



# 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 SATHWIKA ,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	PULIPELLI 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

Avanhi Institute of Engg. & Tech.  
 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

Avanhi Institute of Engg. & Tech.  
Gandhinagar (M), Hyderabad (M), T.P. Dist.

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	

  
 PRINCIPAL  
 Avanthi Institute of Engg. & Tech.  
 Guntachy (A. 465/2) Dist: G.P. Dist

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

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

  
 Avanti, Group of Institutions & Tech.  
 Guntur (V), Andhra Pradesh (AP), R.R. Dist.

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

  
 Avanti Institute of Engg. & Tech.  
 (Autonomous V) - Surampalem (M.O.), R.R. Dist.

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

PRINCIPAL

  
Principal  
Avanith Institute of Engg. & Tech.  
Guntur (M), Telangana (MS), A.R. Dist.

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

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



*[Handwritten Signature]*  
PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
Gunturpally (V), Abulnagar (M), R.R. Dist

**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

www.eidiko.com

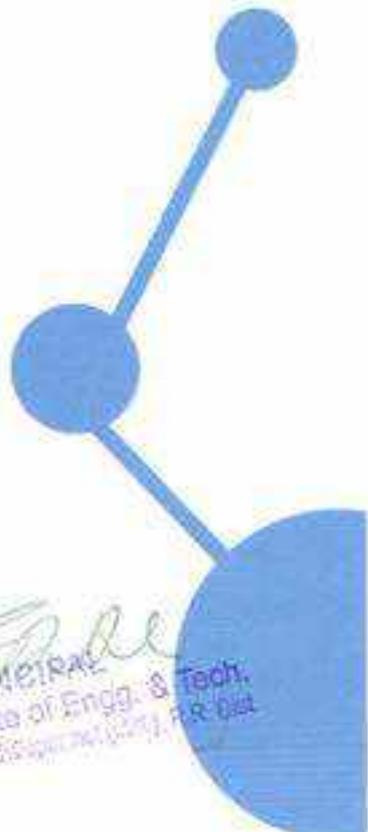
+91 40-33182600

info@eidiko.com



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

*Ratan Siripurapu*  
Principal  
Avanathi Institute of Engg. & Tech.  
Gundlupeta, Nellore District, Andhra Pradesh



**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**

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

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



**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



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

PR. R. D. D.  
Avanishi Institute of Engg. & Tech.  
Guntur Road, Adilapet, Hyderabad, India - 500008

ELTP / 2022

**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

+91 40-33182600

Info@eidiko.com

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



P. Prashanth  
Avanithi Institute of Engg. & Tech.  
Gachibowli (G), Hyderabad (H), India



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

Avanthy Institute of Engg. & Tech.  
Gunthapally (V), Bollapalle, (Dist) 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

+91 40-33182600

info@eidiko.com



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

*Handwritten signature*  
PRIN. / 10/10/2024  
Avarithi Institute of Engg. & Tech.  
Guntur-15, 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



Avanhi Institute of Engg. & Tech.  
Gandhinagar, Hyderabad (Tel.) 7.P.055



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

+91 40-33182600

info@eidiko.com

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

Avanithi Institute of Engg & Tech  
Guntur, Andhra Pradesh, 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

*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

Avanathi Institute of Engg. & Tech.  
Gunthapally (V), Addalapuram (M.C.), 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

Avanishi H. ... & Tech.  
Gundachery (S), AAS ... 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



**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

  
R.R. PRASAD  
Avanhi Institute of Engg. & Tech.  
Guntur (V), 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,

A handwritten signature in black ink, appearing to be 'H. Srinivas', with a vertical line drawn below it.

For AAS Technologies Pvt.Ltd

A handwritten signature in green ink, appearing to be 'Aparna', written in a cursive style.



**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.  
Gunthapally (V), Abdulapuram (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**  
Avanathi Institute of Engg. & Tech.  
Guntur (M. Andhra Pradesh), 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 (R), Abadipeta (M), P.R. Dist.

