 021  
TCS Careers Service Line: 1800 303 3111 Email: careers@tcs.com

*Handwritten signature*  
Avanti Institute of Engg. & Tech. 1  
Guntur, Andhra Pradesh, India



## OTHER BENEFITS

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### **1. Basic Cover**

i. Entitlement - Includes domiciliary expenses up to INR 6,000/- per insured person per annum and basic hospitalization expenses up to INR 2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

#### **2. Higher Hospitalisation**

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for INR 12,00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

### **Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

### **Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)**

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of INR 250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, 9th T Software Parks Layout, 6th Stage, Bannerghatta Road, Bangalore - 560075  
Tel: 91 40 6697 2000 Fax: 91 40 6697 2222  
Registered Office: Nirmal Building, 9th Floor, Naraina Point, Mumbai 400 022  
TCS Careers Service Line: 1800 204 311 | Email: careers@tcs.com

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Gandhinagar (M), Abdulsapurmet (M), R.R. Dist. 1





### Loans

You will be eligible for loans, as per TCSL's loan policy.

### Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

### RETIRALS

#### Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

#### Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

### TERMS AND CONDITIONS

#### 1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs if any during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

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Tata Consultancy Services

Deccanpark, No.1 Software Units Layout, Madhav Nagar, Hyderabad 500 081 India  
Tel: +91 40 6667 2000 Fax: +91 40 6667 2222 Website: www.tcs.com  
Registered Office: Narval Building, 9th Floor, Narval Road, Mumbai 400 071  
TCS Careers ServiceLine: 1800 209 3111 Email: careers@tcs.com

*[Signature]*  
PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Guntur City (V), Abulhasanpet (Mdl), R.R. Dist.



## 2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

## 3. Probation Period

You will be on probation for three months. Your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment without any notice or payment in lieu thereof in case your performance, behaviour and/or conduct during the probation period is found unsatisfactory or the Back Ground Check turns out negative.

## 4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

## 5. Mobility

TCSL reserves the right to transfer you to any of its offices, work sites, or associated or Affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

## 6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

## 7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

## 8. Alternative Occupation / Employment

Either during the period of your probation or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

One Campus, No. 1 Software Units Layout, Madhavara, Electronic City, Bangalore 560 099, India

Tel: 91 40 6667 2000 Fax: 91 40 4567 2222 Website: www.tcs.com

Registered Office: Nirmal Bhaitara, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1 800 264 3147 Email: careers@tcs.com

  
PRINCIPAL  
Avanithi Institute of Engg. & Tech.  
Gundlupeta (M), Gundlupeta, Dist. R.R. Dist.





## 9. Confidentiality Agreement

As part of your acceptance of this offer as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This confidentiality Clause shall survive the termination or earlier determination of your appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## 10. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

## 11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training. This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.

## 12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

(Jockey Park, No 1 Software Suits Layout, Madhavapur, Hyderabad 500 091 India)  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 5th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Service Line: 1800 204 3111 Email: careers@tcs.com

*[Handwritten Signature]*  
**PRINCIPAL**  
Avanish Institute of Engg. & Tech.  
Guntur (V), Andhra Pradesh (Andh), P.R. Dist. 1



### 13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

### 14. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

### 15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### 16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

### 17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

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TATA CONSULTANCY SERVICES

Tata Consultancy Services

Decorum Park, No. 1, Software E-10, Layout, Marol  
Neri, Mumbai - 400 057, India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 5th Floor, Nariman Point, Mumbai - 400 021  
TCS Careers Service Line: 1800 309 3111 Email: careers@tcs.com

  
PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Gandhinagar (W), Amboli, Mumbai (M.), R.R. Dist.





## 18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of probation/service without notice.

## 19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Equinoxpark, Two E Software Units Layout, Madhapur, Hyderabad - 500 082 India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers ServiceLine: 1800 209 3111 | Email: careers@tcs.com

  
**PRINCIPAL**  
**Avanishi Institute of Engg. & Tech.**  
Gunturapally (V), Abdullapurmet (M.D.), R.P. Dist.



The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents.

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## 20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## 21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## 22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India  
Tel: 91 40 6667 2000 Fax: 91 40 6607 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 5th Floor, Nariman Point, Mumbai 400 021  
TCS Career Service Line: 1800 209 1111 Email: careers@tcs.com

*[Signature]*  
PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Guntur (M), Andhra Pradesh (Andh.), R.R. Dist





### 23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

### 24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

(Incorporated in India) Software Units Layout, Malabar, Hyderabad 500 081 India  
Tel: 91-40-6667 2000 Fax: 91-40-6667 2222 Website: www.tcs.com  
Registered Office: Nivali Building, 9th Floor, Nariman Point, Mumbai 400 022  
TCS Careers Service Line: 1-800-209-1111 Email: careers@tcs.com

*Pratik Nair*  
Pratik Nair  
Avaniti Institute of Engg. & Tech.  
R.R. Dinkar (V), Akkasaipet (M), R.R. Dist.



**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 3 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn. Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL. We look forward to having you in our global team.

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms

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**TATA CONSULTANCY**  
Tata Consultancy Services Limited

(Rescanpark No.1 Software Unit Layout, Madhuvan, Hyderabad-500 011 India)  
Tel: 91-40-6607 2000 Fax: 91-40-6662 2222 Website: www.tcs.com  
Registered Office: Normal Building, 9th Floor, Narayana, Madhuvan, Hyderabad-500 021  
TCS Career Service Line: 1800-204-3111 | Email: careers@tcs.com

*Handwritten signature*  
**Avanthy Institute of Engg. & Tech.**  
Guntur (M), Abulapurem (M), R.R. Dist.





GROSS SALARY SHEET

Annexure 1

Name	Deshaboina Hareesh
Designation	
Institute Name	Avanthy's Syntific Academy & Syntific Institutions

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	26,522	3,18,264
<b>2) Performance Pay</b>		
Monthly Performance Pay	4,300	51,600
Performance Bonus*	3,100	37,200
<b>3) City Allowance</b>	400	4,800
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
Retention Incentive	NA	70,000
<b>TOTAL GROSS</b>	<b>51,844</b>	<b>7,00,022</b>
<b>Xplore/ Learning Incentive****</b>		<b>Upto 60,000</b>

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single, if the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	17,272	2,07,264
<b>GROSS BOUQUET OF BENEFITS</b>	<b>26,522</b>	<b>3,18,264</b>

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TCSL/DT20552

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, No.1 Software Units Layout, Madhapur, Hyderabad 500 081 India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Normal Building, 9th Floor, Narayan Pet, Mulund (W), Mumbai 400 031  
TCS Careers ServiceLine: 1800 209 3111 Email: careers@tcs.com

*Pr...*  
Avanthy Institute of Engg. & Tech.  
Gandhinagar (V), Abdulapurmet (Md.), R.R. Dist.

# GlobalLogic

A Hitachi Group Company

We take pleasure in welcoming you to our organization and look forward to a mutually beneficial association. Your point of contact on the day of joining will be HR SPOC at Hyderabad location. You are requested to report to our office situated at (GlobalLogic Technologies Private Limited, Unit-3 6<sup>th</sup> Floor, Block-1, M/s DLF Assets Pvt Ltd, Codeveloper for M/s DLF Infocity Hyderabad Ltd, IT/ITES SEZ, Gachibowli Village, Serlingampally, Mandal, Ranga Reddy District.) at 9:30 am.

For GlobalLogic Technologies Private Ltd.

Shuchita Shukla  
Authorized Signatory

## OFFER ACCEPTANCE & DECLARATION

I have read and understood the above terms and conditions of the above mentioned offer letter and I hereby confirm the acceptance of the same. I also confirm that there has not been any commitment (be it verbal or written) made to me by the company which is not covered in the scope of this offer letter. I will be reporting for duty on **21-November- 2020**.

Signature

  
PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
Gundhampally (V), Abudhanasani (P.O.), R.R. (M.S.)





**4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

**5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

**6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

**7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

*[Handwritten Signature]*  
PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Ganeshpur (M), Roadside, (Muz), R.R. Dist.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

#### 8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### 9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.





## 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



## SUTHERLAND

### PROVISIONAL OFFER LETTER

**College Name:** Avanthi Engineering College

**Date** : 25.12.2022

**Dear C.BHANU PRAKASH,**

#### **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, 6<sup>th</sup> floor, Chennai, Tamil Nadu, PIN 600063

  
**PRINCIPAL**  
Avanthe Institute of Engg. & Tech.  
Gunthapally VV, Abulapurmet (Mdr.), R.R. Dist





**Annexure**

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES- SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th floor, Galaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFI House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12, New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark, Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O, Trivandrum - 695581, India</p>	

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Plot Campus No 1 Software Units Layout, Marhagpur,  
Tel: 91 40 6567 2000 Fax: 91 40 6567 2222 Website: www.tcs.com  
Registered Office: Narimani Building, 9th Floor, Narimani Point, Mumbai 400 075  
TCS Campus Service Line: 1 800 209 3733 Email: careers@tcs.com

**Avanathi Institute of Engg. & Tech.**  
Guntur (M), Andhra Pradesh (M), R.R. Dist



**Confidentiality and IP Terms and Conditions**

**1. Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

Gunthapathy M. Abdulgajumir (M.A.), R.R. Dist.  
Principal  
Avanhi Institute of Engg. & Tech. 15





## 2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

Principal  
Institute of Engg. & Tech.  
Mumbai  
Mumbai  
Mumbai



**4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

**5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

**6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

**7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

TCS Confidential  
TCSL/DT2055

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Decorapark, No.1, Software Parks Layout, Marol Basse, Hyderabad 500 081 India  
Tel: 91 40 667 2000 Fax: 91 40 667 2222 Website: www.tcs.com  
Registered Office: Normal Building, 9th Floor, Narayan Point, Mumbai 400 021  
TCS CAREER SERVICES: 1800 209 211 | Email: careers@tcs.com

*[Handwritten Signature]*  
**PRINCIPAL**  
Avanhi Institute of Engg. & Tech.  
Gurubailly (V), Abdulapurmet (Mol.), R.R. Dist. 20





(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

#### 8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### 9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

TCS Confidential  
TCSL/DT2055

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services

(Deccanpark, No.1, Software Units Layout, 1st Floor, Hyderabad 500 084 India)  
Tel: 91 40 6677 2000 Fax: 91 40 6677 2000 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Career Service Line: 1800 209 1111 Email: careers@tcs.com

*[Handwritten Signature]*  
**PRINCIPAL**  
Avenhi Institute of Engg. & Tech.  
Gunthapally (V), Andhra Pradesh (Mdr.), R.R. Dist



## 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

TCS Confidential  
TCSL/DT2055

**TATA CONSULTANCY**  
Tata Consultancy Services Limited

The Computer, No-1 Software Units Layout, MIDC Area, Hyderabad 500 081 India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nirmal Point, Mumbai 400 071  
TCS Career Service Line: 1 800 769 3711 Email: careers@tcs.com

  
PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Gandhinagar, Abdulazizpet (M.S.), R.P. Dist.





(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

TCS Confidential  
TCSL/DT2055

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Chennai Park, No. 1, Software Units Layout, Madhavai,  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222  
Registered Office: Nirmal Building, 9th Floor, Naraina Point, Mumbai 400 021  
TCS Careers Service Line: 1800 209 31 15 | Email: careers@tcs.com

*Abh*  
**PRINCIPAL**  
Avanhi Institute of Engg. & Tech.  
Guntur (V), Andhra Pradesh (A.P.), R.R. Dist.

**Full Time Employment Offer**

**PAVITRA IMPLEX PVT LTD**  
8-1-132, Rd 12, Kamalanagar Hyderabad, 500044

November 25<sup>th</sup>, 2022

To,

**Ms. EDLA RAGHAVENDER,**  
4-6/1, Kimthi Colony, Tarnaka, Secunderabad, Telangana.

**Dear Raghavender,**

We are pleased to offer you a full-time employment to NR Impex in the capacity of Marketing Executive effective from November 25<sup>th</sup> 2022. The probation period will be 6 months.

Your compensation structure as a FTE will be as below:

**CTC: Rs.3, 00,000**  
**Fixed Salary: Rs.2,40,000**  
**Includes perquisites and EPF components.**  
**Variable Salary: Rs. 60,000 as bonus paid at year end.**

Please sign and return a copy of this document if you agree to its contents:

Congratulations! We hope that you will relish the challenges of your role and do your best!

With warm regards,

**KALYAN REDDY**  
**ECO**  
**PAVITRA IMPLEX PVT LTD**

  
**PRINCIPAL**  
Avanhi Institute of Engg. & Tech.  
Guntur (M. Andhra Pradesh) Dist. R.R. Dist



**PERSONAL & CONFIDENTIAL**

**Apprenticeship Offer Letter**

Dear ,

At **SunviENG Pvt Ltd**, we strive to provide comprehensive solutions that help our clients to achieve their operational and business goals.

To help SunviENG meet its accelerated growth plan, we are delighted to offer you the position of **Team Leader HR Department** to join SunviENG (referred to as SunviENG or the Company) in this journey.

Your appointment will be effective on your joining date, i.e., 18th November, 2022. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

This offer is subject to your acceptance of the attached terms and conditions, please e-mail your acceptance of this offer of Apprenticeship to initiate the on-boarding process.

Your Designation:	Assistant Manager
Reporting Manager:	Yet to be decided
Work Location:	Madhapur, Hyderabad
Joining Date:	18th November, 2022
Reporting Address:	SunviENG Pvt Ltd, 5th Floor, 815 BVL Complex, SBH Officers Colony, Mega Hills, 100 Feet Road, Ayyappa Society, Madhapur, Hyderabad, TS 500081.

We welcome you to the SunviENG family and look forward to a mutually beneficial and purposeful association. Should you need any clarification, please contact Human Resource Executive T.M.V. Taraka and email - [hr@sunvieng.com](mailto:hr@sunvieng.com).

For SunviENG Pvt Ltd,  
**T.M.V. TARAKA**



Signature:

**Dopathi Gamanisri**

## ANNEXURES

S. No.	Annexures	Content
1.	Annexure-1	Compensation Structure Details (if applicable)
2.	Annexure-2	Instructions for Onboarding
3.	Annexure-3	Terms of agreement
4.	Annexure-4	Terms & Conditions

## ANNEXURE-1

Objective: This annexure contains probation and salary details.

### **Probation Period:**

You'll be undergone for a six (6) months' probation period from the start of your joining at SunviENG Pvt Ltd. After the six months of probation, your performance will be reviewed by the team leader concerned & HR. Based on your performance, your candidature will be declared as a confirmed employee or we'll extend your probation period accordingly. However, the first three (3) months of your probation period will be crucial for analyzing your performance.

### **Salary payable during probation period:**

You shall be paid a monthly salary of INR 10,000/- per month (Rupees Ten Thousand only) i.e., INR 1,20,000 PA (Rupees One Lakh Twenty Thousand only), based on you meeting the minimum performance criteria an assignment continuity. Your salary will be revised up to INR 15,000/- (Rupees Fifteen thousand only) after successful completion of first three (3) months of probation period based on your performance. You shall be entitled to Annual leaves and Mediclaim benefits only.

### **Appraisal Procedure:**

All the confirmed employees of SunviENG Pvt Ltd., will get the annual revision based on their individual performance.

Signature

**Dopathi Gamanisri**





## ANNEXURE-2

### List of documents to be carried for on-boarding formalities:

Please note that you must carry One-set of photocopies of each of the documents mentioned below and bring the originals along with you for verification on your date of joining.

#### Educational Documents (As Applicable):

- SSC or Class 10<sup>th</sup> Consolidated Marks Memo (CMM) photocopy.
- Intermediate or Class 12<sup>th</sup> or Consolidated Marks Memo (CMM) photocopy.
- UG Consolidated Marks Memo (CMM) & Provisional Certificate (PC)/Original Degree (OD) photocopies.
- PG Consolidated Marks Memo (CMM) & Provisional Certificate (PC)/ Original Degree (OD) photocopies.

#### ID Proof:

- AADHAAR Card photocopy.
- PAN Card photocopy.
- Two Passport Sized Photographs.
- A medical fitness certificate obtained from a registered medical practitioner.

#### Other Details:

Reporting Time: 09:30AM

Venue: SunviENG Pvt Ltd, 5th Floor, 815 BVL Complex, SBH Officers Colony, Mega Hills, 100 Feet Road, Ayyappa Society, Madhapur, Hyderabad, TS 500081.

Signature

Dopathi Gamanisri

### ANNEXURE-3

This agreement, dated on the 18th November, 2022 is made between **SunviENG Pvt Ltd.**, and **Manisha Reddy Modugu** of Hyderabad, Telangana. This document constitutes an Apprenticeship agreement between these two parties and is governed by the laws of Ranga Reddy District.

Whereas the Employer desires to retain the services of the Employee, and the Employee desires to render such services, these terms and conditions are set forth.

#### **Roles & Responsibilities of your Apprenticeship:**

- Research/review jurisdictional requirements related to site design for preparation of Zoning and/or Engineering drawing.
- Self-perform AutoCAD work, including revisions and updates.
- Coordinate and expedite drawing production, coordinating with client, QC drawings, facilitate changes/revisions.
- Prepare modification drawings that include upgrades, extensions, and reinforcements to telecom towers and foundations.
- Create budget estimates of materials, quantity, and fabrication drawings for proposed reinforcing projects.
- Provide training to less experienced Designers and perform detailed QA/QC of drawings.
- Develop a CAD library of previous modifications and extension templates to optimize design efforts.
- Prioritize work queues and align resources to meet required work cycle times.

#### **AGREEMENT OF SERVICE**

The term of this Apprenticeship Agreement shall commence on 18th November, 2022. The Employee agrees and acknowledges that, he will work for SunviENG Pvt Ltd., at least for one-year i.e., till 18th November, 2022 and the Company has the right, and may terminate their Apprenticeship with the Company at any time for any reason pertaining to company policies.



**SunviENG Pvt Ltd.**, (Company Seal with MD Signature)

Signature

**Dopathi Gamanisri**

SunviENG Pvt Ltd, 815 BVL Complex, 5<sup>th</sup> Floor, Mega Hills, 100 Feet Road, Ayyappa Society,  
Madhapur, Hyderabad, Telangana - 500081.  
Contact [hr@sunvieng.com](mailto:hr@sunvieng.com)

PRINCIPAL

**Avanthi Institute of Engg. & Tech.**  
Gundhampally (V), Abdulapurmet (M), R.R. Dist.



**ANNEXURE-4**

*Terms and Conditions*

**1. Compensation**

As detailed in Annexure-1.

**2. Education Qualification**

This offer of Apprenticeship is made for you based on the premise that you have acquired the desired qualification with 50% marks. If you are awaiting the results as on the date of joining and do not complete the qualification subsequently with the above percentage, this offer stands cancelled.

**3. Transfer & Deputation**

You can be transferred to other departments, locations, subsidiaries, sister companies, or deputed to any client's site, within India based on the requirements of the organization or exigencies of work from time-to-time. Disobedience of such orders of the Company will be construed as grave misconduct and may lead to punitive action.

**4. Code of Business Conduct**

You will be governed by the Code of Business Conduct as is in force from time-to-time.

**5. Applicability of changes in the general terms and conditions of Apprenticeship and policies made by the company subsequently**

Company reserves the right to amend certain terms and conditions of Apprenticeship and /or policies from time to time to cope with the changing business needs and environment which shall be communicated appropriately. Unless given specific exemption, you shall be bound by these policies of the company and the amended terms and conditions automatically.

**6. Shifts**

Company reserves the right to run the shifts, change the shift timings, fix the criteria to attend in shifts within the applicable laws based on its business needs and all its employees are bound by it.

**7. Leaves**

You will be governed by the SunviENG annual leave policy that is in force from time-to-time.



#### **8. Medical Examination**

The company reserves its right to have you undergo medical examination from time-to-time. The appointment, shall always, be subject to a doctor, certifying you to be fit to carry out your duties.

#### **9. Dress Code**

While at work you are a brand ambassador for SunviENG Pvt Ltd., and it is important to therefore dress the part. Please ensure you align with our Dress Code Policy and dress in Business Formals on Weekdays and especially during any client visits or presentations. Business Informal is permitted on Friday.

#### **10. Performance Review**

Your performance shall be reviewed periodically as per the Performance Assessment Guidelines Policy for employees which is operational in the company.

#### **11. Declarations & Information**

This offer of Apprenticeship is made based on the information furnished by you regarding your personal data, education qualification and experience. If any information furnished by you proves to be false or willfully suppressed, this Apprenticeship is liable to be terminated.

#### **12. Associate's Non-Disclosure Agreement**

You will need to keep all information pertaining to SunviENG and its subsidiaries, customers, and all stakeholders confidential. Please execute the Non-Disclosure Agreement as stipulated by the company at the time of joining.

#### **13. Non-Solicitation**

As an Employee, you will have access to confidential information that is the property of the Employer. You are not permitted to disclose this information outside of the Company.

During the term of Apprenticeship, and for a period of one (1) year immediately thereafter, you agree not to solicit any employee or apprentice, or independent contractor of the Company on behalf of any other business enterprise, nor shall you induce any employee or apprentice, or independent contractor associated with the Company to terminate or breach an Apprenticeship, contractual or other relationship with the Company.



#### 14. Termination of Apprenticeship

Termination of Apprenticeship may be initiated by the employer and will be based on performance, Attitude, Competency, Discipline and non-adherence to the organization rules and others.

For the Probation Employees - Employer may terminate the employee from the services immediately within 24 hours prior notice.

For the Confirmed Employees - Employer may terminate the employee from the services with 15 days of notice period or immediately depending on the company policies

For the Permanent Employees - Employer may terminate the employee from the services with 60 days of notice period or Basic Compensation of 30 days.

Note:

- However, company reserves the right to terminate the employee without any prior intimation and basic pay for some certain scenarios.
- The Employee agrees to return any Employer property upon termination.

#### 15. Resignation Policy

If the employee wishes to separate from the company, he/she is required to put in his/her resignation and continue service during the notice period as specified in the SunviENG HR Policy.

For Entry-level Employees - Employee has to give a day intimation i.e., 24 hours prior.

For Mid-level Employees - Employee has to serve two months of notice period after accepting the resignation depending on the business requirements.

For Senior Employees - Employee has to serve three months of notice period after accepting the resignation depending on the business requirements.

#### 16. Dismissal

Company reserves the right to dismiss you without any notice or payment in lieu of notice in the event of misconduct which constitutes a breach of integrity under the Company's Code of Business Conduct.

#### 17. Voluntary Abandonment

Should you not report to duty for more than 8 consecutive days without prior sanction of leave from your superior or without intimating your team leader & HR, it will be construed that you have voluntarily abandoned from the apprenticeship and your contract for the same will stand terminated.



#### **18. Surrender of Company Assets and Exit Process**

Please adhere to the requirements of the exit process in terms of settling all claims. You will also need to surrender all the tangible assets of the Company, including the data and information in soft or hard form which are in your possession by virtue of your Apprenticeship before separation from the Company.

#### **19. Travel**

You may be required to undertake travel on behalf of the Company work and will be paid travel expenses as per the applicable travel policy for the same.

#### **20. Contact Information**

Please keep the company informed of your postal address, telephone number, fax, email, or any other means for communication including changes that may occur during the period of your Apprenticeship. Any communication sent to the last informed address is deemed as served.

#### **21. Jurisdiction**

The appropriate Courts situated in Ranga Reddy District, Telangana shall alone have exclusive jurisdiction to try any disputes arising out of this contract of Apprenticeship.

#### **22. Background Verification**

Acceptance of this offer also confirms your consent to SunviENG Pvt Ltd., to carry out necessary background checks on Education, Previous Apprenticeship, and felony records.

#### **23. Extension of Apprenticeship**

The Company reserves the right to curtail or extend the training period of the trainee at its discretion besides that the Company can shift the trainee from the present Company to some of its other unit or subsidiary company.

Important Note: However, SunviENG Pvt Ltd has the right to issue a legal notice if any of the employee abandons this Apprenticeship agreement at the time of his/her Apprenticeship period.

**Signature**

**Dopathi Gamanisri**



ACCEPTANCE OF APPRENTICESHIP

I have read and fully understood the above terms and conditions and I accept the same without any reservations.

Date:

Place:

Signature

Dopathi Gamanisri

22/11/2022

## Letter of Intent –Free Training and Placement under CSR

Dear Eedhula Shirisha (Avanathi 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) 22/11/2022 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.





**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 6<sup>th</sup> 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

---

15/6, 2nd Floor, Manish Complex (Above SBI Bank), Mangammanapalya Main Road  
Bommanahalli, Bengaluru - 560 068  
Ph : 080-41645630, email : [info@techpalle.com](mailto:info@techpalle.com) | website : [www.techpalle.com](http://www.techpalle.com)

  
PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Mangaluru, Kerala

28/12/2022

## Letter of Intent –Free Training and Placement under CSR

Dear Eeramouni Anil Kumar (Avanathi 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) 28/12/2022 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.





**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 6<sup>th</sup> 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

---

15/6, 2nd Floor, Manish Complex (Above SBI Bank), Mangammanapalya Main Road,  
Bommanahalli, Bengaluru - 560 068  
Ph : 080-41645630, email : [info@techpalle.com](mailto:info@techpalle.com) | website : [www.techpalle.com](http://www.techpalle.com)

  
PRINCIPAL  
Avanthi Institute of Engg. & Tech.  
Gunturpally (V), Abdulapurmet (Dist), R.D. Dist.



**SUTHERLAND**

**PROVISIONAL OFFER LETTER**

**College Name:** Avanthi Engineering College

**Date:** 16.12.2022

**Dear E.SAI PRASANNA ,**

**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, 6<sup>th</sup> floor, Chennai, Tamil Nadu, PIN 600063

  
**PRINCIPAL**  
Avanathi Institute of Engg. & Tech.  
Gumbhapally (V), Abdullapurmet (Tal.), R.R. Dist.



# GlobalLogic

A Hitachi Group Company

We take pleasure in welcoming you to our organization and look forward to a mutually beneficial association. Your point of contact on the day of joining will be HR SPOC at Hyderabad location. You are requested to report to our office situated at (GlobalLogic Technologies Private Limited, Unit-3 6<sup>th</sup> Floor, Block-1, M/s DLF Assets Pvt Ltd, Codeveloper for M/s DLF Infocity Hyderabad Ltd, IT/ITES SEZ, Gachibowli Village, Serlingampally, Mandal, Ranga Reddy District.) at 9:30 am.