**virtusa**  
June 10, 2022

**Mr. Palvai Harish**  
S-152 Near Pragathi School, Nanduchera,  
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  
Avanthi 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 ROHITH,

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  
 Ambati Institute of Engineering & Technology  
 (Autonomous), Warangal, TS-506 002  
 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), Chennai  
 Phone: 044-26194600

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.

  
Principal  
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: 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.

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.

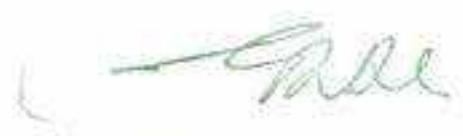
This offer of employment shall stand revoked automatically upon your failure to report to office on the specified date of joining as per the communication sent by the HR team. We request you to kindly carry your acknowledged letter on the date of your joining.

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.

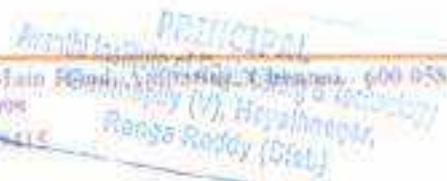
**CTC Revision:**

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  
(C/O) 10, Kottaramulla, Kottaramulla  
Ranga 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 & Technology  
Ambalattur Industrial Estate,  
Ambalattur, Chennai - 600 088,  
India. Ph: +91 44 4626 3999

**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



PRADYUMN  
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  
 Gunturapally (O), Nellore District,

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.

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**  
Aarathi Institute of Engineering & Technology  
Gunthapally (V), Hoyyalkinagar,  
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.

  
Ranga Praveen (HR)  
Ranga Praveen (HR)

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), Huzur Nagar,  
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>

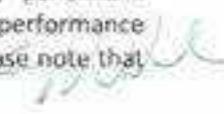
The complete details of the salary components will be shared in the appointment letter.

**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**  
Aarathi Institute of Engineering & Technology  
Gunthapally (V), Hoyathnagan,  
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>

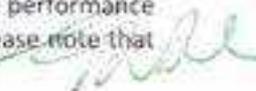
The complete details of the salary components will be shared in the appointment letter.

**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 (Dist.)  
 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  
Aerial Institute of Engineering & Technology  
Ganthapaly (V), Mayabandur,  
Ranga-Roodu (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, Housatimam  
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.



MSys Technologies Private Limited  
107 Chandigarh Towers, 8th Floor, MS 007  
Park Garden Sale, (OMR), Coovim  
Thiruvananthapuram, Chennai - 600 006  
Ph: +91 44 39107015  
www.mysystechnologies.com

AVENTIS Institute of  
Guntur

## 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**

<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.







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 Sala (DMR), Okhla,  
Thiruvananthapuram, Chennai - 600 099  
Ph: +91 44 32167015  
www.mysystech.com

*[Handwritten]* Avin MSys - Internal  
Guntur (V) - 2022/03/21

## 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: 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*  
**PRINCIPAL**  
Head of Engg. & Tech

## 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.msys technologies.com](http://www.msys technologies.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.  
Gandhinagar (V), Adugadam (MS) 9 R. Dist

  
PRINCIPAL  
Avanti Institute of Engg. & Tech.  
Guntur (V), Polavuru (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/ Chandika 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 (CMR), Oshiyam  
Thorajakkam, Chennai - 600 096  
Ph - +91 44 32147015  
www.msystechnologies.com