For GlobalLogic Technologies Private Ltd.

Shuchita Shukla  
Authorized Signatory

## OFFER ACCEPTANCE & DECLARATION

I have read and understood the above terms and conditions of the above mentioned offer letter and I hereby confirm the acceptance of the same. I also confirm that there has not been any commitment (be it verbal or written) made to me by the company which is not covered in the scope of this offer letter. I will be reporting for duty on **25-November- 2022**.

Signature



PRINCIPAL  
A Yanhi Institute of Engg. & Tech.  
Gachibowli (V), Assilapet (M), Ranga Reddy (D)

# GlobalLogic

A Hitachi Group Company

Annexure – 1 Salary Structure	
Name: G. SONY	
Designation: Associate Analyst, Content Engineering	Grade: CEO2 Band: X
WEF: 18 Nov-2022	Location : Hyderabad
Section A – Gross Fixed Salary Break Up	
Monthly Components (In Rs.)	
Basic	10000
House Rent Allowance	1251
Statutory Bonus Information	1800
Special Allowance	0
ESI Information	424
Total Monthly (A)	13475
Total Monthly Annualised (B)	161700
Annual Components (In Rs.)	
Provident Fund (As per the PF Act 1952)	14400
National Pension Scheme-	0
Total Annualised (C)	14400
Total Fixed Annual Gross Salary (B+C)	176100
Section B – Additional Benefits	
Retirals & Health Benefits (Annualized Amount)	
Gratuity	5769
Mediclaime Insurance	1100
Total of Section B	6869
Total CTC (Section A + B)	182969
Incentive Indication (per annum)**	36000
Max Annual Total Remuneration	218969
<i>In addition to Mediclaime employee will be covered under below additional benefits.</i>	
1. Group Term Life Insurance worth Rs.5 Lacs.	
2. Group Personal Accident Insurance worth Rs. 2 Lacs	
<i>-An employee contribution of 0.75% will be deducted from employees in hand salary.</i>	
<i>Employer ESI contribution shall be at the rate of 3.25% of the gross salary.</i>	
<i>** Incentive amount is not a guaranteed amount of your CTC. It may be higher, lower or nil per the terms described herein. Only top performers are eligible to get this incentive basis their monthly/ quarterly performance. The incentive amount may also be fixed for performance. It is pro-rated to the duration spent with GlobalLogic for the financial year and will be paid to you only if you are active on GlobalLogic's payroll on the day the incentive is paid.</i>	

For GlobalLogic Technologies Private Ltd.

Shuchita Shukla Gajula Rachana

Gajula Rachana

Associate Analyst, Content Engineering

  
PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
Gunthapally (V), Abdulapuram (M), R.R. Dist



**PERSONAL & CONFIDENTIAL**

**Apprenticeship Offer Letter**

Dear ,

At SunviENG Pvt Ltd, we strive to provide comprehensive solutions that help our clients to achieve their operational and business goals.

To help SunviENG meet its accelerated growth plan, we are delighted to offer you the position of **Team Leader** HR Department to join SunviENG (referred to as SunviENG or the Company) in this journey.

Your appointment will be effective on your joining date, i.e., 15th Oct, 2022. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

This offer is subject to your acceptance of the attached terms and conditions, please e-mail your acceptance of this offer of Apprenticeship to initiate the on-boarding process:

Your Designation:	Assistant Manager
Reporting Manager:	Yet to be decided
Work Location:	Madhapur, Hyderabad
Joining Date:	15th Oct, 2022
Reporting Address:	SunviENG Pvt Ltd, 5th Floor, 815 BVL Complex, SBH Officers Colony, Mega Hills, 100 Feet Road, Ayyappa Society, Madhapur, Hyderabad, TS 500081.

We welcome you to the SunviENG family and look forward to a mutually beneficial and purposeful association. Should you need any clarification, please contact Human Resource Executive T.M.V. Taraka and email - [hr@sunvieng.com](mailto:hr@sunvieng.com).

For SunviENG Pvt Ltd,  
**T.M.V. TARAKA**

HR Executive



Signature

Goshika Sreevani

## ANNEXURES

S. No.	Annexures	Content
1.	Annexure-1	Compensation Structure Details (if applicable)
2.	Annexure-2	Instructions for Onboarding
3.	Annexure-3	Terms of agreement
4.	Annexure-4	Terms & Conditions

## ANNEXURE-1

Objective: This annexure contains probation and salary details.

### **Probation Period:**

You'll be undergone for a six (6) months' probation period from the start of your joining at SunviENG Pvt Ltd. After the six months of probation, your performance will be reviewed by the team leader concerned & HR. Based on your performance, your candidature will be declared as a confirmed employee or we'll extend your probation period accordingly. However, the first three (3) months of your probation period will be crucial for analyzing your performance.

### **Salary payable during probation period:**

You shall be paid a monthly salary of INR 10,000/- per month (Rupees Ten Thousand only) i.e., INR 1,20,000 PA (Rupees One Lakh Twenty Thousand only), based on you meeting the minimum performance criteria an assignment continuity. Your salary will be revised up to INR 15,000/- (Rupees Fifteen thousand only) after successful completion of first three (3) months of probation period based on your performance. You shall be entitled to Annual leaves and Mediclaim benefits only.

### **Appraisal Procedure:**

All the confirmed employees of SunviENG Pvt Ltd., will get the annual revision based on their individual performance.

Signature

Goshika Sreevani



**ANNEXURE-2**

**List of documents to be carried for on-boarding formalities:**

Please note that you must carry One-set of photocopies of each of the documents mentioned below and bring the originals along with you for verification on your date of joining.

**Educational Documents (As Applicable):**

- SSC or Class 10<sup>th</sup> Consolidated Marks Memo (CMM) photocopy.
- Intermediate or Class 12<sup>th</sup> or Consolidated Marks Memo (CMM) photocopy.
- UG Consolidated Marks Memo (CMM) & Provisional Certificate (PC)/Original Degree (OD) photocopies.
- PG Consolidated Marks Memo (CMM) & Provisional Certificate (PC)/ Original Degree (OD) photocopies.

**ID Proof:**

- AADHAAR Card photocopy.
- PAN Card photocopy.
- Two Passport Sized Photographs.
- A medical fitness certificate obtained from a registered medical practitioner.

**Other Details:**

Reporting Time: 09:30AM

Venue: SunviENG Pvt Ltd, 5th Floor, 815 BVL Complex, SBH Officers Colony, Mega Hills, 100 Feet Road, Ayyappa Society, Madhapur, Hyderabad, TS 500081.

Signature

Goshika Sreevani

### ANNEXURE-3

This agreement, dated on the 08<sup>th</sup> January, 2023 is made between **SunviENG Pvt Ltd.**, and **Manisha Reddy Modugu** of Hyderabad, Telangana. This document constitutes an Apprenticeship agreement between these two parties and is governed by the laws of Ranga Reddy District.

Whereas the Employer desires to retain the services of the Employee, and the Employee desires to render such services, these terms and conditions are set forth.

#### **Roles & Responsibilities of your Apprenticeship:**

- Research/review jurisdictional requirements related to site design for preparation of Zoning and/or Engineering drawing.
- Self-perform AutoCAD work, including revisions and updates.
- Coordinate and expedite drawing production, coordinating with client, QC drawings, facilitate changes/revisions.
- Prepare modification drawings that include upgrades, extensions, and reinforcements to telecom towers and foundations.
- Create budget estimates of materials, quantity, and fabrication drawings for proposed reinforcing projects.
- Provide training to less experienced Designers and perform detailed QA/QC of drawings.
- Develop a CAD library of previous modifications and extension templates to optimize design efforts.
- Prioritize work queues and align resources to meet required work cycle times.

#### **AGREEMENT OF SERVICE**

The term of this Apprenticeship Agreement shall commence on 08<sup>th</sup> February, 2023. The Employee agrees and acknowledges that, he will work for SunviENG Pvt Ltd., at least for one-year i.e., till 07<sup>th</sup> February, 2024 and the Company has the right, and may terminate their Apprenticeship with the Company at any time for any reason pertaining to company policies.



SunviENG Pvt Ltd., (Company Seal with MD Signature)

Signature

Goshika Sreevani

SunviENG Pvt Ltd, 815 BVL Complex, 5<sup>th</sup> Floor, Mega Hills, 100 Feet Road, Ayyappa Society,  
Madhapur, Hyderabad, Telangana – 500081.  
Contact hr@sunvieng.com

*Avanithi Institute of Engg. & Tech.*  
Gunthapally (V), Abdullapannet (M.D.), R.R. Dist



## ANNEXURE-4

### Terms and Conditions

#### **1. Compensation**

As detailed in Annexure-1.

#### **2. Education Qualification**

This offer of Apprenticeship is made for you based on the premise that you have acquired the desired qualification with 50% marks. If you are awaiting the results as on the date of joining and do not complete the qualification subsequently with the above percentage, this offer stands cancelled.

#### **3. Transfer & Deputation**

You can be transferred to other departments, locations, subsidiaries, sister companies, or deputed to any client's site, within India based on the requirements of the organization or exigencies of work from time-to-time. Disobedience of such orders of the Company will be construed as grave misconduct and may lead to punitive action.

#### **4. Code of Business Conduct**

You will be governed by the Code of Business Conduct as is in force from time-to-time.

#### **5. Applicability of changes in the general terms and conditions of Apprenticeship and policies made by the company subsequently**

Company reserves the right to amend certain terms and conditions of Apprenticeship and /or policies from time to time to cope with the changing business needs and environment which shall be communicated appropriately. Unless given specific exemption, you shall be bound by these policies of the company and the amended terms and conditions automatically.

#### **6. Shifts**

Company reserves the right to run the shifts, change the shift timings, fix the criteria to attend in shifts within the applicable laws based on its business needs and all its employees are bound by it.

#### **7. Leaves**

You will be governed by the SunviENG annual leave policy that is in force from time-to-time.

#### 8. Medical Examination

The company reserves its right to have you undergo medical examination from time-to-time. The appointment, shall always, be subject to a doctor, certifying you to be fit to carry out your duties.

#### 9. Dress Code

While at work you are a brand ambassador for SunviENG Pvt Ltd., and it is important to therefore dress the part. Please ensure you align with our Dress Code Policy and dress in Business Formal on Weekdays and especially during any client visits or presentations. Business Informal is permitted on Friday.

#### 10. Performance Review

Your performance shall be reviewed periodically as per the Performance Assessment Guidelines Policy for employees which is operational in the company.

#### 11. Declarations & Information

This offer of Apprenticeship is made based on the information furnished by you regarding your personal data, education qualification and experience. If any information furnished by you proves to be false or willfully suppressed, this Apprenticeship is liable to be terminated.

#### 12. Associate's Non-Disclosure Agreement

You will need to keep all information pertaining to SunviENG and its subsidiaries, customers, and all stakeholders confidential. Please execute the Non-Disclosure Agreement as stipulated by the company at the time of joining.

#### 13. Non-Solicitation

As an Employee, you will have access to confidential information that is the property of the Employer. You are not permitted to disclose this information outside of the Company.

During the term of Apprenticeship, and for a period of one (1) year immediately thereafter, you agree not to solicit any employee or apprentice, or independent contractor of the Company on behalf of any other business enterprise, nor shall you induce any employee or apprentice, or independent contractor associated with the Company to terminate or breach an Apprenticeship, contractual or other relationship with the Company.



#### 14. Termination of Apprenticeship

Termination of Apprenticeship may be initiated by the employer and will be based on performance, Attitude, Competency, Discipline and non-adherence to the organization rules and others.

For the Probation Employees - Employer may terminate the employee from the services immediately within 24 hours prior notice.

For the Confirmed Employees - Employer may terminate the employee from the services with 15 days of notice period or immediately depending on the company policies

For the Permanent Employees - Employer may terminate the employee from the services with 60 days of notice period or Basic Compensation of 30 days.

Note:

- However, company reserves the right to terminate the employee without any prior intimation and basic pay for some certain scenarios.
- The Employee agrees to return any Employer property upon termination.

#### 15. Resignation Policy

If the employee wishes to separate from the company, he/she is required to put in his/her resignation and continue service during the notice period as specified in the SunviENG HR Policy.

For Entry-level Employees - Employee has to give a day intimation i.e., 24 hours prior.

For Mid-level Employees - Employee has to serve two months of notice period after accepting the resignation depending on the business requirements.

For Senior Employees - Employee has to serve three months of notice period after accepting the resignation depending on the business requirements.

#### 16. Dismissal

Company reserves the right to dismiss you without any notice or payment in lieu of notice in the event of misconduct which constitutes a breach of integrity under the Company's Code of Business Conduct.

#### 17. Voluntary Abandonment

Should you not report to duty for more than 8 consecutive days without prior sanction of leave from your superior or without intimating your team leader & HR, it will be construed that you have voluntarily abandoned from the apprenticeship and your contract for the same will stand terminated.



**18. Surrender of Company Assets and Exit Process:**

Please adhere to the requirements of the exit process in terms of settling all claims. You will also need to surrender all the tangible assets of the Company, including the data and information in soft or hard form which are in your possession by virtue of your Apprenticeship before separation from the Company.

**19. Travel**

You may be required to undertake travel on behalf of the Company work and will be paid travel expenses as per the applicable travel policy for the same.

**20. Contact Information**

Please keep the company informed of your postal address, telephone number, fax, email, or any other means for communication including changes that may occur during the period of your Apprenticeship. Any communication sent to the last informed address is deemed as served.

**21. Jurisdiction**

The appropriate Courts situated in Ranga Reddy District, Telangana shall alone have exclusive jurisdiction to try any disputes arising out of this contract of Apprenticeship.

**22. Background Verification**

Acceptance of this offer also confirms your consent to SunviENG Pvt Ltd., to carry out necessary background checks on Education, Previous Apprenticeship, and felony records.

**23. Extension of Apprenticeship**

The Company reserves the right to curtail or extend the training period of the trainee at its discretion besides that the Company can shift the trainee from the present Company to some of its other unit or subsidiary company.

Important Note: However, SunviENG Pvt Ltd has the right to issue a legal notice if any of the employee abandons this Apprenticeship agreement at the time of his/her Apprenticeship period.

Signature  
**Goshika Sreevani**





**ACCEPTANCE OF APPRENTICESHIP**

I have read and fully understood the above terms and conditions and I accept the same without any reservations.

Date:

Place:

Signature

Goshika Sreevani

Date: 20/11/2022

To  
Guduru Sampath,  
8285912444.

Dear Guduru Sampath,

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 2022**. We look forward to you beginning your career with our **Training Program** within 1<sup>st</sup> week of **Dec 2022**.

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](mailto:info@tekworks.in). We sincerely hope that your period of association with us will be long, pleasant, and of mutual benefit.

For TekWorks Enterprise Solutions Pvt Ltd.,



Sridhar Tirumala  
Managing Director



PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Gundhupally (V), Abotlapuram (M), R.R. Dist.



**PERSONAL & CONFIDENTIAL****Apprenticeship Offer Letter**

Dear ,

At SunviENG Pvt Ltd, we strive to provide comprehensive solutions that help our clients to achieve their operational and business goals.

To help SunviENG meet its accelerated growth plan, we are delighted to offer you the position of **Team Leader** HR Department to join SunviENG (referred to as SunviENG or the Company) in this journey.

Your appointment will be effective on your joining date, i.e., 12th Oct 2022. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

This offer is subject to your acceptance of the attached terms and conditions, please e-mail your acceptance of this offer of Apprenticeship to initiate the on-boarding process.

Your Designation:	Assistant Manager
Reporting Manager:	Yet to be decided
Work Location:	Madhapur, Hyderabad
Joining Date:	12th Oct 2022
Reporting Address:	SunviENG Pvt Ltd, 5th Floor, 815 BVL Complex, SBH Officers Colony, Mega Hills, 100 Feet Road, Ayyappa Society, Madhapur, Hyderabad, TS 500081.

We welcome you to the SunviENG family and look forward to a mutually beneficial and purposeful association. Should you need any clarification, please contact Human Resource Executive T.M.V. Taraka and email - [hr@sunvieng.com](mailto:hr@sunvieng.com).

For SunviENG Pvt Ltd,  
**T.M.V. TARAKA**

HR Executive



Signature

Gavani Naveen Kumar

**ACCEPTANCE OF APPRENTICESHIP**

I have read and fully understood the above terms and conditions and I accept the same without any reservations.

Date:

Place:

Signature

Gavani Naveen Kumar



#### **18. Surrender of Company Assets and Exit Process**

Please adhere to the requirements of the exit process in terms of settling all claims. You will also need to surrender all the tangible assets of the Company, including the data and information in soft or hard form which are in your possession by virtue of your Apprenticeship before separation from the Company.

#### **19. Travel**

You may be required to undertake travel on behalf of the Company work and will be paid travel expenses as per the applicable travel policy for the same.

#### **20. Contact Information**

Please keep the company informed of your postal address, telephone number, fax, email, or any other means for communication including changes that may occur during the period of your Apprenticeship. Any communication sent to the last informed address is deemed as served.

#### **21. Jurisdiction**

The appropriate Courts situated in Ranga Reddy District, Telangana shall alone have exclusive jurisdiction to try any disputes arising out of this contract of Apprenticeship.

#### **22. Background Verification**

Acceptance of this offer also confirms your consent to SunviENG Pvt Ltd., to carry out necessary background checks on Education, Previous Apprenticeship, and felony records.

#### **23. Extension of Apprenticeship**

The Company reserves the right to curtail or extend the training period of the trainee at its discretion besides that the Company can shift the trainee from the present Company to some of its other unit or subsidiary company.

Important Note: However, SunviENG Pvt Ltd has the right to issue a legal notice if any of the employee abandons this Apprenticeship agreement at the time of his/her Apprenticeship period.

**Signature**

**Gavani Naveen Kumar**

#### 14. Termination of Apprenticeship

Termination of Apprenticeship may be initiated by the employer and will be based on performance, Attitude, Competency, Discipline and non-adherence to the organization rules and others.

For the Probation Employees - Employer may terminate the employee from the services immediately within 24 hours prior notice.

For the Confirmed Employees - Employer may terminate the employee from the services with 15 days of notice period or immediately depending on the company policies

For the Permanent Employees - Employer may terminate the employee from the services with 60 days of notice period or Basic Compensation of 30 days.

Note:

- However, company reserves the right to terminate the employee without any prior intimation and basic pay for some certain scenarios.
- The Employee agrees to return any Employer property upon termination.

#### 15. Resignation Policy

If the employee wishes to separate from the company, he/she is required to put in his/her resignation and continue service during the notice period as specified in the SunviENG HR Policy.

For Entry-level Employees - Employee has to give a day intimation i.e., 24 hours prior.

For Mid-level Employees - Employee has to serve two months of notice period after accepting the resignation depending on the business requirements.

For Senior Employees - Employee has to serve three months of notice period after accepting the resignation depending on the business requirements.

#### 16. Dismissal

Company reserves the right to dismiss you without any notice or payment in lieu of notice in the event of misconduct which constitutes a breach of integrity under the Company's Code of Business Conduct.

#### 17. Voluntary Abandonment

Should you not report to duty for more than 8 consecutive days without prior sanction of leave from your superior or without intimating your team leader & HR, it will be construed that you have voluntarily abandoned from the apprenticeship and your contract for the same will stand terminated.



#### **8. Medical Examination**

The company reserves its right to have you undergo medical examination from time-to-time. The appointment, shall always, be subject to a doctor, certifying you to be fit to carry out your duties.

#### **9. Dress Code**

While at work you are a brand ambassador for SunviENG Pvt Ltd., and it is important to therefore dress the part. Please ensure you align with our Dress Code Policy and dress in Business Formals on Weekdays and especially during any client visits or presentations. Business Informal is permitted on Friday.

#### **10. Performance Review**

Your performance shall be reviewed periodically as per the Performance Assessment Guidelines Policy for employees which is operational in the company.

#### **11. Declarations & Information**

This offer of Apprenticeship is made based on the information furnished by you regarding your personal data, education qualification and experience. If any information furnished by you proves to be false or willfully suppressed, this Apprenticeship is liable to be terminated.

#### **12. Associate's Non-Disclosure Agreement**

You will need to keep all information pertaining to SunviENG and its subsidiaries, customers, and all stakeholders confidential. Please execute the Non-Disclosure Agreement as stipulated by the company at the time of joining.

#### **13. Non-Solicitation**

As an Employee, you will have access to confidential information that is the property of the Employer. You are not permitted to disclose this information outside of the Company.

During the term of Apprenticeship, and for a period of one (1) year immediately thereafter, you agree not to solicit any employee or apprentice, or independent contractor of the Company on behalf of any other business enterprise, nor shall you induce any employee or apprentice, or independent contractor associated with the Company to terminate or breach an Apprenticeship, contractual or other relationship with the Company.

## ANNEXURE-4

### Terms and Conditions

#### **1. Compensation**

As detailed in Annexure-1.

#### **2. Education Qualification**

This offer of Apprenticeship is made for you based on the premise that you have acquired the desired qualification with 50% marks. If you are awaiting the results as on the date of joining and do not complete the qualification subsequently with the above percentage, this offer stands cancelled.

#### **3. Transfer & Deputation**

You can be transferred to other departments, locations, subsidiaries, sister companies, or deputed to any client's site, within India based on the requirements of the organization or exigencies of work from time-to-time. Disobedience of such orders of the Company will be construed as grave misconduct and may lead to punitive action.

#### **4. Code of Business Conduct**

You will be governed by the Code of Business Conduct as is in force from time-to-time.

#### **5. Applicability of changes in the general terms and conditions of Apprenticeship and policies made by the company subsequently**

Company reserves the right to amend certain terms and conditions of Apprenticeship and /or policies from time to time to cope with the changing business needs and environment which shall be communicated appropriately. Unless given specific exemption, you shall be bound by these policies of the company and the amended terms and conditions automatically.

#### **6. Shifts**

Company reserves the right to run the shifts, change the shift timings, fix the criteria to attend in shifts within the applicable laws based on its business needs and all its employees are bound by it.

#### **7. Leaves**

You will be governed by the SunviENG annual leave policy that is in force from time-to-time.



### ANNEXURE-3

This agreement, dated on the 12<sup>th</sup> Oct, 2022 is made between **SunviENG Pvt Ltd.**, and **Manisha Reddy Modugu** of Hyderabad, Telangana. This document constitutes an Apprenticeship agreement between these two parties and is governed by the laws of Ranga Reddy District.

Whereas the Employer desires to retain the services of the Employee, and the Employee desires to render such services, these terms and conditions are set forth.

#### **Roles & Responsibilities of your Apprenticeship:**

- Research/review jurisdictional requirements related to site design for preparation of Zoning and/or Engineering drawing.
- Self-perform AutoCAD work, including revisions and updates.
- Coordinate and expedite drawing production, coordinating with client, QC drawings, facilitate changes/revisions.
- Prepare modification drawings that include upgrades, extensions, and reinforcements to telecom towers and foundations.
- Create budget estimates of materials, quantity, and fabrication drawings for proposed reinforcing projects.
- Provide training to less experienced Designers and perform detailed QA/QC of drawings.
- Develop a CAD library of previous modifications and extension templates to optimize design efforts.
- Prioritize work queues and align resources to meet required work cycle times.

#### **AGREEMENT OF SERVICE**

The term of this Apprenticeship Agreement shall commence on 12<sup>th</sup> Oct, 2022. The Employee agrees and acknowledges that, he will work for SunviENG Pvt Ltd., at least for one-year i.e., till 12<sup>th</sup> Oct, 2022 and the Company has the right, and may terminate their Apprenticeship with the Company at any time for any reason pertaining to company policies.



**SunviENG Pvt Ltd.**, (Company Seal with MD Signature)

Signature

**Gavani Naveen Kumar**

**ANNEXURE-2**

**List of documents to be carried for on-boarding formalities:**

Please note that you must carry One-set of photocopies of each of the documents mentioned below and bring the originals along with you for verification on your date of joining.

**Educational Documents (As Applicable):**

- SSC or Class 10<sup>th</sup> Consolidated Marks Memo (CMM) photocopy.
- Intermediate or Class 12<sup>th</sup> or Consolidated Marks Memo (CMM) photocopy.
- UG Consolidated Marks Memo (CMM) & Provisional Certificate (PC)/Original Degree (OD) photocopies.
- PG Consolidated Marks Memo (CMM) & Provisional Certificate (PC)/ Original Degree (OD) photocopies.

**ID Proof:**

- AADHAAR Card photocopy.
- PAN Card photocopy.
- Two Passport Sized Photographs.
- A medical fitness certificate obtained from a registered medical practitioner.

**Other Details:**

Reporting Time: 09:30AM

Venue: **SunviENG Pvt Ltd, 5th Floor, 815 BVL Complex, SBH Officers Colony, Mega Hills, 100 Feet Road, Ayyappa Society, Madhapur, Hyderabad, TS 500081.**

Signature

Gavani Naveen Kumar



## ANNEXURES

S. No.	Annexures	Content
1.	Annexure-1	Compensation Structure Details (if applicable)
2.	Annexure-2	Instructions for Onboarding
3.	Annexure-3	Terms of agreement
4.	Annexure-4	Terms & Conditions

## ANNEXURE-1

Objective: This annexure contains probation and salary details.

### **Probation Period:**

You'll be undergone for a six (6) months' probation period from the start of your joining at SunviENG Pvt Ltd. After the six months of probation, your performance will be reviewed by the team leader concerned & HR. Based on your performance, your candidature will be declared as a confirmed employee or we'll extend your probation period accordingly. However, the first three (3) months of your probation period will be crucial for analyzing your performance.

### **Salary payable during probation period:**

You shall be paid a monthly salary of INR 10,000/- per month (Rupees Ten Thousand only) i.e., INR 1,20,000 PA (Rupees One Lakh Twenty Thousand only), based on you meeting the minimum performance criteria an assignment continuity. Your salary will be revised up to INR 15,000/- (Rupees Fifteen thousand only) after successful completion of first three (3) months of probation period based on your performance. You shall be entitled to Annual leaves and Mediclaim benefits only.

### **Appraisal Procedure:**

All the confirmed employees of SunviENG Pvt Ltd., will get the annual revision based on their individual performance.

Signature

Gavani Naveen Kumar

**PERSONAL & CONFIDENTIAL**

**Apprenticeship Offer Letter**

Dear ,

At SunviENG Pvt Ltd, we strive to provide comprehensive solutions that help our clients to achieve their operational and business goals.

To help SunviENG meet its accelerated growth plan, we are delighted to offer you the position of **Team Leader** HR Department to join SunviENG (referred to as SunviENG or the Company) in this journey.

Your appointment will be effective on your joining date, i.e., 08th February 2023. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

This offer is subject to your acceptance of the attached terms and conditions, please e-mail your acceptance of this offer of Apprenticeship to initiate the on-boarding process.

Your Designation:	Assistant Manager
Reporting Manager:	Yet to be decided
Work Location:	Madhapur, Hyderabad
Joining Date:	07th Oct, 2022
Reporting Address:	SunviENG Pvt Ltd, 5th Floor, 815 BVL Complex, SBH Officers Colony, Mega Hills, 100 Feet Road, Ayyappa Society, Madhapur, Hyderabad, TS 500081.

We welcome you to the SunviENG family and look forward to a mutually beneficial and purposeful association. Should you need any clarification, please contact Human Resource Executive T.M.V. Taraka and email - [hr@sunvieng.com](mailto:hr@sunvieng.com).

For SunviENG Pvt Ltd.,  
**T.M.V. TARAKA**



Signature

**Gudugu Keerthana**



## ANNEXURES

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### **Appraisal Procedure:**

All the confirmed employees of SunviENG Pvt Ltd., will get the annual revision based on their individual performance.

Signature

**Gudugu Keerthana**

## ANNEXURE-2

### List of documents to be carried for on-boarding formalities:

Please note that you must carry One-set of photocopies of each of the documents mentioned below and bring the originals along with you for verification on your date of joining.

#### Educational Documents (As Applicable):

- SSC or Class 10<sup>th</sup> Consolidated Marks Memo (CMM) photocopy.
- Intermediate or Class 12<sup>th</sup> or Consolidated Marks Memo (CMM) photocopy.
- UG Consolidated Marks Memo (CMM) & Provisional Certificate (PC)/Original Degree (OD) photocopies.
- PG Consolidated Marks Memo (CMM) & Provisional Certificate (PC)/ Original Degree (OD) photocopies.

#### ID Proof:

- AADHAAR Card photocopy.
- PAN Card photocopy.
- Two Passport Sized Photographs.
- A medical fitness certificate obtained from a registered medical practitioner.

#### Other Details:

Reporting Time: 09:30AM

Venue: **SunviENG Pvt Ltd, 5th Floor, 815 BVL Complex, SBH Officers Colony, Mega Hills, 100 Feet Road, Ayyappa Society, Madhapur, Hyderabad, TS 500081.**

Signature

**Gudugu Keerthana**



### ANNEXURE-3

This agreement, dated on the 07th Oct, 2022 is made between **SunviENG Pvt Ltd.**, and **Manisha Reddy Modugu** of Hyderabad, Telangana. This document constitutes an Apprenticeship agreement between these two parties and is governed by the laws of Ranga Reddy District.

Whereas the Employer desires to retain the services of the Employee, and the Employee desires to render such services, these terms and conditions are set forth.

#### **Roles & Responsibilities of your Apprenticeship:**

- Research/review jurisdictional requirements related to site design for preparation of Zoning and/or Engineering drawing.
- Self-perform AutoCAD work, including revisions and updates.
- Coordinate and expedite drawing production, coordinating with client, QC drawings, facilitate changes/revisions.
- Prepare modification drawings that include upgrades, extensions, and reinforcements to telecom towers and foundations.
- Create budget estimates of materials, quantity, and fabrication drawings for proposed reinforcing projects.
- Provide training to less experienced Designers and perform detailed QA/QC of drawings.
- Develop a CAD library of previous modifications and extension templates to optimize design efforts.
- Prioritize work queues and align resources to meet required work cycle times.

#### **AGREEMENT OF SERVICE**

The term of this Apprenticeship Agreement shall commence on 08<sup>th</sup> February, 2023. The Employee agrees and acknowledges that, he will work for SunviENG Pvt Ltd., at least for one-year i.e., till 07th Oct, 2022 and the Company has the right, and may terminate their Apprenticeship with the Company at any time for any reason pertaining to company policies.

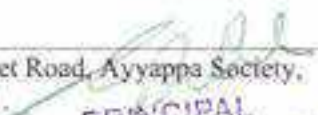


SunviENG Pvt Ltd., (Company Seal with MD Signature)

Signature

Gudugu Keerthana

SunviENG Pvt Ltd, 815 BVL Complex, 5<sup>th</sup> Floor, Mega Hills, 100 Feet Road, Ayyappa Society,  
Madhapur, Hyderabad, Telangana – 500081.  
Contact hr@sunvieng.com

  
PRINCIPAL  
Avanithi Institute of Engg. & Tech.  
Gunthapally (M), Abulhasanpet (MD), R.R. Dist.

## ANNEXURE-4

### Terms and Conditions

#### **1. Compensation**

As detailed in Annexure-1.

#### **2. Education Qualification**

This offer of Apprenticeship is made for you based on the premise that you have acquired the desired qualification with 50% marks. If you are awaiting the results as on the date of joining and do not complete the qualification subsequently with the above percentage, this offer stands cancelled.

#### **3. Transfer & Deputation**

You can be transferred to other departments, locations, subsidiaries, sister companies, or deputed to any client's site, within India based on the requirements of the organization or exigencies of work from time-to-time. Disobedience of such orders of the Company will be construed as grave misconduct and may lead to punitive action.

#### **4. Code of Business Conduct**

You will be governed by the Code of Business Conduct as is in force from time-to-time.

#### **5. Applicability of changes in the general terms and conditions of Apprenticeship and policies made by the company subsequently**

Company reserves the right to amend certain terms and conditions of Apprenticeship and /or policies from time to time to cope with the changing business needs and environment which shall be communicated appropriately. Unless given specific exemption, you shall be bound by these policies of the company and the amended terms and conditions automatically.

#### **6. Shifts**

Company reserves the right to run the shifts, change the shift timings, fix the criteria to attend in shifts within the applicable laws based on its business needs and all its employees are bound by it.

#### **7. Leaves**

You will be governed by the SunviENG annual leave policy that is in force from time-to-time.



#### **8. Medical Examination**

The company reserves its right to have you undergo medical examination from time-to-time. The appointment, shall always, be subject to a doctor, certifying you to be fit to carry out your duties.

#### **9. Dress Code**

While at work you are a brand ambassador for SunviENG Pvt Ltd., and it is important to therefore dress the part. Please ensure you align with our Dress Code Policy and dress in Business Formal on Weekdays and especially during any client visits or presentations. Business Informal is permitted on Friday.

#### **10. Performance Review**

Your performance shall be reviewed periodically as per the Performance Assessment Guidelines Policy for employees which is operational in the company.

#### **11. Declarations & Information**

This offer of Apprenticeship is made based on the information furnished by you regarding your personal data, education qualification and experience. If any information furnished by you proves to be false or willfully suppressed, this Apprenticeship is liable to be terminated.

#### **12. Associate's Non-Disclosure Agreement**

You will need to keep all information pertaining to SunviENG and its subsidiaries, customers, and all stakeholders confidential. Please execute the Non-Disclosure Agreement as stipulated by the company at the time of joining.

#### **13. Non-Solicitation**

As an Employee, you will have access to confidential information that is the property of the Employer. You are not permitted to disclose this information outside of the Company.

During the term of Apprenticeship, and for a period of one (1) year immediately thereafter, you agree not to solicit any employee or apprentice, or independent contractor of the Company on behalf of any other business enterprise, nor shall you induce any employee or apprentice, or independent contractor associated with the Company to terminate or breach an Apprenticeship, contractual or other relationship with the Company.

#### 14. Termination of Apprenticeship

Termination of Apprenticeship may be initiated by the employer and will be based on performance, Attitude, Competency, Discipline and non-adherence to the organization rules and others.

For the Probation Employees - Employer may terminate the employee from the services immediately within 24 hours prior notice.

For the Confirmed Employees - Employer may terminate the employee from the services with 15 days of notice period or immediately depending on the company policies

For the Permanent Employees - Employer may terminate the employee from the services with 60 days of notice period or Basic Compensation of 30 days.

Note:

- However, company reserves the right to terminate the employee without any prior intimation and basic pay for some certain scenarios.
- The Employee agrees to return any Employer property upon termination.

#### 15. Resignation Policy

If the employee wishes to separate from the company, he/she is required to put in his/her resignation and continue service during the notice period as specified in the SunviENG HR Policy.

For Entry-level Employees - Employee has to give a day intimation i.e., 24 hours prior.

For Mid-level Employees - Employee has to serve two months of notice period after accepting the resignation depending on the business requirements.

For Senior Employees - Employee has to serve three months of notice period after accepting the resignation depending on the business requirements.

#### 16. Dismissal

Company reserves the right to dismiss you without any notice or payment in lieu of notice in the event of misconduct which constitutes a breach of integrity under the Company's Code of Business Conduct.

#### 17. Voluntary Abandonment

Should you not report to duty for more than 8 consecutive days without prior sanction of leave from your superior or without intimating your team leader & HR, it will be construed that you have voluntarily abandoned from the apprenticeship and your contract for the same will stand terminated.



#### **18. Surrender of Company Assets and Exit Process**

Please adhere to the requirements of the exit process in terms of settling all claims. You will also need to surrender all the tangible assets of the Company, including the data and information in soft or hard form which are in your possession by virtue of your Apprenticeship before separation from the Company.

#### **19. Travel**

You may be required to undertake travel on behalf of the Company work and will be paid travel expenses as per the applicable travel policy for the same.

#### **20. Contact Information**

Please keep the company informed of your postal address, telephone number, fax, email, or any other means for communication including changes that may occur during the period of your Apprenticeship. Any communication sent to the last informed address is deemed as served.

#### **21. Jurisdiction**

The appropriate Courts situated in Ranga Reddy District, Telangana shall alone have exclusive jurisdiction to try any disputes arising out of this contract of Apprenticeship.

#### **22. Background Verification**

Acceptance of this offer also confirms your consent to SunviENG Pvt Ltd., to carry out necessary background checks on Education, Previous Apprenticeship, and felony records.

#### **23. Extension of Apprenticeship**

The Company reserves the right to curtail or extend the training period of the trainee at its discretion besides that the Company can shift the trainee from the present Company to some of its other unit or subsidiary company.

Important Note: However, SunviENG Pvt Ltd has the right to issue a legal notice if any of the employee abandons this Apprenticeship agreement at the time of his/her Apprenticeship period.

Signature

Gudugu Keerthana



PRINCIPAL  
Eng. & Tech.  
A.P. Dist.



**ACCEPTANCE OF APPRENTICESHIP**

I have read and fully understood the above terms and conditions and I accept the same without any reservations.

Date:

Place:

Signature

Gudugu Keerthana

  
**PRINCIPAL**  
Avanti Institute of Engg. & Tech.  
Gunthakota (M), Assandole, Warangal R.R. Dist.



# S<SkillKount

Date: November 18, 2022.

To

Mr.GUNTHA VINAY KUMAR REDDY,  
SkillKount Technologies,  
Hyderabad,

## Sub: Deputation Letter

Dear Mr.GUNTHA VINAY KUMAR REDDY, (F5065699), This is to inform you that you have been deputed to Pacra Edge on or before 22<sup>nd</sup> November 2022.

You hereby acknowledge that the terms and conditions of employment as set out in this letter shall be governed by the policies and guidelines issued by the Company from time to time. You agree to be bound by any and all such policies and guidelines and acknowledge that such policies and guideline may be amended or modified or withdrawn from time to time at the sole discretion of the Company. Such change shall be notified by the Company to you at the earlier opportunity and shall be binding upon you.

### 1. Designation:

1] The Company agrees to employ you and you agree to act as "Associate - Health Care Claims" (India Business Title)" and serve the Company upon the terms and subject to the conditions set out in this letter. Your designation is subject to change as per the roles, responsibilities and work assigned to you from time to time.

### 2. Compensation:

2] You will be entitled for an annual cost to company (CTC) of Rs. 2,31, 516: (Rupees Two Lakh Thirty-One Thousand Five Hundred Sixteen Only) per annum. For details of your remuneration structure, please refer to the enclosed Annexure-A.

2.2 All amount payable by the Company under this letter shall be subject to such withholding tax, tax deduction at source or any other taxes as may be required under applicable laws, other statutory deductions, if any and social security contributions. However, it shall remain your responsibility to meet your tax liabilities.

DST Worldwide Services India Private Limited 5<sup>th</sup> Floor, Block B, Q City, Narayanaguda, Central University Campus, Gachibowli,  
Hyderabad - 500048, Telangana, India: +91 40- 68125555, +91-40 66125999  
CIN # UT2200TG20000877C034124

SSctech.Com

  
PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Gunthapally (V), Abdulapuram (M.D.), R.R. Dist.

Edelweiss  
Tokio

Great  
Place  
To  
Work  
Certified

**Letter Date: 18-10-2022**

**Employee Name: GUVVALA SHIVA VARA PRASAD,**  
Employee ID: 701175,  
Location: Hyderabad, Banjara Hills.

APPOINTMENT LETTER

We are pleased to confirm our offer of employment **Relationship Manager - CSB** in the Relationship Manager commencing on or before **18-10-2022** with **Edelweiss Tokio Insurance Company Limited** ("the Company") on the following terms and conditions:

**Compensation and Benefits:** You will receive compensation as outlined in Annexure 1. Income Tax any other statutory deductions will be made at source, as per the applicable tax laws. Your performance will be reviewed annually. You will also be eligible to participate in the Company's discretion performance based Bonus Scheme / Performance Linked Incentives as applicable subject to your be in the Company's employment and not under notice to leave the Company on the bonus payment date.

**Place of Work:** You are appointed to work in the Company office at "Hyderabad Banj Hills". However, your services may be transferred by the Company to any other location or division or may be transferred to any other group entity, in India or abroad, as per the requirement of the Company.

**Leave & Other Benefits:** You will be eligible for leave and other such benefits in accordance with Company's rules and regulations. The perquisites applicable to your grade are subject to alteration & s amendment, and you will be entitled to the same as per the rules of the Company.

**Notice for Separation / Termination:** Either party, by stating their intention to do so, in writing n terminate this employment provided that at least 7 days' notice is given by either party of their intent to do so. However, on achievement of certain business targets or completion of six months employment, whichever is earlier, the notice period will be 30 days. Accordingly, on achievement targets or completion of six months as the case may be, either party may terminate this employment giving 30 days' written notice to the other party. Waiver of notice period days or salary in lieu of not period is completely at the discretion of the Company and requires prior approval from the HR Head.

However, in the event of your being guilty of misconduct or negligence in the discharge of your duties of conduct of the Company's business, or such misdemeanor which is likely to affect, or affects reputation of the Company's working or breaches any of the terms and conditions herein, the Comp reserves its right to terminate your services at any given point of time, with immediate effect, without compensation or notice.

During Notice Period, you will provide such assistance as the Company may require to affect an order handover of your duties and responsibilities to any individual appointed by the Company.

Edelweiss Tokio Life Insurance Company Limited

CIN: U66010MH2009PLC197336

Registered & Corporate Office: 6th Floor, Tower 2, Wing B, Kishinor City, Kurl Road, Kurla (W), Mumbai 400029

  
**PRINCIPAL**  
Avanathi Institute of Engg. & Tech.  
Gunturapaly (V), Alandapuram (M.D.), H.R. Dist



22/11/2022

## Letter of Intent –Free Training and Placement under CSR

Dear Harinath Pendem (Avanathi 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) 22/11/2022 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.



**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 6<sup>th</sup> 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

15/6, 2nd Floor, Manish Complex (Above SBI Bank), Mangammanapalya Main Road,  
Bommanahalli, Bengaluru - 560 068  
Ph : 080-41645630, email : [info@techpalle.com](mailto:info@techpalle.com) | website : [www.techpalle.com](http://www.techpalle.com)

PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Hosangally (M), Abdullapuram (M), R.R. Dist.



12/11/2022

## Letter of Intent –Free Training and Placement under CSR

Dear Jadala 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) 12/11/2022 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
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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
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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.



**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 6<sup>th</sup> 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.  
Ganesh M. Abdulapumet (Mdt.), R.R. Dist.

15/6, 2nd Floor, Manish Complex (Above SBI Bank), Rangammanapalya Main Road,  
Bommanahalli, Bengaluru - 560 068  
Ph : 080-41645630, email : [info@techpalle.com](mailto:info@techpalle.com) | website : [www.techpalle.com](http://www.techpalle.com)





## PROVISIONAL OFFER LETTER

**College Name:** Avanathi Engineering College

**Date:** 16.12.2022

**Dear JANGAM KAVYA,**

### **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, 6<sup>th</sup> floor, Chennai, Tamil Nadu, PIN 600063

  
**PRINCIPAL**  
Avanathi Institute of Engg. & Tech.  
Guntur Road (V), Abdisapurmat (M.D.), R.R. Dist

# DXCTechnology

23/11/2022

Dear J.Anil 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.

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 11, Block 4, DMF Building, Chennai - 600 045.  
Ph: +91 44 22448888/22423788, Fax: +91 44 27981177

  
PRINCIPAL  
Avanthi Institute of Engg. & Tech.  
Gundhampally (V), Abdullapurmet (Mk), R.R. Dist.



Date: 18/11/2022

To  
Junnu Harish,  
8245784912.

Dear Junnu Harish,

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 2022. We look forward to you beginning your career with our **Training Program** within 1<sup>st</sup> week of Dec 2022.

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](mailto:info@tekworks.in). We sincerely hope that your period of association with us will be long, pleasant, and of mutual benefit.

For TekWorks Enterprise Solutions Pvt Ltd.,



Sridhar Tirumala  
Managing Director



PRINCIPAL  
Avanthi Institute of Engg. & Tech.  
Guntur (V), Abulhasanpet (M), R.R. Dist

Date: 25/10/2022

To  
K.Ramya Sri,

Dear K.Ramya Sri,

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 2022. We look forward to you beginning your career with our **Training Program** within 1<sup>st</sup> week of Nov, 2022.

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](mailto:info@tekworks.in). We sincerely hope that your period of association with us will be long, pleasant, and of mutual benefit.

For TekWorks Enterprise Solutions Pvt Ltd.,



**Sridhar Tirumala**  
Managing Director



**PRINCIPAL**  
Avanathi Institute of Engg. & Tech.  
Gunthapally (M. Abdulazizpet (Jd.), R.R. Dist.



# S<SkillKount

Date: November 10, 2022.

To

**Mr.KV GOPAL KRISHNA REDDY,**  
**SkillKount Technologies,**  
**Hyderabad,**

## **Sub: Deputation Letter**

Dear Mr.KV GOPAL KRISHNA REDDY (F5065698), This is to inform you that you have been deputed to Pacra Edge on or before 15<sup>th</sup> November 2022.

You hereby acknowledge that the terms and conditions of employment as set out in this letter shall be governed by the policies and guidelines issued by the Company from time to time. You agree to be bound by any and all such policies and guidelines and acknowledge that such policies and guideline may be amended or modified or withdrawn from time to time at the sole discretion of the Company. Such change shall be notified by the Company to you at the earlier opportunity and shall be binding upon you.

### **1. Designation:**

1] The Company agrees to employ you and you agree to act as "Associate - Health Care Claims" (India Business Title)" and serve the Company upon the terms and subject to the conditions set out in this letter. Your designation is subject to change as per the roles, responsibilities and work assigned to you from time to time.

### **2. Compensation:**

2] You will be entitled for an annual cost to company (CTC) of Rs. 2,31, 516. (Rupees Two Lakh Thirty-One Thousand Five Hundred Sixteen Only) per annum. For details of your remuneration structure, please refer to the enclosed Annexure-A.

2.2 All amount payable by the Company under this letter shall be subject to such withholding tax, tax deduction at source or any other taxes as may be required under applicable laws, other statutory deductions, if any and social security contributions. However, it shall remain your responsibility to meet your tax liabilities.

**DST Worldwide Services India Private Limited** 5<sup>th</sup> Floor, Block B, Q City, Narayanapada, Central University Campus, Gachibowli,  
Hyderabad - 500048, Telangana, India: +91 40-66125555, +91-40-66125999  
CIN # UT2200TG29000P17C034124

**SSetech.Com**

  
**PRINCIPAL**  
**Avanthi Institute of Engg. & Tech.**  
Guntur Road (V), Abdulapeta, Dist: Guntur, R.R. Dist



## PROVISIONAL OFFER LETTER

**College Name:** Avanathi Engineering College

**Date:** 22.12.2022

**Dear K.SWAPNA,**

### **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, 6<sup>th</sup> floor, Chennai, Tamil Nadu, PIN 600063

  
PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
Gunkhampally (V), Abdullapurmet (Mdl), R.R. Dist.



# MLX Technology

Date: 28/11/2022

Dear K.S. Prakash

We are pleased to extend to you an offer of employment with **MLX 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 MLX 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 MLX. 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 **MLX 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,

  
**Bhupendra Panth**  
Vice President – Human Resources

MLX Technology India Private Limited (formerly known as DXC Technologies India Private Limited)  
Registered Office:  
Unit 13, Tower A, DLF Building, Gurgaon - 122002  
Ph: +91 44 2268088/2268188, Fax: +91 44 22788177

  
**PRINCIPAL**  
Avanhi Institute of Engg. & Tech.  
Gunahatoli (V), Abdullapurmet (Mol.), R.R. Dist.



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20552905304/Hyderabad**  
**Date: 25/12/2022**

Mr. K.Anvesh,  
H-No 7-56 Kamalapur  
Road, Cheryala,  
Hyderabad-501015,  
Telangana.  
Tel# -

Dear K.Anvesh,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process for 'TCS Digital' and we are pleased to make you an offer of employment.

You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a challenging role in any Business Unit as per the business requirements of TCSL.

Your gross salary including all benefits and Retention Incentive will be **INR 7,00,022/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after

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**TATA CONSULTANCY SERVICES** **PRINCIPAL**

Tata Consultancy Services Limited

Avanithi Institute of Engg. & Tech.

(2nd Campus, No.1 Software Parks Layout, Madhapur, Hyderabad - 500082)  
Tel: 91-40-6667 2008 Fax: 91-40-6667 2222 Website: www.tcs.com

Registered Office: Nirmal Building, 5th Floor, Narayan Pet, Madhapur (500082)

TCS Careers Service Line: 1800 267 1111 Email: careers@tcs.com





completing joining formalities as per company policy. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of INR 15,000/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be INR 7,500/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of INR 500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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Tata Consultancy Services Limited

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Tel: 91 40 6667 2010 Fax: 91 40 6667 2222/2090316 www.tcs.com  
Registered Office: Narimani Point, 9th Floor, Narimani Point, Mumbai 400 075  
TCS Career Service Line: 1800 209 3333 Email: careers@tcs.com

  
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Guntur, (V.V. Subudhanthi (Mof.), P.R. Dist



#### 4. Personal Allowance

You will be eligible for a monthly personal allowance of INR 17,272/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### PERFORMANCE PAY

##### Monthly Performance Pay

You will receive a monthly performance pay of INR 4,300/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

##### Performance Bonus

Your Performance Bonus will be INR 3,100/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Performance Bonus is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Performance Bonus.

This payment shall be treated as productivity bonus in lieu of statutory profit bonus.

#### CITY ALLOWANCE

You will be eligible for a City Allowance of INR 400/- per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

#### RETENTION INCENTIVE

You are eligible for Retention Incentive of INR 70,000/- payable to you on an annual basis. This component is in appreciation of continuity of your service in TCSL and will be paid on completion of each year from the introduction of this incentive for a period of 3 years. The Company reserves the right to modify the same in line with the TCS Compensation Policy.

#### XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Decampark, No.1 Software Units Layout, 5th Mile,  
Bellary Road, Bangalore 560074. Tel: 91 40 6667 2000 Fax: 91 40 6667 2222  
Registered Office: Nirma Building, 9th Floor, Naraina Point, Mumbai 400 021  
TCS Career Services: 1 800 209 1111 Email: careers@tcs.com

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Avanathi Institute of Engg. & Tech.  
Gunthapally (V), Abthalasummet (Mdl), R.R. Dist.  
Guntur, Andhra Pradesh, India  
www.aitec.ac.in





## OTHER BENEFITS

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### **1. Basic Cover**

i. Entitlement - Includes domiciliary expenses up to INR 6,000/- per insured person per annum and basic hospitalization expenses up to INR 2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

#### **2. Higher Hospitalisation**

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for INR 12,00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

### **Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

### **Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)**

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of INR 250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

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Registered Office: Normal Building, 5th Floor, Naraina, New Delhi - 110028  
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### Loans

You will be eligible for loans, as per TCSL's loan policy.

### Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

## RETIRALS

### Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## TERMS AND CONDITIONS

### 1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs if any during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

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Tata Consultancy Services Limited

Deccanpark, No.1 Software Units Layout, Madhapur, Hyderabad - 500080  
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Registered Office: Nirmal Building, 9th Floor, Nirmal Point, Madhavaram 600 021  
TCS Career Service Line: 1800 209 1111 Email: [careers@tcs.com](mailto:careers@tcs.com)

*[Signature]*  
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Awanthi Institute of Engg. & Tech.  
Gundlupet (V), Abbiyapalem (M.D.), R.R. Dist.