**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  
 Gunbarani, 11/20, 40/10, 10/11/12/13/14/15/16/17/18/19/20/21/22/23/24/25/26/27/28/29/30/31/32/33/34/35/36/37/38/39/40/41/42/43/44/45/46/47/48/49/50/51/52/53/54/55/56/57/58/59/60/61/62/63/64/65/66/67/68/69/70/71/72/73/74/75/76/77/78/79/80/81/82/83/84/85/86/87/88/89/90/91/92/93/94/95/96/97/98/99/100/101/102/103/104/105/106/107/108/109/110/111/112/113/114/115/116/117/118/119/120/121/122/123/124/125/126/127/128/129/130/131/132/133/134/135/136/137/138/139/140/141/142/143/144/145/146/147/148/149/150/151/152/153/154/155/156/157/158/159/160/161/162/163/164/165/166/167/168/169/170/171/172/173/174/175/176/177/178/179/180/181/182/183/184/185/186/187/188/189/190/191/192/193/194/195/196/197/198/199/200/201/202/203/204/205/206/207/208/209/210/211/212/213/214/215/216/217/218/219/220/221/222/223/224/225/226/227/228/229/230/231/232/233/234/235/236/237/238/239/240/241/242/243/244/245/246/247/248/249/250/251/252/253/254/255/256/257/258/259/260/261/262/263/264/265/266/267/268/269/270/271/272/273/274/275/276/277/278/279/280/281/282/283/284/285/286/287/288/289/290/291/292/293/294/295/296/297/298/299/300/301/302/303/304/305/306/307/308/309/310/311/312/313/314/315/316/317/318/319/320/321/322/323/324/325/326/327/328/329/330/331/332/333/334/335/336/337/338/339/340/341/342/343/344/345/346/347/348/349/350/351/352/353/354/355/356/357/358/359/360/361/362/363/364/365/366/367/368/369/370/371/372/373/374/375/376/377/378/379/380/381/382/383/384/385/386/387/388/389/390/391/392/393/394/395/396/397/398/399/400/401/402/403/404/405/406/407/408/409/410/411/412/413/414/415/416/417/418/419/420/421/422/423/424/425/426/427/428/429/430/431/432/433/434/435/436/437/438/439/440/441/442/443/444/445/446/447/448/449/450/451/452/453/454/455/456/457/458/459/460/461/462/463/464/465/466/467/468/469/470/471/472/473/474/475/476/477/478/479/480/481/482/483/484/485/486/487/488/489/490/491/492/493/494/495/496/497/498/499/500/501/502/503/504/505/506/507/508/509/510/511/512/513/514/515/516/517/518/519/520/521/522/523/524/525/526/527/528/529/530/531/532/533/534/535/536/537/538/539/540/541/542/543/544/545/546/547/548/549/550/551/552/553/554/555/556/557/558/559/560/561/562/563/564/565/566/567/568/569/570/571/572/573/574/575/576/577/578/579/580/581/582/583/584/585/586/587/588/589/590/591/592/593/594/595/596/597/598/599/600/601/602/603/604/605/606/607/608/609/610/611/612/613/614/615/616/617/618/619/620/621/622/623/624/625/626/627/628/629/630/631/632/633/634/635/636/637/638/639/640/641/642/643/644/645/646/647/648/649/650/651/652/653/654/655/656/657/658/659/660/661/662/663/664/665/666/667/668/669/670/671/672/673/674/675/676/677/678/679/680/681/682/683/684/685/686/687/688/689/690/691/692/693/694/695/696/697/698/699/700/701/702/703/704/705/706/707/708/709/710/711/712/713/714/715/716/717/718/719/720/721/722/723/724/725/726/727/728/729/730/731/732/733/734/735/736/737/738/739/740/741/742/743/744/745/746/747/748/749/750/751/752/753/754/755/756/757/758/759/760/761/762/763/764/765/766/767/768/769/770/771/772/773/774/775/776/777/778/779/780/781/782/783/784/785/786/787/788/789/790/791/792/793/794/795/796/797/798/799/800/801/802/803/804/805/806/807/808/809/810/811/812/813/814/815/816/817/818/819/820/821/822/823/824/825/826/827/828/829/830/831/832/833/834/835/836/837/838/839/840/841/842/843/844/845/846/847/848/849/850/851/852/853/854/855/856/857/858/859/860/861/862/863/864/865/866/867/868/869/870/871/872/873/874/875/876/877/878/879/880/881/882/883/884/885/886/887/888/889/890/891/892/893/894/895/896/897/898/899/900/901/902/903/904/905/906/907/908/909/910/911/912/913/914/915/916/917/918/919/920/921/922/923/924/925/926/927/928/929/930/931/932/933/934/935/936/937/938/939/940/941/942/943/944/945/946/947/948/949/950/951/952/953/954/955/956/957/958/959/960/961/962/963/964/965/966/967/968/969/970/971/972/973/974/975/976/977/978/979/980/981/982/983/984/985/986/987/988/989/990/991/992/993/994/995/996/997/998/999/1000/1001/1002/1003/1004/1005/1006/1007/1008/1009/1010/1011/1012/1013/1014/1015/1016/1017/1018/1019/1020/1021/1022/1023/1024/1025/1026/1027/1028/1029/1030/1031/1032/1033/1034/1035/1036/1037/1038/1039/1040/1041/1042/1043/1044/1045/1046/1047/1048/1049/1050/1051/1052/1053/1054/1055/1056/1057/1058/1059/1060/1061/1062/1063/1064/1065/1066/1067/1068/1069/1070/1071/1072/1073/1074/1075/1076/1077/1078/1079/1080/1081/1082/1083/1084/1085/1086/1087/1088/1089/1090/1091/1092/1093/1094/1095/1096/1097/1098/1099/1100/1101/1102/1103/1104/1105/1106/1107/1108/1109/1110/1111/1112/1113/1114/1115/1116/1117/1118/1119/1120/1121/1122/1123/1124/1125/1126/1127/1128/1129/1130/1131/1132/1133/1134/1135/1136/1137/1138/1139/1140/1141/1142/1143/1144/1145/1146/1147/1148/1149/1150/1151/1152/1153/1154/1155/1156/1157/1158/1159/1160/1161/1162/1163/1164/1165/1166/1167/1168/1169/1170/1171/1172/1173/1174/1175/1176/1177/1178/1179/1180/1181/1182/1183/1184/1185/1186/1187/1188/1189/1190/1191/1192/1193/1194/1195/1196/1197/1198/1199/1200/1201/1202/1203/1204/1205/1206/1207/1208/1209/1210/1211/1212/1213/1214/1215/1216/1217/1218/1219/1220/1221/1222/1223/1224/1225/1226/1227/1228/1229/1230/1231/1232/1233/1234/1235/1236/1237/1238/1239/1240/1241/1242/1243/1244/1245/1246/1247/1248/1249/1250/1251/1252/1253/1254/1255/1256/1257/1258/1259/1260/1261/1262/1263/1264/1265/1266/1267/1268/1269/1270/1271/1272/1273/1274/1275/1276/1277/1278/1279/1280/1281/1282/1283/1284/1285/1286/1287/1288/1289/1290/1291/1292/1293/1294/1295/1296/1297/1298/1299/1300/1301/1302/1303/1304/1305/1306/1307/1308/1309/1310/1311/1312/1313/1314/1315/1316/1317/1318/1319/1320/1321/1322/1323/1324/1325/1326/1327/1328/1329/1330/1331/1332/1333/1334/1335/1336/1337/1338/1339/1340/1341/1342/1343/1344/1345/1346/1347/1348/1349/1350/1351/1352/1353/1354/1355/1356/1357/1358/1359/1360/1361/1362/1363/1364/1365/1366/1367/1368/1369/1370/1371/1372