## 2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

## 3. Probation Period

You will be on probation for three months. Your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment without any notice or payment in lieu thereof in case your performance, behaviour and/or conduct during the probation period is found unsatisfactory or the Back Ground Check turns out negative.

## 4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

## 5. Mobility

TCSL reserves the right to transfer you to any of its offices, work sites, or associated or Affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

## 6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

## 7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

## 8. Alternative Occupation / Employment

Either during the period of your probation or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

One Campus, No.1, Software Units Layout, IIT Madras, Chennai - 600 075, India  
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Registered Office: Normal Building, 9th Floor, Nariman Point, Mumbai-400 021  
TCS Career Service Line: 1800 265 3111 | Email: careers@tcs.com

*(Signature)*  
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Gundlupet, Gundlupet (Mol.), R.R. Dist.





## 18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of probation/service without notice.

## 19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

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Tata Consultancy Services Limited

Decampark, No.1 Software Units Layout, Madhapur, Hyderabad 500 081 India  
Tel: 91 40 6667 2500 Fax: 91 40 6667 2422 Website: www.tcs.com  
Registered Office: Nirmal Building, 5th Floor, Nariman Point, Mumbai 400 021  
TCS Career Site: [www.tcs.com](http://www.tcs.com) Email: [careers@tcs.com](mailto:careers@tcs.com)

*(Signature)*  
PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
Guntur (M), Abdulapurmet (K.R.), K.R. Dist  
1





### 13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

### 14. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

### 15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### 16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

### 17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Decorum Park, No. 1 Software Units Layout, Madhavara

Tel: 91 40 6667 2000 Fax: 91 40 6667 2222

Registered Office: Nirmal Building, 307, 11th Floor, Nirmal Street, 600 041, Madhavaram

TCS Career Services: 1800 269 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

*[Signature]*  
**PRINCIPAL**  
Avanathi Institute of Engg. & Tech.  
Gunthapally (M. Abulhasanpet (M.C.D)), R.R. Dist



## 9. Confidentiality Agreement

As part of your acceptance of this offer as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This confidentiality Clause shall survive the termination or earlier determination of your appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## 10. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

## 11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training. This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.

## 12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

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One Campus, No 1 Software Units Layout, Madhavai, Hyderabad  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Normal Building, 9th Floor, Narayana Puram, Hyderabad  
TCS Career Services Line: 1800 365 3611 Email: careers@tcs.com

*[Signature]*  
PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Guntur (V) Abulapuram (M), R.R. Dist.





The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## 20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## 21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## 22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

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TCSL/DT2055

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

One Campus, No. 1, Software Units Layout, Madhapur, Hyderabad 500 080  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Nirmal, Bandra (W), Union, Nariman Point, Mumbai 400 021  
TCS Career Service Line: 1800 209 3111 Email: careers@tcs.com

*[Signature]*  
PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Guntur (M. Andhra Pradesh) (M.D.) R.R. 25



### 23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

### 24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No.1 Software Units Layout, Malhotra, Hyderabad, India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: New India Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Service Line: 1800 209 3111 Email: careers@tcs.com

  
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Guntur (V), Guntur (Dist), A.P. Dist.





**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 3 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn. Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL. We look forward to having you in our global team.

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Decorpark, No.1 Software Units Layout, Marhiguda, Hyderabad  
Tel: 91 40 6667 2600 Fax: 91 40 6667 2222 Website: [www.tcs.com](#)  
Registered Office: Nirmal Building, 5th Floor, Narayan Pet, Mumbai 400 024  
TCS Careers: [www.tcs.com](#) | 1 800 209 3111 | Email: [careers@tcs.com](#)

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**Avanathi Institute of Engg. & Tech.**  
Gunthapally (V), Abbotapuram (M.D.), R.D. Dist



GROSS SALARY SHEET

Annexure 1

Name	K.Anvesh
Designation	
Institute Name	Avanathi's Syntific Academy & Syntific Institutions

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	26,522	3,18,264
<b>2) Performance Pay</b>		
Monthly Performance Pay	4,300	51,600
Performance Bonus*	3,100	37,200
<b>3) City Allowance</b>	400	4,800
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
Retention Incentive	NA	70,000
<b>TOTAL GROSS</b>	<b>51,844</b>	<b>7,00,022</b>
<b>Xplore/ Learning Incentive****</b>		<b>Upto 60,000</b>

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	17,272	2,07,264
<b>GROSS BOUQUET OF BENEFITS</b>	<b>26,522</b>	<b>3,18,264</b>

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TCSL/DT2055

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Disc: Bangalore, No.1, Software Units Layout, Marthalli, Ho. 1, 560075  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2272 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Narayana Point, Marthalli, Bangalore 560 021  
TCS Careers Service Line: 1800 209 3311 | Email: careers@tcs.com

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Gumthappa (V), Abdullapur (Taluk), R.R. Dist





**Annexure**

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 15, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASE Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th floor, Galaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFI House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tebsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 18 building, 2nd Floor, Plot - IIF/12, New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O, Trivandrum - 695581, India</p>	

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, No-1 Software Units Layout, Madhav Nagar, Electronic City Phase II, Bangalore - 560100  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Narmada Building, 9th Floor, Nariman Point, Mumbai 400021  
TCS Careers Service: 1800 209 3111 Email: careers@tcs.com

*Avanthy Institute of Engg. & Tech.*  
*Gumtharay M, Abhulapurna, (P.O), R.R Dist*



## Confidentiality and IP Terms and Conditions

### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

*[Handwritten Signature]*  
PRINCIPAL  
Associate Institute of Engg. & Tech.  
15





## 2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.


## 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Oneconpark, No 1 Software Units Layout, Maroldi, Hyderabad-500 031 India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered office-Nirmal Building, 9th Floor, Nariman Point, Mumbai-400 021 India  
TCS Career Service-line: 1800 209 3111 Email: careers@tcs.com

  
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Guntur (V), Abulapurmet (Mtl), R.R. Dist  
20

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Guntur (V), Abulapurmet (Mtl), R.R. Dist  
20





**4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

**5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

**6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

**7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

  
**PRINCIPAL**  
Avanthi Institute of Engg. & Tech. 20  
Gouthanally (V), Abdullapurmet (M), R.R. Dist





(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

#### 8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### 9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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**TATA CONSULTANCY SERVICES LIMITED**  
Tata Consultancy Services Limited

(Deccanpark, B-1 Software Units Layout, Madhava, Hyderabad 500 081 India)  
Tel: 91 40 6667 2600 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Normal Building, 5th Floor, Nanman Point, Mumbai 400 021  
TCS Careers Service Line: 1800 264 3111 Email: careers@tcs.com

*Abh*  
PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Guntur, Abulapurmat (Md.), R.R. Dist.



## 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Decorum Park, No. 1 Software Units Layout, Madhuvanur, Hyderabad-500 081 India  
Tel: (91) 40 6067 2000 Fax: (91) 40 6067 2222 Website: www.tcs.com  
Registered Office: Normal Building, 9th Floor, Nariman Point, Mumbai-400 021  
TCS Career Services No. 1800 209 3111 Email: careers@tcs.com

*[Signature]*  
PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Gulsheregaon (M), Akola (M.S.), R.R. Dist.





(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

One Campus, No.1, Software Units Layout, Madhapur, Hyderabad 500 081 India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2272 Website: www.tcs.com  
Registered Office: Nilmal Building, 9th Floor, Narayana Point, Marolli Nagar, Mumbai 400 021  
TCS Careers Service Line: 1 800 209 9911 Email: careers@tcs.com

*[Handwritten Signature]*  
PRINCIPAL  
Avanhi Institute of Engg. & Tech  
Srinivasapuram (AP), S.P. Dist

Great  
Place  
To  
Work  
Certified

**Letter Date: 18-10-2022**

**Employee Name: KASARAMONI PRASHANTH,**  
Employee ID: 701162  
Location: Hyderabad - Banjara Hills.

APPOINTMENT LETTER

We are pleased to confirm our offer of employment **Relationship Manager - CSB** in the Relationship Manager commencing on or before **18-10-2022** with **Edelweiss Tokio Insurance Company Limited** ("the Company") on the following terms and conditions:

**Compensation and Benefits:** You will receive compensation as outlined in Annexure 1. Income Tax any other statutory deductions will be made at source, as per the applicable tax laws. Your performance will be reviewed annually. You will also be eligible to participate in the Company's discretion performance based Bonus Scheme / Performance Linked Incentives as applicable subject to your be in the Company's employment and not under notice to leave the Company on the bonus payment date.

**Place of Work:** You are appointed to work in the Company office at "Hyderabad\_Banj Hills". However, your services may be transferred by the Company to any other location or division or may be transferred to any other group entity, in India or abroad, as per the requirement of the Company.

**Leave & Other Benefits:** You will be eligible for leave and other such benefits in accordance with Company's rules and regulations. The prerequisites applicable to your grade are subject to alteration & s amendment, and you will be entitled to the same as per the rules of the Company.

**Notice for Separation / Termination:** Either party, by stating their intention to do so, in writing n terminate this employment provided that at least 7 days' notice is given by either party of their intent to do so. However, on achievement of certain business targets or completion of six months employment, whichever is earlier, the notice period will be 30 days. Accordingly, on achievement targets or completion of six months as the case may be, either party may terminate this employment giving 30 days' written notice to the other party. Waiver of notice period days or salary in lieu of not period is completely at the discretion of the Company and requires prior approval from the HR Head.

However, in the event of your being guilty of misconduct or negligence in the discharge of your duties of conduct of the Company's business, or such misdemeanor which is likely to affect, or affects reputation of the Company's working or breaches any of the terms and conditions herein, the Comp reserves its right to terminate your services at any given point of time, with immediate effect, without compensation or notice.

During Notice Period, you will provide such assistance as the Company may require to effect an order handover your duties and responsibilities to any individual appointed by the Company.

*[Signature]*  
**Avanthi H. PRINCIPAL**  
Principal, Institute of Engg. & Tech.  
Guwahati (P. O. Abaniparman (M.S.), H.P. Dist.



SS&C

Date: August 25, 2022.

To

**KASULA ANUSHA,**  
Location: Hyderabad,  
India Business Title: Associate – Health Care Claims  
Workday Title: Health Care Claims Examiner I  
Grade: SI

**Sub: Appointment Letter**

DST Worldwide Services India Private Limited is pleased to appoint you in its services with effect from August 25, 2022 subject to the terms and conditions set out in this letter.

You hereby acknowledge that the terms and conditions of employment as set out in this letter shall be governed by the policies and guidelines issued by the Company from time to time. You agree to be bound by any and all such policies and guidelines and acknowledge that such policies and guidelines may be amended or modified or withdrawn from time to time at the sole discretion of the Company. Such change shall be notified by the Company to you at the earliest opportunity and shall be binding upon you.

**1. Designation:**

1] The Company agrees to employ you and you agree to act as "Associate – Health Care Claims" (India Business Title) and serve the Company upon the terms and subject to the conditions set out in this letter. Your designation is subject to change as per the roles, responsibilities and work assigned to you from time to time.

**2. Compensation:**

2] You will be entitled for an annual cost to company (CTC) of Rs. 2,31, 516. (Rupees Two Lakh Thirty-One Thousand Five Hundred Sixteen Only) per annum. For details of your remuneration structure, please refer to the enclosed Annexure-A.

2.2 All amount payable by the Company under this letter shall be subject to such withholding tax, tax deduction at source or any other taxes as may be required under applicable laws, other statutory deductions, if any and social security contributions. However, it shall remain your responsibility to meet your tax liabilities.

**DST Worldwide Services India Private Limited** 5<sup>th</sup> Floor, Block B, Q City, Narayanaguda, Central University  
Campus, Gachibowli, Hyderabad – 500048, Telangana, India: +91-40- 66125555, +91-40 66125999  
CTN # UT2200TG20000PT7C034124

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Guntur (V), Abdulapuram (M), R.R. Dist.



## SUTHERLAND

### PROVISIONAL OFFER LETTER

**College Name:** Avanthi Engineering College

**Date:** 22.12.2022

**Dear K.RANJITH**

#### **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 Bloo- A1, 6<sup>th</sup> floor, Chennai, Tamil  
Nadu, PIN 600063

  
**PRINCIPAL**  
Avanthi Institute of Engg. & Tech.  
Gunturpally (V), Abdulapurmet (M), R.R. Dist



Date: November 12, 2022.

**To**

**KESANI SAI BABU,**  
**Location: Hyderabad,**  
**India Business Title: Associate – Health Care Claims**  
**Workday Title: Health Care Claims Examiner I**  
**Grade: SI**

**Sub: Appointment Letter**

DST Worldwide Services India Private Limited is pleased to appoint you in its services with effect from November 12, 2022 subject to the terms and conditions set out in this letter.

You hereby acknowledge that the terms and conditions of employment as set out in this letter shall be governed by the policies and guidelines issued by the Company from time to time. You agree to be bound by any and all such policies and guidelines and acknowledge that such policies and guidelines may be amended or modified or withdrawn from time to time at the sole discretion of the Company. Such change shall be notified by the Company to you at the earliest opportunity and shall be binding upon you.

**1. Designation:**

1] The Company agrees to employ you and you agree to act as "Associate – Health Care Claims" (India Business Title) and serve the Company upon the terms and subject to the conditions set out in this letter. Your designation is subject to change as per the roles, responsibilities and work assigned to you from time to time.

**2. Compensation:**

2] You will be entitled for an annual cost to company (CTC) of Rs. 2,31,516. (Rupees Two Lakh Thirty-One Thousand Five Hundred Sixteen Only) per annum. For details of your remuneration structure, please refer to the enclosed Annexure-A.

2.2 All amount payable by the Company under this letter shall be subject to such withholding tax, tax deduction at source or any other taxes as may be required under applicable laws, other statutory deductions, if any and social security contributions. However, it shall remain your responsibility to meet your tax liabilities.

**DST Worldwide Services India Private Limited** 5<sup>th</sup> Floor, Block B, Q City, Narayanaguda, Central University  
Campus, Gachibowli, Hyderabad – 500048, Telangana, India: +91-40-66125555, +91-40-66125999  
CTN # U/T/200TG/20000PT7C/034124

**SSctech.Com**

*[Signature]*  
Avanithi Institute of Management & Tech.  
Gunshapally (V), Abdulapumet (M), R.R. Dist

# S<SkillKount

Date: November 18, 2022.

To

Mr.KODURU NAGAMANI,  
SkillKount Technologies,  
Hyderabad,

## Sub: Deputation Letter

Dear Mr.KODURU NAGAMANI, (F5065694), This is to inform you that you have been deputed to Pacra Edge on or before 25<sup>th</sup> November 2022.

You hereby acknowledge that the terms and conditions of employment as set out in this letter shall be governed by the policies and guidelines issued by the Company from time to time. You agree to be bound by any and all such policies and guidelines and acknowledge that such policies and guideline may be amended or modified or withdrawn from time to time at the sole discretion of the Company. Such change shall be notified by the Company to you at the earlier opportunity and shall be binding upon you.

### 1. Designation:

1] The Company agrees to employ you and you agree to act as "Associate – Health Care Claims" (India Business Title)" and serve the Company upon the terms and subject to the conditions set out in this letter. Your designation is subject to change as per the roles, responsibilities and work assigned to you from time to time.

### 2. Compensation:

2] You will be entitled for an annual cost to company (CTC) of Rs. 2,31, 516. (Rupees Two Lakh Thirty-One Thousand Five Hundred Sixteen Only) per annum. For details of your remuneration structure, please refer to the enclosed Annexure-A.

2.2 All amount payable by the Company under this letter shall be subject to such withholding tax, tax deduction at source or any other taxes as may be required under applicable laws, other statutory deductions, if any and social security contributions. However, it shall remain your responsibility to meet your tax liabilities.

DST Worldwide Services India Private Limited 5<sup>th</sup> Floor, Block B- Q City, Narayanauda, Central University Campus, Gachibowli,  
Hyderabad - 500048, Telangana, India; +91 40- 66125555; +91-40 66125999  
CIN# UT2200TG20000PTC034234

SSctech.Com

  
Avanthy & Tech.  
Gumthapally (M), Abudullapurmet (Mol), R.R. Dist



Date: 21/11/2022

To  
Kondoju Pavan Kalyan,  
8255872422.

Dear Kondoju Pavan Kalyan,

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 2022. We look forward to you beginning your career with our **Training Program** within 1<sup>st</sup> week of Dec 2022.

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](mailto:info@tekworks.in). **We sincerely hope that your period of association with us will be long, pleasant, and of mutual benefit.**

For TekWorks Enterprise Solutions Pvt Ltd.,



**Sridhar Tirumala**  
Managing Director



**PRINCIPAL**  
Avanthi Institute of Engg. & Tech.  
Gunthapally (V), Abdulapurmet (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**

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+91 40-33182600

info@eidiko.com



**PRINCIPAL**  
**Avanthi Institute of Engg. & Tech.**  
Gunturpally (V), Abdulapurmet (Mdl.), R.R. Dist.



**Subject: Letter of Intent to Hire**

Dear K.Lavanya,

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](mailto:hrteam@eidiko.com)), no later than **22-Nov-2022**, 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 **22-Nov-2022** 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

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## SUTHERLAND

### PROVISIONAL OFFER LETTER

**College Name:** Avanthi Engineering College

**Date:** 18.12.2022

**Dear K. VINAY,**

**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, 6<sup>th</sup> floor, Chennai, Tamil Nadu, PIN 600063

  
Avanthi Institute of Engg. & Tech.  
Gundlupaly (V), Abdullapurmet (Mdl), R.R. Dist.



16/11/2022

## Letter of Intent –Free Training and Placement under CSR

Dear KunapaReddy Sony (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) 16/11/2022 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.



**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 6<sup>th</sup> 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

15/6, 2nd Floor, Marsh Complex (Above SBI Bank), Mangammanapalya Main Road  
Bommanahalli, Bengaluru - 560 068  
Ph : 080-41645630, email : [info@techpalle.com](mailto:info@techpalle.com) | website : [www.techpalle.com](http://www.techpalle.com)

  
PRINCIPAL  
Avanthi Institute of Engg. & Tech.  
Gunthapally (V), Abdulapurmet (M.H.), R.R. Dist.



# MLX Technology

Date: 22/11/2022

Dear L.Ramya,

We are pleased to extend to you an offer of employment with **MLX 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 MLX 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 MLX. 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 **MLX 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,

  
**Bhupendra Panth**  
Vice President – Human Resources

MLX Technology India Private Limited formerly known as DXC Technology India Private Limited  
Registered Office:  
Unit 11, Tower 7, The Hub@mg, Chennai - 600 045  
Tel: +91 44 22688862/22622392 Fax: +91 44 22 781 177

  
PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
Gunturapally (V), Abduljeppuram (M.R.), R.R. Dist.



18-Nov-2022

ELTP / 2022

**Subject: Letter of Intent to Hire**

Dear K.Manasa,

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](mailto:hrteam@eidiko.com)), no later than **18-Nov-2022**, 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-2022** 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](mailto:info@eidiko.com)

Eidiko Systems Integrators, Suite #1, Floor #1, MJR Magnifique,  
Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008

  
**PRINCIPAL**  
Avanathi Institute of Engg. & Tech.  
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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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info@eidiko.com



  
**PRINCIPAL**  
**Avanthi Institute of Engg. & Tech.**  
Granthasally (V), Abudupurmet (Mok.), R.R. Dist

Eidiko Systems Integrators, Suite #1, Floor #1, MUR Magnifique,  
Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008

Date: November 20, 2022.

To

Miss.LOLLU SWAPNA,  
SkillKount Technologies,  
Hyderabad,

### Sub: Deputation Letter

Dear Miss.LOLLU SWAPNA, (F5065697), This is to inform you that you have been deputed to Pacra Edge on or before 28<sup>th</sup> November 2022.

You hereby acknowledge that the terms and conditions of employment as set out in this letter shall be governed by the policies and guidelines issued by the Company from time to time. You agree to be bound by any and all such policies and guidelines and acknowledge that such policies and guideline may be amended or modified or withdrawn from time to time at the sole discretion of the Company. Such change shall be notified by the Company to you at the earlier opportunity and shall be binding upon you.

#### 1. Designation:

1] The Company agrees to employ you and you agree to act as "Associate - Health Care Claims" (India Business Title)" and serve the Company upon the terms and subject to the conditions set out in this letter. Your designation is subject to change as per the roles, responsibilities and work assigned to you from time to time.

#### 2. Compensation:

2] You will be entitled for an annual cost to company (CTC) of Rs. 2,31, 516. (Rupees Two Lakh Thirty-One Thousand Five Hundred Sixteen Only) per annum. For details of your remuneration structure, please refer to the enclosed Annexure-A.

2.2 All amount payable by the Company under this letter shall be subject to such withholding tax, tax deduction at source or any other taxes as may be required under applicable laws, other statutory deductions, if any and social security contributions. However, it shall remain your responsibility to meet your tax liabilities.

DST Worldwide Services India Private Limited 5<sup>th</sup> Floor, Block B, Q City, Narayanagada, Central University Campus, Gachibowli,  
Hyderabad - 500048, Telangana, India: +91 40-66125555, +91-40-66125999.  
CIN # UT2200TG26000PTC034124

SSctech.Com

  
PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Gunthapally (V), Abdulapurmet (Mdl.), R.R. Dist.



Date: 25/11/2022

To  
Mandla Yadagiri,  
8645872412.

Dear Mandla Yadagiri,

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 25/11/2022. We look forward to you beginning your career with our **Training Program** within 1<sup>st</sup> week of Dec 2022.

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](mailto:info@tekworks.in). We sincerely hope that your period of association with us will be long, pleasant, and of mutual benefit.

For TekWorks Enterprise Solutions Pvt Ltd.,



Sridhar Tirumala  
Managing Director



PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
Gunthapally (V), Abdulapurmet (MDL), R.R. Dist.

**Subject: Letter of Intent to Hire****Dear M.Preethi,**

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](mailto:hrteam@eidiko.com)), no later than **16-Nov-2022**, 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 **16-Nov-2022** 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](mailto:info@eidiko.com)  
Eidiko Systems Integrators, Suite #1, Floor #1, MJR Magnitude,  
Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008  
**PRINCIPAL**  
Ayapathi Institute of Engg. & Tech.  
Gundabally (V), Abdulapurmet (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**

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info@eidiko.com



P. R. D.  
Avanhi Institute of Engg. & Tech.  
Gunthachetty (V), Abdullapurmet (Medi.), P. R. Dist.

Eidiko Systems Integrators, Suite #1, Floor #1, MIR Magnifique,  
Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008

16/11/2022

## Letter of Intent –Free Training and Placement under CSR

Dear Mekarti Daniel (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) 16/11/2022 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.



**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 6<sup>th</sup> 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

Date: 28/11/2022

To  
Mandugula Pavani,  
8214578247.

Dear Mandugula Pavani,

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 2022**. We look forward to you beginning your career with our **Training Program** within 1<sup>st</sup> week of **Dec 2022**.

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](mailto:info@tekworks.in). We sincerely hope that your period of association with us will be long, pleasant, and of mutual benefit.

For TekWorks Enterprise Solutions Pvt Ltd.,



Sridhar Tirumala  
Managing Director



Avanthi .....  
Gunthapally (M), Abdulapuram (M), R.R. Dist. & Tech.



Date: 25/11/2022

To  
Karingu Lavanya,  
8085902462.

Dear Karingu Lavanya,

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 **Dec 2022**. We look forward to you beginning your career with our **Training Program** within 1<sup>st</sup> week of **Dec 2022**.

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](mailto:info@tekworks.in). We sincerely hope that your period of association with us will be long, pleasant, and of mutual benefit.

For TekWorks Enterprise Solutions Pvt Ltd.,



Sridhar Tirumala  
Managing Director



PRINCIPAL  
Avanthi Institute of Engg. & Tech.  
Guntur (V), Abulkeem (Md.), 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**

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+91 40-33182600

info@eidiko.com



  
**PRINCIPAL**  
**Avanthi Institute of Engg. & Tech.**  
Gundhepally (V), Abdulapuram (M), R. O. Post

Eidiko Systems Integrators, Suite #1, Floor #1, MJR Magnifique,  
Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008





16-Nov-2022

ELTP / 2022

**Subject: Letter of Intent to Hire**

**Dear Pooja Gehlot,**

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](mailto:hrteam@eidiko.com)), no later than **16-Nov-2022**, 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 **16-Nov-2022** 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](mailto:info@eidiko.com)

Eidiko Systems Integrators, Suite #1, Floor #1, MJR Magnifique,  
Khajaguda X Roads, Gachibowli, Hyderabad, India – 500008

  
**PRINCIPAL**  
Avanathi Institute of Engg. & Tech.  
Gentleshpally (V), Aced. Department (Wd.), R.R. Dist.

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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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+91 40-33182600

info@eidiko.com

  
**PRINCIPAL**  
**Avanthi Institute of Engg. & Tech.**  
Gunthapally (V), Abdulazizpur (M), R.R. 124





## SUTHERLAND

### PROVISIONAL OFFER LETTER

**College Name:** Avanathi Engineering College

**Date:** 24.11.2022

**Dear R. SHANKAR**

#### **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, 6<sup>th</sup> floor, Chennai, Tamil Nadu, PIN 600063

**PRINCIPAL**  
**Avanathi Institute of Engg. & Tech.**  
Gunthapally (V), Abdullapurmet (M), R.R. Dist.



# YESPEAL TECHNOLOGIES PVT

AVS Compound, 4th Block, Near Sony World Signal, Kormangala, Bangalore- 560034  
Website: [www.yespealtechnologies.com](http://www.yespealtechnologies.com) || Email: [hr@yespealtechnologies.com](mailto:hr@yespealtechnologies.com)



Ref: YP2K22/11

25-Nov-2022

Dear Rageeru Anil 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:

*[Signature]*  
PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Gundlupet, M.J. Subbaramaiah (M.I.), R.R. 202



# YESPEAL TECHNOLOGIES PVT



AVS Compound, 4th Block, Near Sony World Signal, Kormangala, Bangalore- 560034  
Website: [www.yespealtechnologies.com](http://www.yespealtechnologies.com) || Email: [hr@yespealtechnologies.com](mailto: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 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.