/1373/1374/1375/1376/1377/1378/1379/1380/1381/1382/1383/1384/1385/1386/1387/1388/1389/1390/1391/1392/1393/1394/1395/1396/1397/1398/1399/1400/1401/1402/1403/1404/1405/1406/1407/1408/1409/1410/1411/1412/1413/1414/1415/1416/1417/1418/1419/1420/1421/1422/1423/1424/1425/1426/1427/1428/1429/1430/1431/1432/1433/1434/1435/1436/1437/1438/1439/1440/1441/1442/1443/1444/1445/1446/1447/1448/1449/1450/1451/1452/1453/1454/1455/1456/1457/1458/1459/1460/1461/1462/1463/1464/1465/1466/1467/1468/1469/1470/1471/1472/1473/1474/1475/1476/1477/1478/1479/1480/1481/1482/1483/1484/1485/1486/1487/1488/1489/1490/1491/1492/1493/1494/1495/1496/1497/1498/1499/1500/1501/1502/1503/1504/1505/1506/1507/1508/1509/1510/1511/1512/1513/1514/1515/1516/1517/1518/1519/1520/1521/1522/1523/1524/1525/1526/1527/1528/1529/1530/1531/1532/1533/1534/1535/1536/1537/1538/1539/1540/1541/1542/1543/1544/1545/1546/1547/1548/1549/1550/1551/1552/1553/1554/1555/1556/1557/1558/1559/1560/1561/1562/1563/1564/1565/1566/1567/1568/1569/1570/1571/1572/1573/1574/1575/1576/1577/1578/1579/1580/1581/1582/1583/1584/1585/1586/1587/1588/1589/1590/1591/1592/1593/1594/1595/1596/1597/1598/1599/1600/1601/1602/1603/1604/1605/1606/1607/1608/1609/1610/1611/1612/1613/1614/1615/1616/1617/1618/1619/1620/1621/1622/1623/1624/1625/1626/1627/1628/1629/1630/1631/1632/1633/1634/1635/1636/1637/1638/1639/1640/1641/1642/1643/1644/1645/1646/1647/1648/1649/1650/1651/1652/1653/1654/1655/1656/1657/1658/1659/1660/1661/1662/1663/1664/1665/1666/1667/1668/1669/1670/1671/1672/1673/1674/1675/1676/1677/1678/1679/1680/1681/1682/1683/1684/1685/1686/1687/1688/1689/1690/1691/1692/1693/1694/1695/1696/1697/1698/1699/1700/1701/1702/1703/1704/1705/1706/1707/1708/1709/1710/1711/1712/1713/1714/1715/1716/1717/1718/1719/1720/1721/1722/1723/1724/1725/1726/1727/1728/1729/1730/1731/1732/1733/1734/1735/1736/1737/1738/1739/1740/1741/1742/1743/1744/1745/1746/1747/1748/1749/1750/1751/1752/1753/1754/1755/1756/1757/1758/1759/1760/1761/1762/1763/1764/1765/1766/1767/1768/1769/1770/1771/1772/1773/1774/1775/1776/1777/1778/1779/1780/1781/1782/1783/1784/1785/1786/1787/1788/1789/1790/1791/1792/1793/1794/1795/1796/1797/1798/1799/1800/1801/1802/1803/1804/1805/1806/1807/1808/1809/1810/1811/1812/1813/1814/1815/1816/1817/1818/1819/1820/1821/1822/1823/1824/1825/1826/1827/1828/1829/1830/1831/1832/1833/1834/1835/1836/1837/1838/1839/1840/1841/1842/1843/1844/1845/1846/1847/1848/1849/1850/1851/1852/1853/1854/1855/1856/1857/1858/1859/1860/1861/1862/1863/1864/1865/1866/1867/1868/1869/1870/1871/1872/1873/1874/1875/1876/1877/1878/1879/1880/1881/1882/1883/1884/1885/1886/1887/1888/1889/1890/1891/1892/1893/1894/1895/1896/1897/1898/1899/1900/1901/1902/1903/1904/1905/1906/1907/1908/1909/1910/1911/1912/1913/1914/1915/1916/1917/1918/1919/1920/1921/1922/1923/1924/1925/1926/1927/1928/1929/1930/1931/1932/1933/1934/1935/1936/1937/1938/1939/1940/1941/1942/1943/1944/1945/1946/1947/1948/1949/1950/1951/1952/1953/1954