  
PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
Gurubasappa Nagar, Bangalore 560034



# YESPEAL TECHNOLOGIES PVT



AVS Compound, 4th Block, Near Sony World Signal, Kormangala, Bangalore- 560034  
Website: [www.yespealtechnologies.com](http://www.yespealtechnologies.com) | Email: [hr@yespealtechnologies.com](mailto:hr@yespealtechnologies.com)

- You shall use the Company's Logos trademarks or other identifiers strictly in the manner permitted by the Company's policies or for the purposes of provision of Services delegated to 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 or 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.
- 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.
- You shall not keep any copies of these items in any form whatsoever.
- Violation of this clause may invite legal action.

  
PRINCIPAL  
Avanthe Institute of Engg & Tech,  
Gandhinagar, Bangalore







# YESPEAL TECHNOLOGIES PVT



AVS Compound, 4th Block, Near Sony World Signal, Kormangala, Bangalore- 560034  
Website: [www.yespealtechnologies.com](http://www.yespealtechnologies.com) || Email: [hr@yespealtechnologies.com](mailto:hr@yespealtechnologies.com)

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.
- 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; and
- 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:

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 date 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.

  
PRINCIPAL  
Institute of Engg. & Tech.  
B-4, 4th Block, AVS Compound, Kormangala, R.R. Dist.



# YESPEAL TECHNOLOGIES PVT



AVS Compound, 4 th Block, Near Sony World Signal, Kormangala, Bangalore- 560034  
Website: [www.yespealtechnologies.com](http://www.yespealtechnologies.com) || Email: [hr@yespealtechnologies.com](mailto: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 statutes, 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  
Avanathi Institute of Engg. & Tech.  
Gunthapally (V), Abdullapurmet (Mdl.), R.R. Dist.



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20332805306/Hyderabad**  
**Date: 22/12/2022**

Miss. R.Vaishnavi Devi  
H-No 7-36 Sagar Road,  
Abdullapurmet,  
Hyderabad-501505,  
Telangana.  
Tel# -

Dear R.Vaishnavi Devi,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process for 'TCS Digital' and we are pleased to make you an offer of employment.

You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a challenging role in any Business Unit as per the business requirements of TCSL.

Your gross salary including all benefits and Retention Incentive will be **INR 7,00,022/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after

**TCS Confidential**  
**TCSL/DT20332**

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

17th Crosspark, No.1 Software Units Layout, Madhapur - 16th Floor  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2232 Website: [www.tcs.com](http://www.tcs.com)  
Registered Office: Nirmal Building, 9th Floor, Narayana Park, Mumbai 400 031  
TCS Careers Service Line: 1800 204 3110 Email: [careers@tcs.com](mailto:careers@tcs.com)

*[Signature]*  
**PRINCIPAL**  
Avanathi Institute of Engg. & Tech.  
Guntur (V), Abdullapurmet (M.D.), R.R. Dist.  
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completing joining formalities as per company policy. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of INR 15,000/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be INR 7,500/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of INR 500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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TCSLDT20332

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Decorapark, No.1 Software Units Layout, Medhaval, Hyderabad, India

Tel: 91 40 6667 2000 Fax: 91 40 6967 2222 Website: www.tcs.com

Registered Office: Normal Building, 9th Floor, Narayan Point, Mumbai 400 027

TCS Career Services Line: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

  
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Avanathi Institute of Engg. & Tech.  
Gundlupally (M), Adulapattinam (Dist.), R.R. Dist



#### 4. Personal Allowance

You will be eligible for a monthly personal allowance of INR 17,272/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### PERFORMANCE PAY

##### Monthly Performance Pay

You will receive a monthly performance pay of INR 4,300/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

##### Performance Bonus

Your Performance Bonus will be INR 3,100/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Performance Bonus is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Performance Bonus.

This payment shall be treated as productivity bonus in lieu of statutory profit bonus.

#### CITY ALLOWANCE

You will be eligible for a City Allowance of INR 400/- per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

#### RETENTION INCENTIVE

You are eligible for Retention Incentive of INR 70,000/- payable to you on an annual basis. This component is in appreciation of continuity of your service in TCSL and will be paid on completion of each year from the introduction of this incentive for a period of 3 years. The Company reserves the right to modify the same in line with the TCS Compensation Policy.

#### XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto `60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

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TCSL/DT20332

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No 1 Software Units Layout, Madhavu, Hyderabad - 500 081 India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nirmal Point, Mumbai 400 021  
TCS Career Service Line: 1800 200 3111 Email: careers@tcs.com

  
PRINCIPAL  
Vignathi Institute of Engg. & Tech.  
Vignathi Nagar, Madhavu (M.D.), R.R. Dist.





## OTHER BENEFITS

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### **1. Basic Cover**

i. Entitlement - Includes domiciliary expenses up to INR 6,000/- per insured person per annum and basic hospitalization expenses up to INR 2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

#### **2. Higher Hospitalisation**

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for INR 12,00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

### **Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

### **Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)**

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of INR 250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

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TCSL/DT20332

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Delcanpark, No-1 Software Units Layout, Madhapur, Hyderabad  
Tel: 91 40 667 2600 Fax: 91 40 667 2222 Website: www.tcs.com  
Registered Office: Normal Building, 9th Floor, Nallamilli Road, Madhapur-500 071  
TCS Careers Service Line: 1800 200 1111 Email: careers@tcs.com

PRINCIPAL  
Avanathi Institute of Engg & Tech.  
Guntur District, Nellore District, AP, India



### Loans

You will be eligible for loans, as per TCSL's loan policy.

### Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

### RETIRALS

#### Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

#### Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

### TERMS AND CONDITIONS

#### 1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs if any during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

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TCSL/DT20332

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

One Campus, No 1 Software Units Layout, Mail Road, ITZ, Electronic City, Bengaluru, Karnataka 560091, India  
Tel: 91 40 6067 2000 Fax: 91 40 6067 2222 Website: [www.tcs.com](http://www.tcs.com)  
Registered Office: Normal Building, 9th Floor, Nariman Point, Mumbai, 400 021  
TCS Career ServiceLine: 1800 269 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

  
PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Gandhinagar (M. N. Ashokapuram Road), R.R. 53





**Offer: Computer Consultancy**  
**Ref: TCSL/DT20772905322/Hyderabad**  
**Date: 28/12/2022**

Miss. R. Reshma,  
H-No 14-7/A Sai Road,  
Meerpet, Hyderabad-  
501505, Telangana.  
Tel# -

Dear Ravulakollu Reshma,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process for 'TCS Digital' and we are pleased to make you an offer of employment.

You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a challenging role in any Business Unit as per the business requirements of TCSL.

Your gross salary including all benefits and Retention Incentive will be **INR 7,00,022/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No.1 Software Units Layout, Madhapur, Hyderabad  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nizama Point, Madhapur-500 071  
TCS Careers Service Line: 1800 204 3111 Email: careers@tcs.com

  
**PRINCIPAL**  
Avanthy Institute of Engg. & Tech.  
Gudhampally (P), Abudisapurmet (Dist.), R.R. Dist.



completing joining formalities as per company policy. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of INR 15,000/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be INR 7,500/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of INR 500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Decampark, No.1 Software Units Layout, Madhavara, Hyderabad  
Tel: 91 40 6667 2300 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Nival Building, 9th Floor, Nariman Point, Mumbai 400021  
TCS Careers ServiceLine: 1800 264 2111 | Email: careers@tcs.com

  
PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
Guntur (A.P.)  
Guntur (A.P.)





#### 4. Personal Allowance

You will be eligible for a monthly personal allowance of INR 17,272/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### PERFORMANCE PAY

##### Monthly Performance Pay

You will receive a monthly performance pay of INR 4,300/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

##### Performance Bonus

Your Performance Bonus will be INR 3,100/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Performance Bonus is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Performance Bonus.

This payment shall be treated as productivity bonus in lieu of statutory profit bonus.

#### CITY ALLOWANCE

You will be eligible for a City Allowance of INR 400/- per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

#### RETENTION INCENTIVE

You are eligible for Retention Incentive of INR 70,000/- payable to you on an annual basis. This component is in appreciation of continuity of your service in TCSL and will be paid on completion of each year from the introduction of this incentive for a period of 3 years. The Company reserves the right to modify the same in line with the TCS Compensation Policy.

#### XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Chiccampark, No.1 Software Park Layout, Madhavara, Hyderabad-500 081 India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office-Nirmal Building, 9th Floor, Narayana Park, Mumbai-400 021  
TCS Careers Service Line: 1800 204 3111 | Email: careers@tcs.com

  
PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
Gundlupalya, N. Andhra Pradesh (AP) 531 024 Dist. Guntur



## OTHER BENEFITS

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### **1. Basic Cover**

i. Entitlement - Includes domiciliary expenses up to INR 6,000/- per insured person per annum and basic hospitalization expenses up to INR 2,00,000/- per insured person per annum.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Decampark, 100-1 Software Units, Laxmi, Madhapur, Hyderabad, India

Cell: 91 40 6657 2000 Fax: 91 40 6657 2222 Website: www.tcs.com

Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai-400 021

TCS Career Service Line: 1800 209 3111 Email: careers@tcs.com

*Handwritten signature*  
PRINCIPAL  
Institute of Engg. & Tech.  
Abdullapuram (M.D.), R.R. Dist.





### Loans

You will be eligible for loans, as per TCSL's loan policy.

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As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs if any during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

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Tata Consultancy Services Limited

Deccanpark, No. 1 Software Units Layout, Madhapur, Hyderabad-500 080, India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2272 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers ServiceLine: 1800 209 3111 Email: careers@tcs.com

*[Handwritten Signature]*  
PRINCIPAL  
Nirmal Institute of Engg & Tech  
Nirmal, Gandhinagar (N.G.), A.R.L.

# GlobalLogic

A Hitachi Group Company

We take pleasure in welcoming you to our organization and look forward to a mutually beneficial association. Your point of contact on the day of joining will be HR SPOC at Hyderabad location. You are requested to report to our office situated at (GlobalLogic Technologies Private Limited, Unit-3 6<sup>th</sup> Floor, Block-1, M/s DLF Assets Pvt Ltd, Codeveloper for M/s DLF Infocity Hyderabad Ltd, IT/ITES SEZ, Gachibowli Village, Serlingampally, Mandal, Ranga Reddy District.) at 9:30 am.


For GlobalLogic Technologies Private Ltd.

Shuchita Shukla  
Authorized Signatory

## OFFER ACCEPTANCE & DECLARATION

I have read and understood the above terms and conditions of the above mentioned offer letter and I hereby confirm the acceptance of the same. I also confirm that there has not been any commitment (be it verbal or written) made to me by the company which is not covered in the scope of this offer letter. I will be reporting for duty on 15-**November-2022**.

Signature

  
PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Gandhinagar (M), Madhapur (M), R.R. Dist.



# GlobalLogic

A Hitachi Group Company

Annexure – 1 Salary Structure	
Name: Shaik Ata Ur Rahman	
Designation: Associate Analyst, Content Engineering	Grade: CEO2 Band: X
WEF: 15 Nov-2022	Location : Hyderabad
Section A – Gross Fixed Salary Break Up	
Monthly Components (In Rs.)	
Basic	10000
House Rent Allowance	1251
Statutory Bonus Information	1800
Special Allowance	0
ESI Information	424
Total Monthly (A)	13475
Total Monthly Annualised (B)	161700
Annual Components (In Rs.)	
Provident Fund (As per the PF Act 1952)	14400
National Pension Scheme	0
Total Annualised (C)	14400
Total Fixed Annual Gross Salary (B+C)	176100
Section B – Additional Benefits	
Retirals & Health Benefits (Annualized Amount)	
Gratuity	5769
Mediclaime Insurance	1100
Total of Section B	6869
Total CTC (Section A + B)	182969
Incentive Indication (per annum)**	36000
Max Annual Total Remuneration	218969
<i>In addition to Mediclaime employee will be covered under below additional benefits.</i>	
1. Group Term Life Insurance worth Rs. 5 Lacs,	
2. Group Personal Accident Insurance worth Rs. 2 Lacs.	
<i>An employee contribution of 0.75% will be deducted from employees in hand salary</i>	
<i>Employer ESI contribution shall be at the rate of 3.25% of the gross salary.</i>	
<i>** incentive amount is not a guaranteed amount of your CTC. It may be higher, lower or nil per the terms described herein. Only top performers are eligible to get this incentive basis their monthly/ quarterly performance. The incentive amount may also be fixed for performance. It is pro-rated to the duration spent with GlobalLogic for the financial year and will be paid to you only if you are active on GlobalLogic's payroll on the day the incentive is paid.</i>	

For GlobalLogic Technologies Private Ltd.

Shuchita Shukla Gajula Rachana

Gajula Rachana

Associate Analyst, Content Engineering

  
PRINCIPAL  
Avanithi Institute of Engg. & Tech.  
Gunthapally (V. Abdulapuram), R.R. Dist.



# YESPEAL TECHNOLOGIES PVT

AVS Compound, 4th Block, Near Sony World Signal, Kormangala, Bangalore- 560034  
Website: [www.yespealtechnologies.com](http://www.yespealtechnologies.com) | Email: [hr@yespealtechnologies.com](mailto:hr@yespealtechnologies.com)



Ref: YP2K22/11

25-Nov-2022

Dear Samala Sai Ram,

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 in 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:

*[Signature]*  
PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
Gunthasekallu (V), Abdulloppurmet (M.D.), R.R. Dist





# YESPEAL TECHNOLOGIES PVT

AVS Compound, 4th 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 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.

  
PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
Gundhappally (V), Abdullapurmet (Mdt.), R.R. Dist.



# YESPEAL TECHNOLOGIES PVT



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Website: [www.yespealtechnologies.com](http://www.yespealtechnologies.com) | Email: [hr@yespealtechnologies.com](mailto:hr@yespealtechnologies.com)

- 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 delegated to 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 or 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 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.
- 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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## 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 date 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 statutes, 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 delegated to 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 or 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

  
**PRINCIPAL**  
Avanhi Institute of Engg. & Tech.  
Gundlupet (Dist.), R.R. 6-4



# YESPEAL TECHNOLOGIES PVT



AVS Compound, 4th Block, Near Sony World Signal, Kormangala, Bangalore- 560034  
Website: [www.yespealtechnologies.com](http://www.yespealtechnologies.com) || Email: [hr@yespealtechnologies.com](mailto:hr@yespealtechnologies.com)

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.
- 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 and
- 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:

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 date 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.

  
PRINCIPAL  
Avanthy Institute of Engg. & Tech.  
Guntur (V), Andhra Pradesh (India), R.R. Dist



# YESPEAL TECHNOLOGIES PVT



AVS Compound, 4th Block, Near Sony World Signal, Kormangala, Bangalore- 560034  
Website: [www.yespealtechnologies.com](http://www.yespealtechnologies.com) || Email: [hr@yespealtechnologies.com](mailto: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 statutes, 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**  
Avanhi Institute of Engg. & Tech.  
Guntur (M), Adilapet (M), R.R. Dist



**Offer: Computer Consultancy**  
**Ref: TCSL/DT21255905501/Hyderabad**  
**Date: 18/12/2022**

Mr. Ray Bitika,  
Vasanthapri H-No 7-  
Nagole Road,L.B.Nagar,  
Hyderabad-501505,  
Telangana.  
Tel# -

Dear Ray Bitika,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process for 'TCS Digital' and we are pleased to make you an offer of employment.

You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a challenging role in any Business Unit as per the business requirements of TCSL.

Your gross salary including all benefits and Retention Incentive will be **INR 7,00,022/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No.1 Software Units Layout, Madhavadu, Hyderabad  
Tel: (N) 40 6667 2000 Fax: (N) 40 6667 2222 Web: [www.tcs.com](http://www.tcs.com)  
Registered Office: Normal Building, 9th Floor, Nariman Point, Mumbai - 400 021  
TCS Careers Service Line: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

*[Signature]*  
**PRINCIPAL**  
Avanithi Institute of Engg. & Tech.  
Guntur Road, Addalaipet (M.C.), R.R. Dist.  
Guntur (N), Andhra Pradesh (M.C.)





completing joining formalities as per company policy. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of INR **15,000/-** per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be INR **7,500/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of INR **500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Registered Office: 9th Floor, Nirmal Building, 5th Floor, Nirmal Building, Mumbai-400 021  
TCS Careers Service Line: 1800 209 3111 | Email: careers@tcs.com

*Avanthi*  
Avanthi (S) & Techs  
Guntur (M), Andhra Pradesh (M), R.R. Diet



## Loans

You will be eligible for loans, as per TCSL's loan policy.

## Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

## RETIRALS

### Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## TERMS AND CONDITIONS

### 1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs if any during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No.1, Software Units Layout, Madhapur, Hyderabad  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: [www.tcs.com](http://www.tcs.com)  
Registered Office: Normal Building, 9th Floor, Narayan Pet, Hyderabad - 500 071  
TCS Careers Service Line: 1800 209 3111. Email: [careers@tcs.com](mailto:careers@tcs.com)

  
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Gunturpally (V), Abulhasanpet (M), R.R. Dist





## OTHER BENEFITS

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### **1. Basic Cover**

i. Entitlement - Includes domiciliary expenses up to INR 6,000/- per insured person per annum and basic hospitalization expenses up to INR 2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

#### **2. Higher Hospitalisation**

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for INR 12,00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

### **Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

### **Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)**

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of INR 250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, Jewel Software Units Layout, Madhavaram, Hyderabad

Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website:

Registered Office: Nirvana Building, 9th Floor, Nariman Point

TCS Careers ServiceLine: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

  
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1500921



#### 4. Personal Allowance

You will be eligible for a monthly personal allowance of INR 17,272/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### PERFORMANCE PAY

##### Monthly Performance Pay

You will receive a monthly performance pay of INR 4,300/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

##### Performance Bonus

Your Performance Bonus will be INR 3,100/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Performance Bonus is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Performance Bonus.

This payment shall be treated as productivity bonus in lieu of statutory profit bonus.

#### CITY ALLOWANCE

You will be eligible for a City Allowance of INR 400/- per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

#### RETENTION INCENTIVE

You are eligible for Retention Incentive of INR 70,000/- payable to you on an annual basis. This component is in appreciation of continuity of your service in TCSL and will be paid on completion of each year from the introduction of this incentive for a period of 3 years. The Company reserves the right to modify the same in line with the TCS Compensation Policy.

#### XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto `60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark Tower 1 Software Units Layout, Madhavapur, Hyderabad  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Narval Building, 9th Floor, Narval Point, Mumbai 400 021  
TCS Career Service-line: 1800 204 3111 | Email: careers@tcs.com

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Avanathi Institute of Engg. & Tech  
Gunthapally (M), Abdulapurmet (M), P.P. Dist



Date: 20/11/2022

To  
Sunkari Shirisha,  
8285902455.

Dear Sunkari Shirisha,

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 2022. We look forward to you beginning your career with our **Training Program** within 1<sup>st</sup> week of Dec 2022.

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](mailto:info@tekworks.in). We sincerely hope that your period of association with us will be long, pleasant, and of mutual benefit.

For TekWorks Enterprise Solutions Pvt Ltd.,



**Sridhar Tirumala**  
Managing Director



**PRINCIPAL**  
Avanathi Institute of Engg. & Tech.  
Gurudhapally (V), Abdulgummet (M), R.R. Dist.

Date: 25/11/2022

To  
Surgi Madhu,  
8185902422.

Dear Surgi Madhu,

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 2022. We look forward to you beginning your career with our **Training Program** within 1<sup>st</sup> week of Dec 2022.

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](mailto:info@tekworks.in). We sincerely hope that your period of association with us will be long, pleasant, and of mutual benefit.

For TekWorks Enterprise Solutions Pvt Ltd.,



Sridhar Tirumala  
Managing Director



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Avanathi Institute of Engg. & Tech.  
Gunturpally (V), Abdullapurmet (Mdl.), R.R. Dist.



# GlobalLogic

A Hitachi Group Company

We take pleasure in welcoming you to our organization and look forward to a mutually beneficial association. Your point of contact on the day of joining will be HR SPOC at Hyderabad location. You are requested to report to our office situated at [GlobalLogic Technologies Private Limited, Unit-3 6<sup>th</sup> Floor, Block-1, M/s DLF Assets Pvt Ltd, Codeveloper for M/s DLF Infocity Hyderabad Ltd, IT/ITES SEZ, Gachibowli Village, Serlingampally, Mandal, Ranga Reddy District.] at 9:30 am.

For GlobalLogic Technologies Private Ltd.

Shuchita Shukla  
Authorized Signatory

## OFFER ACCEPTANCE & DECLARATION

I have read and understood the above terms and conditions of the above mentioned offer letter and I hereby confirm the acceptance of the same. I also confirm that there has not been any commitment (be it verbal or written) made to me by the company which is not covered in the scope of this offer letter. I will be reporting for duty on **12-November- 2022**.

Signature

  
PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Gunthepally (V), Abhulapurmet (Mdl.), R.R. Dist

# GlobalLogic

A Hitachi Group Company

Annexure – 1 Salary Structure	
Name: S.RAVALI	
Designation: Associate Analyst, Content Engineering	Grade: CEO2 Band: X
WEF: 12 Nov 2022	Location : Hyderabad
Section A – Gross Fixed Salary Break Up	
Monthly Components (In Rs.)	
Basic	10000
House Rent Allowance	1251
Statutory Bonus Information	1800
Special Allowance	0
ESI information	424
Total Monthly (A)	13475
Total Monthly Annualised (B)	161700
Annual Components (In Rs.)	
Provident Fund (As per the PF Act 1952)	14400
National Pension Scheme-	0
Total Annualised (C)	14400
Total Fixed Annual Gross Salary (B+C)	176100
Section B – Additional Benefits	
Retirals & Health Benefits (Annualized Amount)	
Gratuity	5769
Mediclaime Insurance	1100
Total of Section B	6869
Total CTC (Section A + B)	182969
Incentive Indication (per annum)**	36000
Max Annual Total Remuneration	218969
<i>In addition to Mediclaim employee will be covered under below additional benefits.</i>	
1. Group Term Life Insurance worth Rs.5 Lacs,	
2. Group Personal Accident Insurance worth Rs. 2 Lacs	
<i>-An employee contribution of 0.75% will be deducted from employees in hand salary</i>	
<i>Employer ESI contribution shall be at the rate of 3.25% of the gross salary.</i>	
<i>** Incentive amount is not a guaranteed amount of your CTC. It may be higher, lower or nil per the terms described herein. Only top performers are eligible to get this incentive basis their monthly/ quarterly performance. The incentive amount may also be fixed for performance. It is pro-rated to the duration spent with GlobalLogic for the financial year and will be paid to you only if you are active on GlobalLogic's payroll on the day the incentive is paid.</i>	

For GlobalLogic Technologies Private Ltd.

Shuchita Shukla Gajula Rachana

Gajula Rachana

Associate Analyst, Content Engineering

  
PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
Guntshapally (V), Abdulapurmet (Mdl.), R.R. Dist



Date: 22nd November, 2022

**PERSONAL & CONFIDENTIAL****Apprenticeship Offer Letter**

Dear ,

At SunviENG Pvt Ltd, we strive to provide comprehensive solutions that help our clients to achieve their operational and business goals.

To help SunviENG meet its accelerated growth plan, we are delighted to offer you the position of **Team Leader** HR Department to join SunviENG (referred to as SunviENG or the Company) in this journey.

Your appointment will be effective on your joining date, i.e., 22nd November, 2022. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

This offer is subject to your acceptance of the attached terms and conditions, please e-mail your acceptance of this offer of Apprenticeship to initiate the on-boarding process:

Your Designation:	Assistant Manager
Reporting Manager:	Yet to be decided
Work Location:	Madhapur, Hyderabad
Joining Date:	22nd November, 2022
Reporting Address:	SunviENG Pvt Ltd, 5th Floor, 815 BVL Complex, SBH Officers Colony, Mega Hills, 100 Feet Road, Ayyappa Society, Madhapur, Hyderabad, TS 500081.

We welcome you to the SunviENG family and look forward to a mutually beneficial and purposeful association. Should you need any clarification, please contact Human Resource Executive T.M.V. Taraka and email - [hr@sunvieng.com](mailto:hr@sunvieng.com).

For SunviENG Pvt Ltd.,  
**T.M.V. TARAKA**

HR Executive



Signature

Surakanti Mahipal Reddy



## ANNEXURES

S. No.	Annexures	Content
1.	Annexure-1	Compensation Structure Details (if applicable)
2.	Annexure-2	Instructions for Onboarding
3.	Annexure-3	Terms of agreement
4.	Annexure-4	Terms & Conditions

## ANNEXURE-1

Objective: This annexure contains probation and salary details.

### **Probation Period:**

You'll be undergone for a six (6) months' probation period from the start of your joining at SunviENG Pvt Ltd. After the six months of probation, your performance will be reviewed by the team leader concerned & HR. Based on your performance, your candidature will be declared as a confirmed employee or we'll extend your probation period accordingly. However, the first three (3) months of your probation period will be crucial for analyzing your performance.

### **Salary payable during probation period:**

You shall be paid a monthly salary of INR 10,000/- per month (Rupees Ten Thousand only) i.e., INR 1,20,000 PA (Rupees One Lakh Twenty Thousand only), based on you meeting the minimum performance criteria an assignment continuity. Your salary will be revised up to INR 15,000/- (Rupees Fifteen thousand only) after successful completion of first three (3) months of probation period based on your performance. You shall be entitled to Annual leaves and Mediclaim benefits only.

### **Appraisal Procedure:**

All the confirmed employees of SunviENG Pvt Ltd., will get the annual revision based on their individual performance.

Signature

Surakanti Mahipal





## ANNEXURE-2

### List of documents to be carried for on-boarding formalities:

Please note that you must carry One-set of photocopies of each of the documents mentioned below and bring the originals along with you for verification on your date of joining.

### Educational Documents (As Applicable):

- SSC or Class 10<sup>th</sup> Consolidated Marks Memo (CMM) photocopy.
- Intermediate or Class 12<sup>th</sup> or Consolidated Marks Memo (CMM) photocopy.
- UG Consolidated Marks Memo (CMM) & Provisional Certificate (PC)/Original Degree (OD) photocopies.
- PG Consolidated Marks Memo (CMM) & Provisional Certificate (PC)/ Original Degree (OD) photocopies.

### ID Proof:

- AADHAAR Card photocopy.
- PAN Card photocopy.
- Two Passport Sized Photographs.
- A medical fitness certificate obtained from a registered medical practitioner.

### Other Details:

Reporting Time: 09:30AM

Venue: SunviENG Pvt Ltd, 5th Floor, 815 BVL Complex, SBH Officers Colony, Mega Hills, 100 Feet Road, Ayyappa Society, Madhapur, Hyderabad, TS 500081.

Signature

Surakanti Mahipal

### ANNEXURE-3

This agreement, dated on the 22nd November, 2022 is made between **SunviENG Pvt Ltd.**, and **Manisha Reddy Modugu** of Hyderabad, Telangana. This document constitutes an Apprenticeship agreement between these two parties and is governed by the laws of Ranga Reddy District.

Whereas the Employer desires to retain the services of the Employee, and the Employee desires to render such services, these terms and conditions are set forth.

#### **Roles & Responsibilities of your Apprenticeship:**

- Research/review jurisdictional requirements related to site design for preparation of Zoning and/or Engineering drawing.
- Self-perform AutoCAD work, including revisions and updates.
- Coordinate and expedite drawing production, coordinating with client, QC drawings, facilitate changes/revisions.
- Prepare modification drawings that include upgrades, extensions, and reinforcements to telecom towers and foundations.
- Create budget estimates of materials, quantity, and fabrication drawings for proposed reinforcing projects.
- Provide training to less experienced Designers and perform detailed QA/QC of drawings.
- Develop a CAD library of previous modifications and extension templates to optimize design efforts.
- Prioritize work queues and align resources to meet required work cycle times.

#### **AGREEMENT OF SERVICE**

The term of this Apprenticeship Agreement shall commence on 08<sup>th</sup> February, 2023. The Employee agrees and acknowledges that, he will work for SunviENG Pvt Ltd., at least for one-year i.e., till 07<sup>th</sup> February, 2024 and the Company has the right, and may terminate their Apprenticeship with the Company at any time for any reason pertaining to company policies.



**SunviENG Pvt Ltd.**, (Company Seal with MD Signature)

Signature

**Surakanti Mahipal Reddy**





## ANNEXURE-4

### Terms and Conditions

#### **1. Compensation**

As detailed in Annexure-1.

#### **2. Education Qualification**

This offer of Apprenticeship is made for you based on the premise that you have acquired the desired qualification with 50% marks. If you are awaiting the results as on the date of joining and do not complete the qualification subsequently with the above percentage, this offer stands cancelled.

#### **3. Transfer & Deputation**

You can be transferred to other departments, locations, subsidiaries, sister companies, or deputed to any client's site, within India based on the requirements of the organization or exigencies of work from time-to-time. Disobedience of such orders of the Company will be construed as grave misconduct and may lead to punitive action.

#### **4. Code of Business Conduct**

You will be governed by the Code of Business Conduct as is in force from time-to-time.

#### **5. Applicability of changes in the general terms and conditions of Apprenticeship and policies made by the company subsequently**

Company reserves the right to amend certain terms and conditions of Apprenticeship and /or policies from time to time to cope with the changing business needs and environment which shall be communicated appropriately. Unless given specific exemption, you shall be bound by these policies of the company and the amended terms and conditions automatically.

#### **6. Shifts**

Company reserves the right to run the shifts, change the shift timings, fix the criteria to attend in shifts within the applicable laws based on its business needs and all its employees are bound by it.

#### **7. Leaves**

You will be governed by the SunviENG annual leave policy that is in force from time-to-time.



#### **8. Medical Examination**

The company reserves its right to have you undergo medical examination from time-to-time. The appointment, shall always, be subject to a doctor, certifying you to be fit to carry out your duties.

#### **9. Dress Code**

While at work you are a brand ambassador for SunviENG Pvt Ltd., and it is important to therefore dress the part. Please ensure you align with our Dress Code Policy and dress in Business Formal on Weekdays and especially during any client visits or presentations. Business Informal is permitted on Friday.

#### **10. Performance Review**

Your performance shall be reviewed periodically as per the Performance Assessment Guidelines Policy for employees which is operational in the company.

#### **11. Declarations & Information**

This offer of Apprenticeship is made based on the information furnished by you regarding your personal data, education qualification and experience. If any information furnished by you proves to be false or willfully suppressed, this Apprenticeship is liable to be terminated.

#### **12. Associate's Non-Disclosure Agreement**

You will need to keep all information pertaining to SunviENG and its subsidiaries, customers, and all stakeholders confidential. Please execute the Non-Disclosure Agreement as stipulated by the company at the time of joining.

#### **13. Non-Solicitation**

As an Employee, you will have access to confidential information that is the property of the Employer. You are not permitted to disclose this information outside of the Company.

During the term of Apprenticeship, and for a period of one (1) year immediately thereafter, you agree not to solicit any employee or apprentice, or independent contractor of the Company on behalf of any other business enterprise, nor shall you induce any employee or apprentice, or independent contractor associated with the Company to terminate or breach an Apprenticeship, contractual or other relationship with the Company.





#### **14. Termination of Apprenticeship**

Termination of Apprenticeship may be initiated by the employer and will be based on performance, Attitude, Competency, Discipline and non-adherence to the organization rules and others.

For the Probation Employees - Employer may terminate the employee from the services immediately within 24 hours prior notice.

For the Confirmed Employees - Employer may terminate the employee from the services with 15 days of notice period or immediately depending on the company policies

For the Permanent Employees - Employer may terminate the employee from the services with 60 days of notice period or Basic Compensation of 30 days.

Note:

- However, company reserves the right to terminate the employee without any prior intimation and basic pay for some certain scenarios.
- The Employee agrees to return any Employer property upon termination.

#### **15. Resignation Policy**

If the employee wishes to separate from the company, he/she is required to put in his/her resignation and continue service during the notice period as specified in the SunviENG HR Policy.

For Entry-level Employees - Employee has to give a day intimation i.e., 24 hours prior.

For Mid-level Employees - Employee has to serve two months of notice period after accepting the resignation depending on the business requirements.

For Senior Employees - Employee has to serve three months of notice period after accepting the resignation depending on the business requirements.

#### **16. Dismissal**

Company reserves the right to dismiss you without any notice or payment in lieu of notice in the event of misconduct which constitutes a breach of integrity under the Company's Code of Business Conduct.

#### **17. Voluntary Abandonment**

Should you not report to duty for more than 8 consecutive days without prior sanction of leave from your superior or without intimating your team leader & HR, it will be construed that you have voluntarily abandoned from the apprenticeship and your contract for the same will stand terminated.



#### **18. Surrender of Company Assets and Exit Process**

Please adhere to the requirements of the exit process in terms of settling all claims. You will also need to surrender all the tangible assets of the Company, including the data and information in soft or hard form which are in your possession by virtue of your Apprenticeship before separation from the Company.

#### **19. Travel**

You may be required to undertake travel on behalf of the Company work and will be paid travel expenses as per the applicable travel policy for the same.

#### **20. Contact Information**

Please keep the company informed of your postal address, telephone number, fax, email, or any other means for communication including changes that may occur during the period of your Apprenticeship. Any communication sent to the last informed address is deemed as served.

#### **21. Jurisdiction**

The appropriate Courts situated in Ranga Reddy District, Telangana shall alone have exclusive jurisdiction to try any disputes arising out of this contract of Apprenticeship.

#### **22. Background Verification**

Acceptance of this offer also confirms your consent to SunviENG Pvt Ltd., to carry out necessary background checks on Education, Previous Apprenticeship, and felony records.

#### **23. Extension of Apprenticeship**

The Company reserves the right to curtail or extend the training period of the trainee at its discretion besides that the Company can shift the trainee from the present Company to some of its other unit or subsidiary company.

Important Note: However, SunviENG Pvt Ltd has the right to issue a legal notice if any of the employee abandons this Apprenticeship agreement at the time of his/her Apprenticeship period.

Signature

Surakanti Mahipal



ACCEPTANCE OF APPRENTICESHIP

I have read and fully understood the above terms and conditions and I accept the same without any reservations.

Date:

Place:

Signature

Surakanti Mahipal Reddy



## SUTHERLAND

### PROVISIONAL OFFER LETTER

**College Name:** Avanathi Engineering College

**Date:** 29.11.2022

**Dear S.VASAVI,**

#### **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, 6<sup>th</sup> floor, Chennai, Tamil Nadu, PIN 600063

  
**PRINCIPAL**  
**Avanathi Institute of Engg. & Tech.**  
Gunturapally (V), Abuljapurmet (M), R.R. Dist



Date: 22/11/2022

To  
Thakur Kalyani,  
8682524554.

Dear Thakur Kalyani,

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 2022. We look forward to you beginning your career with our **Training Program** within 1<sup>st</sup> week of Dec 2022.

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](mailto:info@tekworks.in). We sincerely hope that your period of association with us will be long, pleasant, and of mutual benefit.

For TekWorks Enterprise Solutions Pvt Ltd.,



**Sridhar Tirumala**  
Managing Director



**PRINCIPAL**  
Avantika Institute of Engg. & Tech  
Gandhinagar, Hyderabad

# DXCTechnology

16/11/2022

Dear T.Pavan.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.

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 2448882340790, Fax: +91 44 27261177

  
— PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
Gandhinagar, D.D. Road, Gandhinagar, D.D. Road, D.D. Road





## SUTHERLAND

### PROVISIONAL OFFER LETTER

**College Name:** Avanathi Engineering College

**Date :** 25.12.2022

**Dear T.THIRUPATHI,**

#### **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, 6<sup>th</sup> floor, Chennai, Tamil Nadu, PIN 600063

  
**PRINCIPAL**  
Avanathi Institute of Engg. & Tech,  
Gunthepally (V), Abulhasanpet (P.O.), TTD Dist

**Subject: Letter of Intent to Hire**

Dear T.Jagadish,

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](mailto:hrteam@eidiko.com)), no later than **22-Nov-2022**, 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 **22-Nov-2022** 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

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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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+91 40-33182600

info@eidiko.com



Eidiko Systems Integrators, Suite #1, Floor #1, MJR Magnifique,  
Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008

  
**PRINCIPAL**  
**Avanthy Institute of Engg. & Tech.**  
Guntur Rd, M. Abdulgannet (N.H.), R.R. DUG

# DXC Technology

05/11/2022

Dear T.Navya Sri,

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 A, INF Building, Chennai – 600 045  
Ph: +91 44 22949862/2362700, Fax: +91 44 22794177

  
**PRINCIPAL**  
Avanthi Institute of Engg. & Tech.  
Guntur City (M), Abulhasanpet (Dist.), R.R. Dist





## SUTHERLAND

### PROVISIONAL OFFER LETTER

**College Name:** Avanthi Engineering College

**Date:** 22.11.2022

**Dear V.SHASHI REKHA**

#### **Congratulations!!!**

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Lanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village Lanco Hills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

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You will have to furnish the following documents during the hiring/onboarding process

- 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, 6<sup>th</sup> floor, Chennai, Tamil Nadu, PIN 600063

  
**PRINCIPAL**  
Avanathi Institute of Engg. & Tech.  
Gunturapally (V), Abdulsapurmet (M), R.R. Dist.

# DXCTechnology

22/11/2022

Dear V.Omkar,

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, INF Building, Chennai – 600 045.  
IN: +91 44 22668621/2167160, Fax: +91 44 22786177

  
PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
Gundhampally (V), Abdullapurmet (Malk.), R.R. Dist.





## ANNEXURES

S. No.	Annexures	Content
1.	Annexure-1	Compensation Structure Details (if applicable)
2.	Annexure-2	Instructions for Onboarding
3.	Annexure-3	Terms of agreement
4.	Annexure-4	Terms & Conditions

## ANNEXURE-1

Objective: This annexure contains probation and salary details.

### **Probation Period:**

You'll be undergone for a six (6) months' probation period from the start of your joining at SunviENG Pvt Ltd. After the six months of probation, your performance will be reviewed by the team leader concerned & HR. Based on your performance, your candidature will be declared as a confirmed employee or we'll extend your probation period accordingly. However, the first three (3) months of your probation period will be crucial for analyzing your performance.

### **Salary payable during probation period:**

You shall be paid a monthly salary of INR 10,000/- per month (Rupees Ten Thousand only) i.e., INR 1,20,000 PA (Rupees One Lakh Twenty Thousand only), based on you meeting the minimum performance criteria an assignment continuity. Your salary will be revised up to INR 15,000/- (Rupees Fifteen thousand only) after successful completion of first three (3) months of probation period based on your performance. You shall be entitled to Annual leaves and Mediclaim benefits only.

### **Appraisal Procedure:**

All the confirmed employees of SunviENG Pvt Ltd., will get the annual revision based on their individual performance.

Signature

Vaddapalli Manisha

**ANNEXURE-2**

**List of documents to be carried for on-boarding formalities:**

Please note that you must carry One-set of photocopies of each of the documents mentioned below and bring the originals along with you for verification on your date of joining.

**Educational Documents (As Applicable):**

- SSC or Class 10<sup>th</sup> Consolidated Marks Memo (CMM) photocopy.
- Intermediate or Class 12<sup>th</sup> or Consolidated Marks Memo (CMM) photocopy.
- UG Consolidated Marks Memo (CMM) & Provisional Certificate (PC)/Original Degree (OD) photocopies.
- PG Consolidated Marks Memo (CMM) & Provisional Certificate (PC)/ Original Degree (OD) photocopies.

**ID Proof:**

- AADHAAR Card photocopy.
- PAN Card photocopy.
- Two Passport Sized Photographs.
- A medical fitness certificate obtained from a registered medical practitioner.

**Other Details:**

Reporting Time: 09:30AM

Venue: SunviENG Pvt Ltd, 5th Floor, 815 BVL Complex, SBH Officers Colony, Mega Hills, 100 Feet Road, Ayyappa Society, Madhapur, Hyderabad, TS 500081.

Signature:

**Vaddapalli Manisha**





## ANNEXURE-4

### Terms and Conditions

#### **1. Compensation**

As detailed in Annexure-1.

#### **2. Education Qualification**

This offer of Apprenticeship is made for you based on the premise that you have acquired the desired qualification with 50% marks. If you are awaiting the results as on the date of joining and do not complete the qualification subsequently with the above percentage, this offer stands cancelled.

#### **3. Transfer & Deputation**

You can be transferred to other departments, locations, subsidiaries, sister companies, or deputed to any client's site, within India based on the requirements of the organization or exigencies of work from time-to-time. Disobedience of such orders of the Company will be construed as grave misconduct and may lead to punitive action.

#### **4. Code of Business Conduct**

You will be governed by the Code of Business Conduct as is in force from time-to-time.

#### **5. Applicability of changes in the general terms and conditions of Apprenticeship and policies made by the company subsequently**

Company reserves the right to amend certain terms and conditions of Apprenticeship and /or policies from time to time to cope with the changing business needs and environment which shall be communicated appropriately. Unless given specific exemption, you shall be bound by these policies of the company and the amended terms and conditions automatically.

#### **6. Shifts**

Company reserves the right to run the shifts, change the shift timings, fix the criteria to attend in shifts within the applicable laws based on its business needs and all its employees are bound by it.

#### **7. Leaves**

You will be governed by the SunviENG annual leave policy that is in force from time-to-time.



#### **8. Medical Examination**

The company reserves its right to have you undergo medical examination from time-to-time. The appointment, shall always, be subject to a doctor, certifying you to be fit to carry out your duties.

#### **9. Dress Code**

While at work you are a brand ambassador for SunviENG Pvt Ltd., and it is important to therefore dress the part. Please ensure you align with our Dress Code Policy and dress in Business Formals on Weekdays and especially during any client visits or presentations. Business Informal is permitted on Friday.

#### **10. Performance Review**

Your performance shall be reviewed periodically as per the Performance Assessment Guidelines Policy for employees which is operational in the company.

#### **11. Declarations & Information**

This offer of Apprenticeship is made based on the information furnished by you regarding your personal data, education qualification and experience. If any information furnished by you proves to be false or willfully suppressed, this Apprenticeship is liable to be terminated.

#### **12. Associate's Non-Disclosure Agreement**

You will need to keep all information pertaining to SunviENG and its subsidiaries, customers, and all stakeholders confidential. Please execute the Non-Disclosure Agreement as stipulated by the company at the time of joining.

#### **13. Non-Solicitation**

As an Employee, you will have access to confidential information that is the property of the Employer. You are not permitted to disclose this information outside of the Company.

During the term of Apprenticeship, and for a period of one (1) year immediately thereafter, you agree not to solicit any employee or apprentice, or independent contractor of the Company on behalf of any other business enterprise, nor shall you induce any employee or apprentice, or independent contractor associated with the Company to terminate or breach an Apprenticeship, contractual or other relationship with the Company.





#### 14. Termination of Apprenticeship

Termination of Apprenticeship may be initiated by the employer and will be based on performance, Attitude, Competency, Discipline and non-adherence to the organization rules and others.

For the Probation Employees - Employer may terminate the employee from the services immediately within 24 hours prior notice.

For the Confirmed Employees - Employer may terminate the employee from the services with 15 days of notice period or immediately depending on the company policies

For the Permanent Employees - Employer may terminate the employee from the services with 60 days of notice period or Basic Compensation of 30 days.

Note:

- However, company reserves the right to terminate the employee without any prior intimation and basic pay for some certain scenarios.
- The Employee agrees to return any Employer property upon termination.

#### 15. Resignation Policy

If the employee wishes to separate from the company, he/she is required to put in his/her resignation and continue service during the notice period as specified in the SunviENG HR Policy.

For Entry-level Employees - Employee has to give a day intimation i.e., 24 hours prior.

For Mid-level Employees - Employee has to serve two months of notice period after accepting the resignation depending on the business requirements.

For Senior Employees - Employee has to serve three months of notice period after accepting the resignation depending on the business requirements.

#### 16. Dismissal

Company reserves the right to dismiss you without any notice or payment in lieu of notice in the event of misconduct which constitutes a breach of integrity under the Company's Code of Business Conduct.

#### 17. Voluntary Abandonment

Should you not report to duty for more than 8 consecutive days without prior sanction of leave from your superior or without intimating your team leader & HR, it will be construed that you have voluntarily abandoned from the apprenticeship and your contract for the same will stand terminated.



#### **18. Surrender of Company Assets and Exit Process**

Please adhere to the requirements of the exit process in terms of settling all claims. You will also need to surrender all the tangible assets of the Company, including the data and information in soft or hard form which are in your possession by virtue of your Apprenticeship before separation from the Company.

#### **19. Travel**

You may be required to undertake travel on behalf of the Company work and will be paid travel expenses as per the applicable travel policy for the same.

#### **20. Contact Information**

Please keep the company informed of your postal address, telephone number, fax, email, or any other means for communication including changes that may occur during the period of your Apprenticeship. Any communication sent to the last informed address is deemed as served.

#### **21. Jurisdiction**

The appropriate Courts situated in Ranga Reddy District, Telangana shall alone have exclusive jurisdiction to try any disputes arising out of this contract of Apprenticeship.

#### **22. Background Verification**

Acceptance of this offer also confirms your consent to SunviENG Pvt Ltd., to carry out necessary background checks on Education, Previous Apprenticeship, and felony records.

#### **23. Extension of Apprenticeship**

The Company reserves the right to curtail or extend the training period of the trainee at its discretion besides that the Company can shift the trainee from the present Company to some of its other unit or subsidiary company.

Important Note: However, SunviENG Pvt Ltd has the right to issue a legal notice if any of the employee abandons this Apprenticeship agreement at the time of his/her Apprenticeship period.

**Signature**  
**Vaddapalli Manisha**





**ACCEPTANCE OF APPRENTICESHIP**

I have read and fully understood the above terms and conditions and I accept the same without any reservations.

**Date:**

**Place:**

**Signature**

**Vaddapalli Manisha**

**PERSONAL & CONFIDENTIAL**

**Apprenticeship Offer Letter**

Dear ,

At SunviENG Pvt Ltd, we strive to provide comprehensive solutions that help our clients to achieve their operational and business goals.

To help SunviENG meet its accelerated growth plan, we are delighted to offer you the position of **Team Leader HR Department** to join SunviENG (referred to as SunviENG or the Company) in this journey.

Your appointment will be effective on your joining date, i.e., 16th Oct, 2022. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

This offer is subject to your acceptance of the attached terms and conditions, please e-mail your acceptance of this offer of Apprenticeship to initiate the on-boarding process.

Your Designation:	Assistant Manager
Reporting Manager:	Yet to be decided
Work Location:	Madhapur, Hyderabad
Joining Date:	16th Oct, 2022
Reporting Address:	SunviENG Pvt Ltd, 5th Floor, 815 BVL Complex, SBH Officers Colony, Mega Hills, 100 Feet Road, Ayyappa Society, Madhapur, Hyderabad, TS 500081.

We welcome you to the SunviENG family and look forward to a mutually beneficial and purposeful association. Should you need any clarification, please contact Human Resource Executive T.M.V. Taraka and email - [hr@sunvieng.com](mailto:hr@sunvieng.com).

For SunviENG Pvt Ltd.,  
**T.M.V. TARAKA**



Signature

**Vaddapalli Manisha**

  
**PRINCIPAL**  
Avanathi Institute of Engg. & Tech.  
Ayyappa Society, R.R. Dist.





## SUTHERLAND

### PROVISIONAL OFFER LETTER

**College Name:** Avanathi Engineering College

**Date:** 25.12.2022

**Dear Y.MANASA,**

#### **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 Bloo- A1, 6<sup>th</sup> floor, Chennai, Tamil Nadu, PIN 600063

  
PRINCIPAL  
Avanathi Institute of Engineering & Technology  
Gandhinagar, Hyderabad

22/11/2022

## Letter of Intent –Free Training and Placement under CSR

Dear Y. Srikanth (Avanathi 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) 22/11/2022 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.





**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 6<sup>th</sup> 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

15/8, 2nd Floor, Manish Complex (Above SBI Bank), Mangammanapalya Main Road  
Bommanahalli, Bengaluru - 560 068  
Ph : 080-41645630, email : [info@techpalle.com](mailto:info@techpalle.com) | website : [www.techpalle.com](http://www.techpalle.com)

  
PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Gundlupaly (V), Abkudupmet (Dist.), A.R. Taluk

21/11/2022

## Letter of Intent –Free Training and Placement under CSR

Dear Y Mahipal (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.





**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 6<sup>th</sup> 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

15/6, 2nd Floor, Manish Complex (Above SBI Bank), Mangammanapalya Main Road  
Bommanahalli, Bengaluru - 560 068  
Ph : 080-41645630, email : [info@techpalle.com](mailto:info@techpalle.com) | website : [www.techpalle.com](http://www.techpalle.com)

  
**PRINCIPAL**  
Avanhi Institute of Engg. & Tech.  
Gunthapally (V), Abdullapurmet (Tal.), R.R. Dist.

# GlobalLogic

A Hitachi Group Company

We take pleasure in welcoming you to our organization and look forward to a mutually beneficial association. Your point of contact on the day of joining will be HR SPOC at Hyderabad location. You are requested to report to our office situated at (GlobalLogic Technologies Private Limited, Unit-3 6<sup>th</sup> Floor, Block-1, M/s DLF Assets Pvt Ltd, Codeveloper for M/s DLF Infocity Hyderabad Ltd, IT/ITES SEZ, Gachibowli Village, Serlingampally, Mandal, Ranga Reddy District.) at 9:30 am.

For GlobalLogic Technologies Private Ltd.

Shuchita Shukla  
Authorized Signatory

## OFFER ACCEPTANCE & DECLARATION

I have read and understood the above terms and conditions of the above mentioned offer letter and I hereby confirm the acceptance of the same. I also confirm that there has not been any commitment (be it verbal or written) made to me by the company which is not covered in the scope of this offer letter. I will be reporting for duty on **21-November-2022**.

Signature

  
PRINCIPAL  
Avanthy Institute of Engg. & Tech.  
Gunturapally (V), Abdulapurmet (Mdl.), R.R. Dist



# GlobalLogic

A Hitachi Group Company

Annexure – 1 Salary Structure	
Name: Vishal Giri	
Designation: Associate Analyst, Content Engineering	Grade: CEO2 Band: X
WEF: 21 Nov 2022	Location : Hyderabad
Section A – Gross Fixed Salary Break Up	
Monthly Components (In Rs.)	
Basic	10000
House Rent Allowance	1251
Statutory Bonus Information	1800
Special Allowance	0
ESI Information	424
Total Monthly (A)	13475
Total Monthly Annualised (B)	161700
Annual Components (In Rs.)	
Provident Fund (As per the PF Act 1952)	14400
National Pension Scheme	0
Total Annualised (C)	14400
Total Fixed Annual Gross Salary (B+C)	176100
Section B – Additional Benefits	
Retirals & Health Benefits (Annualized Amount)	
Gratuity	5769
Mediclaime Insurance	1100
Total of Section B	6869
Total CTC (Section A + B)	182969
Incentive Indication (per annum)**	36000
Max Annual Total Remuneration	218969
<i>In addition to Mediclaime employee will be covered under below additional benefits.</i>	
1. Group Term Life Insurance worth Rs.5 Lacs.	
2. Group Personal Accident Insurance worth Rs. 2 Lacs	
<i>-An employee contribution of 0.75% will be deducted from employees in hand salary</i>	
<i>Employer ESI contribution shall be at the rate of 3.25% of the gross salary.</i>	
<i>** Incentive amount is not a guaranteed amount of your CTC. It may be higher, lower or nil per the terms described herein. Only top performers are eligible to get this incentive basis their monthly/ quarterly performance. The incentive amount may also be fixed for performance. It is pro-rated to the duration spent with GlobalLogic for the financial year and will be paid to you only if you are active on GlobalLogic's payroll on the day the incentive is paid.</i>	

For GlobalLogic Technologies Private Ltd.

Shuchita Shukla Gajula Rachana

Gajula Rachana

Associate Analyst, Content Engineering

  
PRINCIPAL  
Avanithi Institute of Engg. & Tech.  
Guntur - 522 002, Andhra Pradesh (INDIA) - 9440128128



**Offer: Computer Consultancy**  
**Ref: TCSL/DT21233905311/Hyderabad**  
**Date: 22/11/2022**

Mr. Vaishnavi Sharma  
Kailaram H-No:1-4/2  
Vasanthpur Road,  
Hayathnagar,  
Hyderabad-501505,  
Telangana.  
Tel# -

Dear Vaishnavi Sharma,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process for 'TCS Digital' and we are pleased to make you an offer of employment.

You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a challenging role in any Business Unit as per the business requirements of TCSL.

Your gross salary including all benefits and Retention Incentive will be **INR 7,00,022/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after

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**TCSL/DT21233**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Thyagaraj, No-1 Software Units Layout, Madhapur, Hyderabad-500081 India  
Tel: 91-40-6667 2000 Fax: 91-40-6667 2222 Website: [www.tcs.com](http://www.tcs.com)  
Registered Office: Narayana Building, 9th Floor, Narayana Point, Madhapur-500081  
TCS Careers Service Line: 1-800-209-3111 | Email: [careers@tcs.com](mailto:careers@tcs.com)

**PRINCIPAL**  
**Avanthi Institute of Engg. & Tech.**  
Guntur, M. Abulhasanpet (Rd.), R.R. Dist





completing joining formalities as per company policy. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of INR 15,000/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be INR 7,500/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of INR 500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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TCSL/DT21233

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Decampark, No. 1 Software Units Layout, Main Road,  
Tel: 91 40 6697 2000 Fax: 91 40 6697 2222  
Registered Office: Nirmal Building, 9th Floor, Nirmal Point, Marolli 400 621  
TCS Careers Service Line: 1800 209 3111 | Email: [careers@tcs.com](mailto:careers@tcs.com)

*[Handwritten Signature]*  
**PRINCIPAL**  
Avanhi Institute of Engg. & Tech.  
Gunthakally (M), Abudullaapurmet (M), R.R. Dist



#### 4. Personal Allowance

You will be eligible for a monthly personal allowance of INR 17,272/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### PERFORMANCE PAY

##### Monthly Performance Pay

You will receive a monthly performance pay of INR 4,300/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

##### Performance Bonus

Your Performance Bonus will be INR 3,100/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Performance Bonus is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Performance Bonus.

This payment shall be treated as productivity bonus in lieu of statutory profit bonus.

#### CITY ALLOWANCE

You will be eligible for a City Allowance of INR 400/- per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

#### RETENTION INCENTIVE

You are eligible for Retention Incentive of INR 70,000/- payable to you on an annual basis. This component is in appreciation of continuity of your service in TCSL and will be paid on completion of each year from the introduction of this incentive for a period of 3 years. The Company reserves the right to modify the same in line with the TCS Compensation Policy.

#### XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto `60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

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TCSL/DT21233

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No.1 Software Units Layout, Madhavaram,  
Tel: 91 40 6697 2000 Fax: 91 40 6697 3322  
Registered Office: Nirmal Building, 9th Floor, Marriam Road, Mumbai 400 071  
TCS Career Service Line: 1800 209 011 / Email: careers@tcs.com

*[Handwritten Signature]*  
**PRINCIPAL**  
Avanathi Institute of Engg. & Tech.  
Guntur (M), Abdulapurmet (M), A.R. Dist





## OTHER BENEFITS

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### **1. Basic Cover**

i. Entitlement - Includes domiciliary expenses up to INR 6,000/- per insured person per annum and basic hospitalization expenses up to INR 2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

#### **2. Higher Hospitalisation**

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for INR 12,00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

### **Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

### **Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)**

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of INR 250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

TCS Confidential  
TCSLDT21233

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

One Campus, No 1 Software Units Layout, Madhavara, Hyderabad 500 081 India  
Tel: (91) 40 6667 2000 Fax: (91) 40 6667 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 18th Floor, Nanniah Puri, Madhavara (500 021)  
TCS Career Service Line: 1800-209-3311 Email: careers@tcs.com

PRINCIPAL  
Avanthi Institute of Engg. & Tech.  
Guntur (V), Abulhasanpet (M), R.R. Dist.



### Loans

You will be eligible for loans, as per TCSL's loan policy.

### Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

### RETIRALS

#### Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

#### Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

### TERMS AND CONDITIONS

#### 1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs if any during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

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TCSL/DT21232

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No.1, Software Units Layout, Madhapur, Hyderabad, India

Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com

Registered Office: Normal Building, 9th Floor, Narayan Point, Madurai (625 021)

TCS Careers ServiceLine: 1800 209 3141 Email: careers@tcs.com

*[Handwritten Signature]*  
**PRINCIPAL**  
Avanathi Institute of Engg. & Tech.  
Gundlupet, Mysore District, Karnataka  
1



# GlobalLogic

A Hitachi Group Company

We take pleasure in welcoming you to our organization and look forward to a mutually beneficial association. Your point of contact on the day of joining will be HR SPQC at Hyderabad location. You are requested to report to our office situated at (GlobalLogic Technologies Private Limited, Unit-3 6<sup>th</sup> Floor, Block-1, M/s DLF Assets Pvt Ltd, Codeveloper for M/s DLF Infocity Hyderabad Ltd, IT/ITES SEZ, Gachibowli Village, Serlingampally, Mandal, Ranga Reddy District.) at 9:30 am.

For GlobalLogic Technologies Private Ltd.

Shuchita Shukla  
Authorized Signatory

## OFFER ACCEPTANCE & DECLARATION

I have read and understood the above terms and conditions of the above mentioned offer letter and I hereby confirm the acceptance of the same. I also confirm that there has not been any commitment (be it verbal or written) made to me by the company which is not covered in the scope of this offer letter. I will be reporting for duty on **22-November- 2022**.

Signature

  
PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
Guntur-5, (4, Abadipalle, MD), P.R. Dist

# GlobalLogic

A Hitachi Group Company

Annexure – 1 Salary Structure	
Name: VIJAYAGIRI SANJAY	
Designation: Associate Analyst, Content Engineering	Grade: CEO2 Band: X
WEF: 22 Nov-2022	Location : Hyderabad
Section A – Gross Fixed Salary Break Up	
Monthly Components (In Rs.)	
Basic	10000
House Rent Allowance	1251
Statutory Bonus information	1800
Special Allowance	0
ESI Information	424
Total Monthly (A)	13475
Total Monthly Annualised (B)	161700
Annual Components (In Rs.)	
Provident Fund (As per the PF Act 1952)	14400
National Pension Scheme-	0
Total Annualised (C)	14400
Total Fixed Annual Gross Salary (B+C)	176100
Section B – Additional Benefits	
Retirals & Health Benefits (Annualized Amount)	
Gratuity	5769
Mediclaim Insurance	1100
Total of Section B	6869
Total CTC (Section A + B)	182969
Incentive Indication (per annum)**	36000
Max Annual Total Remuneration	218969
<i>In addition to Mediclaim employee will be covered under below additional benefits.</i>	
1. Group Term Life Insurance worth Rs.5 Lacs,	
2. Group Personal Accident Insurance worth Rs. 2 Lacs	
<i>-An employee contribution of 0.75% will be deducted from employees in hand salary</i>	
<i>Employer ESI contribution shall be at the rate of 3.25% of the gross salary.</i>	
<i>** Incentive amount is not a guaranteed amount of your CTC. It may be higher, lower or nil per the terms described herein. Only top performers are eligible to get this incentive basis their monthly/ quarterly performance. The incentive amount may also be fixed for performance. It is pro-rated to the duration spent with GlobalLogic for the financial year and will be paid to you only if you are active on GlobalLogic's payroll on the day the incentive is paid.</i>	

For GlobalLogic Technologies Private Ltd.

Shuchita Shukla Gajula Rachana

Gajula Rachana

Associate Analyst, Content Engineering

  
PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
Guntur-16th [M] Abdulhamid (NDR), R.R. D-1



Edelweiss  
Tokio

Great  
Place  
To  
Work  
Certified

**Letter Date:** 18-10-2022

**Employee Name:** VELUGUPALLY SHRAVANI,  
Employee ID: 701153  
Location: Hyderabad, Banjara Hills.

APPOINTMENT LETTER

We are pleased to confirm our offer of employment **Relationship Manager - CSB** in the Relationship Manager commencing on or before 18-10-2022 with **Edelweiss Tokio Insurance Company Limited** ("the Company") on the following terms and conditions:

**Compensation and Benefits:** You will receive compensation as outlined in Annexure 1. Income Tax any other statutory deductions will be made at source, as per the applicable tax laws. Your performance will be reviewed annually. You will also be eligible to participate in the Company's discretion performance based Bonus Scheme / Performance Linked Incentives as applicable subject to your be in the Company's employment and not under notice to leave the Company on the bonus payment date.

**Place of Work:** You are appointed to work in the Company office at "Hyderabad Banj Hills". However, your services may be transferred by the Company to any other location or division or may be transferred to any other group entity, in India or abroad, as per the requirement of the Company.

**Leave & Other Benefits:** You will be eligible for leave and other such benefits in accordance with Company's rules and regulations. The perquisites applicable to your grade are subject to alteration & s amendment, and you will be entitled to the same as per the rules of the Company.

**Notice for Separation / Termination:** Either party, by stating their intention to do so, in writing n terminate this employment provided that at least 7 days' notice is given by either party of their intent to do so. However, on achievement of certain business targets or completion of six months employment, whichever is earlier, the notice period will be 30 days. Accordingly, on achievement targets or completion of six months as the case may be, either party may terminate this employment giving 30 days' written notice to the other party. Waiver of notice period days or salary in lieu of not period is completely at the discretion of the Company and requires prior approval from the HR Head.

However, in the event of your being guilty of misconduct or negligence in the discharge of your duties of conduct of the Company's business, or such misdemeanor which is likely to affect, or affects reputation of the Company's working or breaches any of the terms and conditions herein, the Comp reserves its right to terminate your services at any given point of time, with immediate effect, without compensation or notice.

During Notice Period, you will provide such assistance as the Company may require to affect an order handover of your duties and responsibilities to any individual appointed by the Company.

Edelweiss Tokio Life Insurance Company Limited  
CIN: U66010MH0009911197136

Registered & Corporate Office: 6th Floor, Tower 3, Wing 3B, Keshavnagar City, Keshavnagar, Kurla (W), Mumbai 400017

  
PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Gandhinagar, M. Andhra Pradesh (M.A.) R.R. Dist

**Full Time Employment Offer**

**PAVITRA IMPLEX PVT LTD**

8-1-132, Rd 12, Kamalanagar Hyderabad, 500044

November 25<sup>th</sup>, 2022

To,

**Ms. VARALA PREETHI,**

4-6/1, Kimhi Colony, Tarnaka, Secunderabad, Telangana.

**Dear PREETHI,**

We are pleased to offer you a full-time employment to NR Impex in the capacity of Marketing Executive effective from November 25<sup>th</sup> 2022. The probation period will be 6 months.

Your compensation structure as a FTE will be as below:

**CTC: Rs.3, 00,000**

**Fixed Salary: Rs.2,40,000**

**Includes perquisites and EPF components.**

**Variable Salary: Rs. 60,000 as bonus paid at year end.**

Please sign and return a copy of this document if you agree to its contents.


Congratulations! We hope that you will relish the challenges of your role and do your best!

With warm regards,

**KALYAN REDDY**

**ECO**

**PAVITRA IMPLEX PVT LTD**

  
**PRINCIPAL**  
**Avanthi Institute of Engg. & Tech.**  
Gunthapally (V), Abudullapurmet (MS), R.R. Dist



**Full Time Employment Offer**

**PAVITRA IMPLEX PVT LTD**

8-1-132, Rd 12, Kamalanagar Hyderabad, 500044

November 25<sup>th</sup>, 2022

To,

**Ms.VASKULA RAJKUMAR,**

4-6/1, Kirnhi Colony, Tarnaka, Secunderabad, Telangana.

Dear **RAJKUMAR,**

We are pleased to offer you a full-time employment to NR Impex in the capacity of Marketing Executive effective from November 25<sup>th</sup> 2022. The probation period will be 6 months.

Your compensation structure as a FTE will be as below:

**CTC: Rs.3, 00,000**

**Fixed Salary: Rs.2,40,000**

**Includes perquisites and EPF components.**

**Variable Salary: Rs. 60,000 as bonus paid at year end.**

Please sign and return a copy of this document if you agree to its contents.

Congratulations! We hope that you will relish the challenges of your role and do your best!

With warm regards,

**KALYAN REDDY**

**ECO**

**PAVITRA IMPLEX PVT LTD**

  
**PRINCIPAL**  
**Avanhi Institute of Engg. & Tech.**  
Gunthapally (V), Abdulapurmet (Dist.), R.R. Dist.

Date: 20/11/2022

To  
T.Y.Sainath Reddy,  
8185902413.

Dear T.Y.Sainath Reddy,

We are happy to welcome you to **TekWorks Enterprise Solutions Private Limited**. As a valued member of the team, we look forward to you playing an important role in helping us achieve our Vision, uphold our Leadership Principles, and live our Culture.

As an organization, we value **PASSION, ACCOUNTABILITY, OUT-OF-THE-BOX THINKING, and COLLABORATION** in people.

This letter of intent is made to you based on your performance in our Assessment and final round of interview. You are required to undergo our intense 6-month, **Training Program**. Post the successful completion of the Training, you will be hired as a full-time employee of **TekWorks**. You will be paid **INR 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 2022**. We look forward to you beginning your career with our **Training Program** within 1<sup>st</sup> week of **Dec 2022**.

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](mailto:info@tekworks.in). We sincerely hope that your period of association with us will be long, pleasant, and of mutual benefit.

For TekWorks Enterprise Solutions Pvt Ltd.,



**Sridhar Tirumala**  
Managing Director



**PRINCIPAL**  
Avanhi Institute of Engg. & Tech.  
Gandhinagar, Hyderabad - 500082



# S<SkillKount

Date: November 15, 2022.

To

**Mr.MERUGU RAJASHEKHAR,**  
SkillKount Technologies,  
Hyderabad,

## **Sub: Deputation Letter**

Dear Mr.MERUGU RAJASHEKHAR (F5065696), This is to inform you that you have been deputed to Pacra Edge on or before 20<sup>th</sup> November 2022.

You hereby acknowledge that the terms and conditions of employment as set out in this letter shall be governed by the policies and guidelines issued by the Company from time to time. You agree to be bound by any and all such policies and guidelines and acknowledge that such policies and guideline may be amended or modified or withdrawn from time to time at the sole discretion of the Company. Such change shall be notified by the Company to you at the earlier opportunity and shall be binding upon you.

### **1. Designation:**

1] The Company agrees to employ you and you agree to act as "Associate – Health Care Claims" (India Business Title)" and serve the Company upon the terms and subject to the conditions set out in this letter. Your designation is subject to change as per the roles, responsibilities and work assigned to you from time to time.

### **2. Compensation:**

2] You will be entitled for an annual cost to company (CTC) of Rs. 2,31, 516. (Rupees Two Lakh Thirty-One Thousand Five Hundred Sixteen Only) per annum. For details of your remuneration structure, please refer to the enclosed Annexure-A.

2.2 All amount payable by the Company under this letter shall be subject to such withholding tax, tax deduction at source or any other taxes as may be required under applicable laws, other statutory deductions, if any and social security contributions. However, it shall remain your responsibility to meet your tax liabilities.

DST Worldwide Services India Private Limited 5<sup>th</sup> Floor, Block B, Q City, Narayanaguda, Central University Campus, Gachibowli,  
Hyderabad - 500048, Telangana, India: +91 40- 66125555, +91-40 66125999  
CIN: U72200TG200009770 034124

**SSctech.Com**

**PRINCIPAL**  
**Avanthi Institute of Engg. & Tech.**  
Gunturcally (V), Abdulloppanmet (Midi), R.R. Dist



**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 6<sup>th</sup> 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.



13/11/2022

## Letter of Intent –Free Training and Placement under CSR

Dear Mohammad Sohel (Avanathi 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) 13/11/2022 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.

# GlobalLogic

A Hitachi Group Company

We take pleasure in welcoming you to our organization and look forward to a mutually beneficial association. Your point of contact on the day of joining will be HR SPOC at Hyderabad location. You are requested to report to our office situated at (GlobalLogic Technologies Private Limited, Unit-3 6<sup>th</sup> Floor, Block-1, M/s DLF Assets Pvt Ltd, Codeveloper for M/s DLF Infocity Hyderabad Ltd, IT/ITES SEZ, Gachibowli Village, Serlingampally, Mandal, Ranga Reddy District.) at 9:30 am.

For GlobalLogic Technologies Private Ltd.

Shuchita Shukla  
Authorized Signatory

## OFFER ACCEPTANCE & DECLARATION

I have read and understood the above terms and conditions of the above mentioned offer letter and I hereby confirm the acceptance of the same. I also confirm that there has not been any commitment (be it verbal or written) made to me by the company which is not covered in the scope of this offer letter. I will be reporting for duty on **15-November-2022**.

Signature

PRINCIPAL  
Avanathi Institute of Engg & Tech.  
Gummarly FT, Akshayapuri (Akh), R.R. Dist



# GlobalLogic

A Hitachi Group Company

Annexure – 1 Salary Structure	
Name: Mohammed Amreen	
Designation: Associate Analyst, Content Engineering	Grade: CEO2 Band: X:
WEF: 15 Nov-2022	Location : Hyderabad
Section A – Gross Fixed Salary Break Up	
Monthly Components (In Rs.)	
Basic	10000
House Rent Allowance	1251
Statutory Bonus Information	1800
Special Allowance	0
ESI Information	424
Total Monthly (A)	13475
Total Monthly Annualised (B)	161700
Annual Components (In Rs.)	
Provident Fund (As per the PF Act 1952)	14400
National Pension Scheme	0
Total Annualised (C)	14400
Total Fixed Annual Gross Salary (B+C)	176100
Section B – Additional Benefits	
Retirals & Health Benefits (Annualized Amount)	
Gratuity	5769
Mediclaim Insurance	1100
Total of Section B	6869
Total CTC (Section A + B)	182969
Incentive Indication (per annum)**	36000
Max Annual Total Remuneration	218969
<i>In addition to Mediclaim employee will be covered under below additional benefits.</i>	
1. Group Term Life Insurance worth Rs.5 Lacs,	
2. Group Personal Accident Insurance worth Rs. 2 Lacs	
<i>-An employee contribution of 0.75% will be deducted from employees in hand salary</i>	
<i>Employer ESI contribution shall be at the rate of 3.25% of the gross salary.</i>	
<i>** Incentive amount is not a guaranteed amount of your CTC. It may be higher, lower or nil per the terms described herein. Only top performers are eligible to get this incentive basis their monthly/ quarterly performance. The incentive amount may also be fixed for performance. It is pro-rated to the duration spent with GlobalLogic for the financial year and will be paid to you only if you are active on GlobalLogic's payroll on the day the incentive is paid.</i>	

For GlobalLogic Technologies Private Ltd.

Shuchita Shukla Gajula Rachana

Gajula Rachana

Associate Analyst, Content Engineering

PRINCIPAL  
Avanithi Institute of Engg. & Tech.  
Gunthapally (V), Abdulapurmet (Mdl), R.R. Dist

26/11/2022

## Letter of Intent –Free Training and Placement under CSR

Dear Miryala Kalyani (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) 26/11/2022 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.



**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 6<sup>th</sup> 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



## SUTHERLAND

### PROVISIONAL OFFER LETTER

**College Name:** Avanthi Engineering College

**Date:** 25.12.2022

**Dear O.RAVINDER REDDY**

#### **Congratulations!!!**

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Lanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village Lanco Hills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers is up to 2.50 LPA - The package differs based on the Client, the individual's skill set, and various other selection parameters. Your association with the organization either contractual or permanent will be decided as per business requirements at the time of joining.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photograph
- 10th, 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, 6<sup>th</sup> floor, Chennai, Tamil  
Nadu, PIN 600063

PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
Gunthasaly (V), Abulhasanpet (M.D), R.R. Dist.





# YESPEAL TECHNOLOGIES PVT

AVS Compound, 4th Block, Near Sony World Signal, Kormangala, Bangalore- 560034  
Website: [www.yespealtechnologies.com](http://www.yespealtechnologies.com) || Email: [hr@yespealtechnologies.com](mailto:hr@yespealtechnologies.com)



Ref: YP2K22/11

22-Nov-2022

Dear Nomula Samitha,

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  
Avanathi Institute of Engg. & Tech.  
Ganthapally (M), Abudlakurmet (M.D.), R.R. Dist.



# YESPEAL TECHNOLOGIES PVT

AVS Compound, 4th Block, Near Sony World Signal, Kormangala, Bangalore- 560034  
Website: [www.yespealtechnologies.com](http://www.yespealtechnologies.com) || Email: [hr@yespealtechnologies.com](mailto: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 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.

PRINCIPAL  
Avanithi Institute of Engg. & Tech.  
Gunthapathy (V), Abdulapurmet (Mol), R.R. Dist.



# YESPEAL TECHNOLOGIES PVT



AVS Compound, 4 th Block, Near Sony World Signal, Kormangala, Bangalore- 560034  
Website: [www.yespealtechnologies.com](http://www.yespealtechnologies.com) || Email: [hr@yespealtechnologies.com](mailto:hr@yespealtechnologies.com)

- 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 delegated to 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 or 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.
- 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.
- You shall not keep any copies of these items in any form whatsoever.
- Violation of this clause may invite legal action.

PRINCIPAL  
Avanthi Institute of Engg. & Tech.  
Gunturapally (V), Abdullapurmet (Mdl), R.R. Dist



# YESPEAL TECHNOLOGIES PVT



AVS Compound, 4th Block, Near Sony World Signal, Kormangala, Bangalore- 560034  
Website: [www.yespealtechnologies.com](http://www.yespealtechnologies.com) || Email: [hr@yespealtechnologies.com](mailto: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 date 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 statutes, 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 delegated to 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 or 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

Avanthi S. S. & Tech.  
Gunshapathy (V), Abdulapurmet (M.S.), R.R. Dist



# YESPEAL TECHNOLOGIES PVT



AVS Compound, 4th Block, Near Sony World Signal, Kormangala, Bangalore- 560034  
Website: [www.yespealtechnologies.com](http://www.yespealtechnologies.com) || Email: [hr@yespealtechnologies.com](mailto:hr@yespealtechnologies.com)

heinous-criminal act or any offence 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.
- 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; and
- 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:

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 date 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.

PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
Gundlupally (V), Abulhasanpet (M.D.), R.R. Dist

# YESPEAL TECHNOLOGIES PVT



AVS Compound, 4 th Block, Near Sony World Signal, Kormangala, Bangalore- 560034  
Website: [www.yespealtechnologies.com](http://www.yespealtechnologies.com) || Email: [hr@yespealtechnologies.com](mailto: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  
Avanhi Institute of Engg. & Tech.  
Gunthapally (M), Abulicpurnat (Md.), R.R. Dist





## SUTHERLAND

### PROVISIONAL OFFER LETTER

**College Name:** Avanthi Engineering College

**Date:** 26.11.2022

**Dear OM PAVANI KOTA,**

#### **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, 6<sup>th</sup> floor, Chennai, Tamil Nadu, PIN 600063

**PRINCIPAL**  
**Avanathi Institute of Engg. & Tech.**  
Gumthapally (V), Abdullapurmet (Mbl.), R.R. Dist.

14/12/2022

## Letter of Intent –Free Training and Placement under CSR

Dear Paidipelli Sagar Goud (Avanathi 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) 14/12/2022 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.





**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 6<sup>th</sup> 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



## SUTHERLAND

### PROVISIONAL OFFER LETTER

**College Name:** Avanathi Engineering College

**Date:** 16.12.2021

**Dear P.NIKITHA,**

#### **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, 6<sup>th</sup> floor, Chennai, Tamil Nadu, PIN 600063

**PRINCIPAL**  
Avanathi Institute of Engg. & Tech.  
Gunturapally (V), Abdulqasimat (M), R.R. Dist.





**Offer: Computer Consultancy**  
**Ref: TCSL/DT20332705306/Hyderabad**  
**Date: 28/12/2022**

Miss. Navulapalli Jhansi  
H-No 5-56 Anajpur  
Road, Abdullapurmet,  
Hyderabad-501505,  
Telangana,  
Tel# -

Dear Navulapalli Jhansi,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process for 'TCS Digital' and we are pleased to make you an offer of employment.

You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a challenging role in any Business Unit as per the business requirements of TCSL.

Your gross salary including all benefits and Retention Incentive will be **INR 7,00,022/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

1000 Park, No.1 Software, Hitech Layout, Madhapur  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nirmal Point, Madhapur 500021  
TCS Career Service Line: 1800 209 311 | Email: careers@tcs.com

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**Avanathi Institute of Engg. & Tech.**  
Guntur (M), Abdullapurmet, (M), R.R. Dist



completing joining formalities as per company policy. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of INR 15,000/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be INR 7,500/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of INR 500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, 100-1 Software Units Layout, Malviya Nagar, Hyderabad-500 081, India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Netaji Building, 9th Floor, Naraina Point, Mumbai-400 022  
TCS Careers ServiceLine: 1800 209 3111 Email: careers@tcs.com

PRINCE  
Ayanthi Institute of Engg. & Tech.  
Guntur (V), Abdullapurmet (M), R.R. Dist





#### 4. Personal Allowance

You will be eligible for a monthly personal allowance of INR 17,272/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### PERFORMANCE PAY

##### Monthly Performance Pay

You will receive a monthly performance pay of INR 4,300/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

##### Performance Bonus

Your Performance Bonus will be INR 3,100/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Performance Bonus is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Performance Bonus.

This payment shall be treated as productivity bonus in lieu of statutory profit bonus.

#### CITY ALLOWANCE

You will be eligible for a City Allowance of INR 400/- per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

#### RETENTION INCENTIVE

You are eligible for Retention Incentive of INR 70,000/- payable to you on an annual basis. This component is in appreciation of continuity of your service in TCSL and will be paid on completion of each year from the introduction of this incentive for a period of 3 years. The Company reserves the right to modify the same in line with the TCS Compensation Policy.

#### XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto `60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No 1 Software Parks Layout, Madhapur, Hyderabad 500 080 India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
(Registered Office Nirmal Building, 9th Floor, Naraina Point, Mumbai 400 021)  
TCS Careers Service Line: 1800 205 1111 Email: careers@tcs.com

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Guntur (N), Andhra Pradesh (M.S.), R.P. Dist.



## OTHER BENEFITS

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### **1. Basic Cover**

i. Entitlement - Includes domiciliary expenses up to INR 6,000/- per insured person per annum and basic hospitalization expenses up to INR 2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

#### **2. Higher Hospitalisation**

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for INR 12,00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

### **Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

### **Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)**

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of INR 250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No.1 Software Park Layout, Malabar Hill, Mumbai - 400005

Tel: 91 49 6667 2000 Fax: 91 49 6667 2222 Website: www.tcs.com

Registered Office: Normal Building, 9th Floor, Nariman Point, Mumbai-400021

TCS Career Service Line: 1 800 709 3113 Email: careers@tcs.com

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Gunthapally (M), Abdullapurmet (M), R.R. Dist





### **Loans**

You will be eligible for loans, as per TCSL's loan policy.

### **Professional Memberships**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

## **RETIRALS**

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## **TERMS AND CONDITIONS**

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs if any during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Decorampark, No. 1 Software Units Layout, Madhavapur,  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Normal Building, 5th Floor, Naraina Road, Mumbai 400 021  
TCS Career Services: 1800 204 3111 Email: careers@tcs.com

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Guntur (N), Abdullapurmet (M), R.R. Dist



## 2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

## 3. Probation Period

You will be on probation for three months. Your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment without any notice or payment in lieu thereof in case your performance, behaviour and/or conduct during the probation period is found unsatisfactory or the Back Ground Check turns out negative.

## 4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

## 5. Mobility

TCSL reserves the right to transfer you to any of its offices, work sites, or associated or Affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

## 6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

## 7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

## 8. Alternative Occupation / Employment

Either during the period of your probation or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

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**TATA CONSULTANCY SERVICES**

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Decampark, No.1 Software Unity Layout, Mysore, Karnataka 570 016 India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2272 Website: www.tcs.com  
Registered Office: Nirmal Building, 101, Elmhurst, Nariman Point, Mumbai 400 021  
TCS Careers Service Line: 1800 209 3119 Email: careers@tcs.com

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Guninapally (V), Abdullapurmet (M), R.R. Dist.





## 9. Confidentiality Agreement

As part of your acceptance of this offer as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This confidentiality Clause shall survive the termination or earlier determination of your appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## 10. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

## 11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training. This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.

## 12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No.1 Software Units Layout, Madhav Nagar, HSR Layout, Bangalore  
Tel: 91 40 667 2000 Fax: 91 40 667 2222 Website: www.tcs.com  
Registered Office: Normal Building, 9th Floor, Naraina Point, Mumbai 400 071  
TCS Career Service Line: 1800 204 3111 Email: careers@tcs.com

Avanathi Institute of Engineering & Tech.  
Guntur (V), Abulhasanpet (M.D.), R.R. Dist.  
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### 13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

### 14. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

### 15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### 16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

### 17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Decampark, No.1 Software Units Layout, Madhapur, Hyderabad-500 081 India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai-400 021  
TCS Careers Service Line: 1800 769 3111 Email: careers@tcs.com

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## 18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of probation/service without notice.

## 19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation (if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

One Campus, No 1 Software Units Layout, Mulbagh, Hyderabad  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: [www.tcs.com](http://www.tcs.com)  
Registered Office: Normal Building, 5th Floor, Naraina Post Office, New Delhi, India  
TCS Career Service Line: 1800 209 3111 | Email: [careers@tcs.com](mailto:careers@tcs.com)

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Gudhapaty (M), Abudisapuram (M), R.R. Dist.



The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## 20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## 21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## 22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Executive Park, Plot 1 Software Units Layout, MCHSapur, Hyderabad  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: [www.tcs.com](http://www.tcs.com)  
Registered Office: Normal Building, 5th Floor, Narasaraopeta  
TCS Callers ServiceLine: 1800 209 3111 Email: [care@tcs.com](mailto:care@tcs.com)

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Gunshapathy (V), Abbalapeta (M.D.), R.R. Dist.  
Tel: 990 021





### 23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

### 24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No.1 Software Units Layout, Madhapur, Hyderabad  
Tel: (91) 40 6667 2000 Fax: (91) 40 6667 2222 Website: [www.tcs.com](http://www.tcs.com)  
Registered Office: Nirmal Building, 9th Floor, Narayan Point, Chennai 600 021  
TCS Careers Service Line: 1800 704 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

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**Avanishi Institute of Engg. & Tech.**  
Guntur (V), Andhra Pradesh (Dist), R.G. Dist



**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 3 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn. Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL. We look forward to having you in our global team.

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

One Campus, No 1 Software Units Layout, Whitefield, Hyderabad  
Tel: 91 40 667 2000 Fax: 91 40 667 2222 Website: [www.tcs.com](#)  
Registered Office: Normal Building, 9th Floor, Narayan Pet, Chennai 600 031  
TCS Career Services: 1 800 209 3111 Email: [careers@tcs.com](#)

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Guntur (M), Andhra Pradesh (M), R.R. Dist.





GROSS SALARY SHEET

Annexure 1

Name	Navulapalli Jhansi
Designation	
Institute Name	Avanthi's Syntific Academy & Syntific Institutions

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	26,522	3,18,264
<b>2) Performance Pay</b>		
Monthly Performance Pay	4,300	51,600
Performance Bonus*	3,100	37,200
<b>3) City Allowance</b>	400	4,800
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
Retention Incentive	NA	70,000
<b>TOTAL GROSS</b>	51,844	7,00,022
<b>Xplore/ Learning Incentive****</b>		Upto 60,000

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	17,272	2,07,264
<b>GROSS BOUQUET OF BENEFITS</b>	26,522	3,18,264

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**TATA CONSULTANCY SERVICES**

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Registered Office - Normal Building, 9th Floor, National Centre

TCS Career Service@tcs.1800 309 1111 Email: careers@tcs.com

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Guntur (V), Alchutturam (M.S.), R.R. Dist.



**Annexure**

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES SEZ, Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100, Karnataka</p>
<p><b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue- Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-III) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO. 35, CHANDARA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, YNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI - Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI - Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45, Ground, 1st to 5th Floor &amp; 10th floor, Galaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309, UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFI House, G.S. Road, Dispur, Guwahati - 781006, Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - HF/17, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium, 2nd Floor, Wanderers Building, Delta Park - Lords</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark, Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Bajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057, Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus, Kariyavattom P.O, Trivandrum - 695581, India</p>	

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No.1 Software Units Layout, Madhavai, Hyderabad, India

Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com

Registered Office: Nariman Building, 5th Floor, Nariman Point

TCS Careers Service Line: 1800 209 3111 Email: careers@tcs.com

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**Avanithi Institute of Engg. & Tech.**  
Gandhinagar (V), A.S. Bagammar (M.D.), R.R. Dist.  
722





## Confidentiality and IP Terms and Conditions

### 1. Confidential Information

"Confidential Information" shall mean all inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## 2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.





**4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

**5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

**6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

**7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

#### 8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### 9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.





## 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.





# YESPEAL TECHNOLOGIES PVT

AVS Compound, 4 th Block, Near Sony World Signal, Kormangala, Bangalore- 560034  
Website: [www.yespealtechnologies.com](http://www.yespealtechnologies.com) || Email: [hr@yespealtechnologies.com](mailto:hr@yespealtechnologies.com)



Ref:YP2K22/11

22-Nov-2022

Dear Pakala Narsimha,

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 Engg. & Tech.  
Gunthapally (M), Abudisapurmet (Dist), R.R. Dist



# YESPEAL TECHNOLOGIES PVT

AVS Compound, 4th Block, Near Sony World Signal, Kormangala, Bangalore- 560034  
Website: [www.yespealtechnologies.com](http://www.yespealtechnologies.com) || Email: [hr@yespealtechnologies.com](mailto: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 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.

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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 delegated to 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 or 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.
- 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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## 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 date 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 statutes, 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 delegated to 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 or the benefit of any third party, either during the term of your employment or thereafter.

## 14. Monitoring Policy:

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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 less 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 offence 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.
- 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; and
- 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:

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 date 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 statutes, 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.,

*Darshan Murthy*

**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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Edelweiss  
Tokio

Great  
Place  
To  
Work  
Certified

Letter Date: 25-10-2022.

Employee Name: PANNALA BHAVANI,  
Employee ID: 701158  
Location: Hyderabad, Banjara Hills.

#### APPOINTMENT LETTER

We are pleased to confirm our offer of employment **Relationship Manager - CSB** in the Relationship Manager commencing on or before **25-10-2022** with **Edelweiss Tokio Insurance Company Limited** ("the Company") on the following terms and conditions:

**Compensation and Benefits:** You will receive compensation as outlined in Annexure 1. Income Tax any other statutory deductions will be made at source, as per the applicable tax laws. Your performance will be reviewed annually. You will also be eligible to participate in the Company's discretion performance based Bonus Scheme / Performance Linked Incentives as applicable subject to your be in the Company's employment and not under notice to leave the Company on the bonus payment date.

**Place of Work:** You are appointed to work in the Company office at "Hyderabad\_Banj Hills". However, your services may be transferred by the Company to any other location or division or may be transferred to any other group entity, in India or abroad, as per the requirement of the Company.

**Leave & Other Benefits:** You will be eligible for leave and other such benefits in accordance with Company's rules and regulations. The perquisites applicable to your grade are subject to alteration & s amendment, and you will be entitled to the same as per the rules of the Company.

**Notice for Separation / Termination:** Either party, by stating their intention to do so, in writing n terminate this employment provided that at least 7 days' notice is given by either party of their intent to do so. However, on achievement of certain business targets or completion of six months' employment, whichever is earlier, the notice period will be 30 days. Accordingly, on achievement targets or completion of six months as the case may be, either party may terminate this employment giving 30 days' written notice to the other party. Waiver of notice period days osalary in lieu of not period is completely at the discretion of the Company and requires prior approval from the HR Head.

However, in the event of your being guilty of misconduct or negligence in the discharge of your duties of conduct of the Company's business, or such misdemeanor which is likely to affect, or affects reputation of the Company's working or breaches any of the terms and conditions herein, the Comp reserves its right to terminate your services at any given point of time, with immediate effect, without compensation or notice.

During Notice Period, you will provide such assistance as the Company may require to affect an order handover of your duties and responsibilities to any individual appointed by the Company.

Date: November 25, 2022.

To

Mr.PARNE AVINASH REDDY,  
SkillKount Technologies,  
Hyderabad,

**Sub: Deputation Letter**

Dear Mr.PARNE AVINASH REDDY (F50656981), This is to inform you that you have been deputed to Paera Edge on or before 28<sup>th</sup> November 2022.

You hereby acknowledge that the terms and conditions of employment as set out in this letter shall be governed by the policies and guidelines issued by the Company from time to time. You agree to be bound by any and all such policies and guidelines and acknowledge that such policies and guideline may be amended or modified or withdrawn from time to time at the sole discretion of the Company. Such change shall be notified by the Company to you at the earlier opportunity and shall be binding upon you.

**1. Designation:**

1] The Company agrees to employ you and you agree to act as "Associate – Health Care Claims" (India Business Title)" and serve the Company upon the terms and subject to the conditions set out in this letter. Your designation is subject to change as per the roles, responsibilities and work assigned to you from time to time.

**2. Compensation:**

2] You will be entitled for an annual cost to company (CTC) of Rs. 2,31, 516. (Rupees Two Lakh Thirty-One Thousand Five Hundred Sixteen Only) per annum. For details of your remuneration structure, please refer to the enclosed Annexure-A.

2.2 All amount payable by the Company under this letter shall be subject to such withholding tax, tax deduction at source or any other taxes as may be required under applicable laws, other statutory deductions, if any and social security contributions. However, it shall remain your responsibility to meet your tax liabilities.

DST Worldwide Services India Private Limited 5<sup>th</sup> Floor, Block B, Q City, Narayanagada, Central University Campus, Gachibowli,  
Hyderabad - 500048, Telangana, India. +91 40-66125555, +91-40-66125999.  
CIN # U72200TG20000PT17034124

SSctech.Com

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**Offer: Computer Consultancy**  
**Ref: TCSL/DT21552905400/Hyderabad**  
**Date: 22/12/2022**

Mr. P.Sai Kishore Kumar  
H-No 7-56Anajpur Road,  
Abdullapurmet,  
Hyderabad-501505,  
Telangana.  
Tel# -

Dear Pallerla Sai Kishore Kumar,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process for 'TCS Digital' and we are pleased to make you an offer of employment.

You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a challenging role in any Business Unit as per the business requirements of TCSL.

Your gross salary including all benefits and Retention Incentive will be **INR 7,00,022/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No.1 Software Units Layout, Madhapur, Hyderabad-500080  
Toll: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Narman Building, 9th Floor, Narman Point,  
TCS Careers ServiceLine: 1 800 761 3131 | Email: careers@tcs.com

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Gundlupoth, 07, Abdullapurmet (M.D.), P.R. Dist.



completing joining formalities as per company policy. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of INR 15,000/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be INR 7,500/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of INR 500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Decorum@k, No 1 Software Units Layout, Madhapur, Hyderabad  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: [www.tcs.com](http://www.tcs.com)  
Registered Office: Nirmal Building, 9th Floor, Narayan Reddy Street, Hyderabad - 500 081  
TCS Careers Service Line: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

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Avanith Institute of Engg. & Tech.  
Ganthapalle, H.P. A.S. Road, Bangalore (Karnataka) - 560 075  
Dr. R.R. Das





#### **4. Personal Allowance**

You will be eligible for a monthly personal allowance of INR 17,272/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **PERFORMANCE PAY**

##### **Monthly Performance Pay**

You will receive a monthly performance pay of INR 4,300/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

##### **Performance Bonus**

Your Performance Bonus will be INR 3,100/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Performance Bonus is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Performance Bonus.

This payment shall be treated as productivity bonus in lieu of statutory profit bonus.

#### **CITY ALLOWANCE**

You will be eligible for a City Allowance of INR 400/- per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

#### **RETENTION INCENTIVE**

You are eligible for Retention Incentive of INR 70,000/- payable to you on an annual basis. This component is in appreciation of continuity of your service in TCSL and will be paid on completion of each year from the introduction of this incentive for a period of 3 years. The Company reserves the right to modify the same in line with the TCS Compensation Policy.

#### **XPLORE/ LEARNING INCENTIVES**

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto `60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

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**TATA CONSULTANCY SERVICES**

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Deccanpark, No.1 Software Units Layout, Malabar Hill, Mumbai, India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Web: [www.tcs.com](http://www.tcs.com)  
Registered Office: Normal Building, 9th Floor, Nariman Point, Mumbai, India. Contact: 400 021  
TCS Careers ServiceLine: 1800 204 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

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Gandhinagar (V), Ashulgaon (M.S.), R.R. Dist.



## OTHER BENEFITS

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### **1. Basic Cover**

i. Entitlement - Includes domiciliary expenses up to INR 6,000/- per insured person per annum and basic hospitalization expenses up to INR 2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

#### **2. Higher Hospitalisation**

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for INR 12,00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

### **Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

### **Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)**

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of INR 250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, 6th Fl, Software Units, Laxmi, Marolli Nagar, Mumbai  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Normal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Serviceline: 1800 269 3111 Email: careers@tcs.com

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Avanathi Institute of Engg. & Tech.  
Guntur-15, A.P. (India) P.R. Dist.





### **Loans**

You will be eligible for loans, as per TCSL's loan policy.

### **Professional Memberships**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

### **RETIRALS**

#### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

#### **Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

### **TERMS AND CONDITIONS**

#### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs if any during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

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**TCSL/DT21552**

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Descargopark, 49/1 Software Units Layout, 4th Floor,  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222  
Registered Office: Nirmal Building, 9th Floor, Narayanapuram, Chennai 600 028  
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Gundlupet (M), Abudisapurmet (M), R.R. Dist.



## 2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

## 3. Probation Period

You will be on probation for three months. Your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment without any notice or payment in lieu thereof in case your performance, behaviour and/or conduct during the probation period is found unsatisfactory or the Back Ground Check turns out negative.

## 4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

## 5. Mobility

TCSL reserves the right to transfer you to any of its offices, work sites, or associated or Affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

## 6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

## 7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

## 8. Alternative Occupation / Employment

Either during the period of your probation or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

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**TATA CONSULTANCY SERVICES**

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Gundlupet (M), Adilabad District, R.R. Dist.





## 9. Confidentiality Agreement

As part of your acceptance of this offer as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This confidentiality Clause shall survive the termination or earlier determination of your appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## 10. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

## 11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training. This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.

## 12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

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**TATA CONSULTANCY SERVICES**

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Deccanpark, No 1, Software Units Layout, Malabar Hill, Hyde  
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TCS Careers ServiceLine: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

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Guntur (N. Abudipomati (M), R.R. Dist



### 13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

### 14. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

### 15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### 16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

### 17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

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**TATA CONSULTANCY SERVICES**  
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Decorum@No.1 Software Units Layout, Madhapur, Hyderabad 500 080, India.  
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Guntur (M), Andhra Pradesh (M), R.R. Dist





## 18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of probation/service without notice.

## 19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation (if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Sri Lankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

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Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: [www.tcs.com](http://www.tcs.com)  
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Guntur (V), Andhra Pradesh (500 021), R & D Dept.



The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## 20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## 21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## 22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

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**TATA CONSULTANCY SERVICES**  
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### 23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

### 24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Office: Park Road, Software Park, Layout, Madhapur, Hyderabad - 500081 (India)  
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Gandhinagar (M), Abulhasanpet (M), RR Dist



### Withdrawal of Offer

If you fail to accept the offer from TCSL within 3 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn. Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL. We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited

**Girish V. Nandimath**  
Global Head Talent Acquisition & AIP



[Click here](#) or use a QR code scanner from your mobile to validate this offer letter

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms

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One of the largest IT Software Units Layout, Madhavapur, Hyderabad  
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Guntur District, Andhra Pradesh (A.P.), A.P. Dist





GROSS SALARY SHEET

Annexure 1

Name	Pallerla Sai Kishore Kumar
Designation	
Institute Name	Avanthy's Syntific Academy & Syntific Institutions

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	26,522	3,18,264
<b>2) Performance Pay</b>		
Monthly Performance Pay	4,300	51,600
Performance Bonus*	3,100	37,200
<b>3) City Allowance</b>	400	4,800
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
Retention Incentive	NA	70,000
<b>TOTAL GROSS</b>	<b>51,844</b>	<b>7,00,022</b>
<b>Xplore/ Learning Incentive****</b>		<b>Upto 60,000</b>

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	17,272	2,07,264
<b>GROSS BOUQUET OF BENEFITS</b>	<b>26,522</b>	<b>3,18,264</b>

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**TATA CONSULTANCY SERVICES**  
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One World Park, No.1 Software Giant's Elysium, Madhavaram, Post  
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Guntur (V), Andhra Pradesh (India), P.R. Dkt



**Annexure**

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES SEZ, Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100, Karnataka</p>
<p><b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue- Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45, Ground, 1st to 5th Floor &amp; 10th Floor, Galaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309, UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFI House, G.S. Road, Dispur, Guwahati - 781006, Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 160-B, Super Corridor, Village Tigariya Badshah &amp; Badā Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - II/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium, 2nd Floor, Wandereers Building, Delta Park Kords</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark, Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharon Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan Se7, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC -SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057, Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus, Kariyavattom P.O, Trivandrum - 695581, India</p>	





## Confidentiality and IP Terms and Conditions

### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## 2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.





**4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

**5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

**6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

**7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

#### 8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### 9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

TCS Confidential  
TCSL/DT2155

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, No.1 Software Units Layout, Madhapur, Hyderabad-500 081 India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Normal Building, 9th Floor, Narayana Court, Mumbai-400 021  
TCS Career's Service Line: 1 800 209 3111 Email: careers@tcs.com

PRINCIPAL

Avanhi Institute of Engg. & Tech. 20  
Gunthapally (V), Abulapuram (M), R.R. Dist





## 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

TCS Confidential  
TCSL/DT2155

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

DeccanWipark, No 1, Software Tech City, Vashi, Mumbai - 400 751, India

Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: [www.tcs.com](http://www.tcs.com)

Registered Office: Normal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Service Line: 1800 204 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
Gunthasipaty (M), Akkavaram (Dist), R.R. Dist.  
20



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



19/12/2022

## Letter of Intent –Free Training and Placement under CSR

Dear Pasala Vinay Raju (Avanathi 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) 19/12/2022 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.



**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 6<sup>th</sup> 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  
Ananthi Institute of Engg. & Tech.  
Gunthakota, Abudupumet (Wd), R.R. Dist.



26/11/2022

## Letter of Intent –Free Training and Placement under CSR

Dear Patel Abhishek Reddy (Avanathi 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) 26/11/2022 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
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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.



**LEADERS IN TECHNOLOGY TRAINING**

SOFTWARE TRAINING | OUT SOURCING | SOLUTION

ISO 9001 : 2015 CERTIFIED & NASSCOM MEMBER

Mandatory Requirements while joining:

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- (2) Student has to send a photo copy of Engineering all semester mark sheets up to 6<sup>th</sup> 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  
Avanhi Institute of Engg. & Tech.  
R.P. Dole



Date: 22/11/2022

To  
Pippera Rohith,  
8214578962.

Dear Pippera Rohith,

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 2022. We look forward to you beginning your career with our **Training Program** within 1<sup>st</sup> week of Dec 2022.

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](mailto:info@tekworks.in). We sincerely hope that your period of association with us will be long, pleasant, and of mutual benefit.

For TekWorks Enterprise Solutions Pvt Ltd.,



Sridhar Tirumala  
Managing Director

PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
Gundlupet (V), Abbiyaparpet (M), R.R. Dist.

Date: 28/11/2022

To  
Peesodi Shivani,  
8625922455.

Dear Peesodi Shivani,

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 2022. We look forward to you beginning your career with our **Training Program** within 1<sup>st</sup> week of Dec 2022.

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](mailto:info@tekworks.in). We sincerely hope that your period of association with us will be long, pleasant, and of mutual benefit.

For TekWorks Enterprise Solutions Pvt Ltd.,



**Sridhar Tirumala**  
Managing Director

PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
Guntur (M. Abdulgourar (549) R.P. Unit



25/11/2022

## Letter of Intent –Free Training and Placement under CSR

Dear **Pallemoni 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) 25/11/2022 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
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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.

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 6<sup>th</sup> 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  
Avadh Institute of Engg. & Tech.  
Gandhinagar Road  
Maddur (M.D.), R.R. Dist.



Great  
Place  
To  
Work  
Certified

Letter Date: 22-10-2022

Employee Name: BHATHARAJU DHANALAXMI,  
Employee ID: 701172,  
Location: Hyderabad, Banjara Hills.

APPOINTMENT LETTER

We are pleased to confirm our offer of employment **Relationship Manager - CSB** in the Relationship Manager commencing on or before **22-10-2022** with **Edelweiss Tokio Insurance Company Limited** ("the Company") on the following terms and conditions:

**Compensation and Benefits:** You will receive compensation as outlined in Annexure 1. Income Tax any other statutory deductions will be made at source, as per the applicable tax laws. Your performance will be reviewed annually. You will also be eligible to participate in the Company's discretion performance based Bonus Scheme / Performance Linked Incentives as applicable subject to your be in the Company's employment and not under notice to leave the Company on the bonus payment date.

**Place of Work:** You are appointed to work in the Company office at "Hyderabad Banj Hills". However, your services may be transferred by the Company to any other location or division or may be transferred to any other group entity, in India or abroad, as per the requirement of the Company.

**Leave & Other Benefits:** You will be eligible for leave and other such benefits in accordance with Company's rules and regulations. The perquisites applicable to your grade are subject to alteration & s amendment, and you will be entitled to the same as per the rules of the Company.


**Notice for Separation / Termination:** Either party, by stating their intention to do so, in writing n terminate this employment provided that at least 7 days' notice is given by either party of their intent to do so. However, on achievement of certain business targets or completion of six months employment, whichever is earlier, the notice period will be 30 days. Accordingly, on achievement targets or completion of six months as the case may be, either party may terminate this employment giving 30 days' written notice to the other party. Waiver of notice period days or salary in lieu of not period is completely at the discretion of the Company and requires prior approval from the HR Head.

However, in the event of your being guilty of misconduct or negligence in the discharge of your duties of conduct of the Company's business, or such misdemeanor which is likely to affect, or affects reputation of the Company's working or breaches any of the terms and conditions herein, the Comp reserves its right to terminate your services at any given point of time, with immediate effect, without compensation or notice.

During Notice Period, you will provide such assistance as the Company may require to affect an order handover of your duties and responsibilities to any individual appointed by the Company.

Edelweiss Tokio Life Insurance Company Limited  
CIN: U66010MH2009PLC197336

Registered & Corporate Office: 6th Floor, Tower 3, Wing 'B', Kuberco City, Hazrat Nizam Road, Jubilee Hills, Mumbai - 400020

  
PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Gunthapally (V), Abdullapurmet (M.C.), R.R. Dist.