/1955/1956/1957/1958/1959/1960/1961/1962/1963/1964/1965/1966/1967/1968/1969/1970/1971/1972/1973/1974/1975/1976/1977/1978/1979/1980/1981/1982/1983/1984/1985/1986/1987/1988/1989/1990/1991/1992/1993/1994/1995/1996/1997/1998/1999/2000/2001/2002/2003/2004/2005/2006/2007/2008/2009/2010/2011/2012/2013/2014/2015/2016/2017/2018/2019/2020/2021/2022/2023/2024/2025/2026/2027/2028/2029/2030/2031/2032/2033/2034/2035/2036/2037/2038/2039/2040/2041/2042/2043/2044/2045/2046/2047/2048/2049/2050/2051/2052/2053/2054/2055/2056/2057/2058/2059/2060/2061/2062/2063/2064/2065/2066/2067/2068/2069/2070/2071/2072/2073/2074/2075/2076/2077/2078/2079/2080/2081/2082/2083/2084/2085/2086/2087/2088/2089/2090/2091/2092/2093/2094/2095/2096/2097/2098/2099/2100/2101/2102/2103/2104/2105/2106/2107/2108/2109/2110/2111/2112/2113/2114/2115/2116/2117/2118/2119/2120/2121/2122/2123/2124/2125/2126/2127/2128/2129/2130/2131/2132/2133/2134/2135/2136/2137/2138/2139/2140/2141/2142/2143/2144/2145/2146/2147/2148/2149/2150/2151/2152/2153/2154/2155/2156/2157/2158/2159/2160/2161/2162/2163/2164/2165/2166/2167/2168/2169/2170/2171/2172/2173/2174/2175/2176/2177/2178/2179/2180/2181/2182/2183/2184/2185/2186/2187/2188/2189/2190/2191/2192/2193/2194/2195/2196/2197/2198/2199/2200/2201/2202/2203/2204/2205/2206/2207/2208/2209/2210/2211/2212/2213/2214/2215/2216/2217/2218/2219/2220/2221/2222/2223/2224/2225/2226/2227/2228/2229/2230/2231/2232/2233/2234/2235/2236/2237/2238/2239/2240/2241/2242/2243/2244/2245/2246/2247/2248/2249/2250/2251/2252/2253/2254/2255/2256/2257/2258/2259/2260/2261/2262/2263/2264/2265/2266/2267/2268/2269/2270/2271/2272/2273/2274/2275/2276/2277/2278/2279/2280/2281/2282/2283/2284/2285/2286/2287/2288/2289/2290/2291/2292/2293/2294/2295/2296/2297/2298/2299/2300/2301/2302/2303/2304/2305/2306/2307/2308/2309/2310/2311/2312/2313/2314/2315/2316/2317/2318/2319/2320/2321/2322/2323/2324/2325/2326/2327/2328/2329/2330/2331/2332/2333/2334/2335/2336/2337/2338/2339/2340/2341/2342/2343/2344/2345/2346/2347/2348/2349/2350/2351/2352/2353/2354/2355/2356/2357/2358/2359/2360/2361/2362/2363/2364/2365/2366/2367/2368/2369/2370/2371/2372/2373/2374/2375/2376/2377/2378/2379/2380/2381/2382/2383/2384/2385/2386/2387/2388/2389/2390/2391/2392/2393/2394/2395/2396/2397/2398/2399/2400/2401/2402/2403/2404/2405/2406/2407/2408/2409/2410/2411/2412/2413/2414/2415/2416/2417/2418/2419/2420/2421/2422/2423/2424/2425/2426/2427/2428/2429/2430/2431/2432/2433/2434/2435/2436/2437/2438/2439/2440/2441/2442/2443/2444/2445/2446/2447/2448/2449/2450/2451/2452/2453/2454/2455/2456/2457/2458/2459/2460/2461/2462/2463/2464/2465/2466/2467/2468/2469/2470/2471/2472/2473/2474/2475/2476/2477/2478/2479/2480/2481/2482/2483/2484/2485/2486/2487/2488/2489/2490/2491/2492/2493/249

## 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.  
Gandhinagar, 1<sup>st</sup> Adalarpet (NW), R # 1<sup>st</sup>



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.

A handwritten signature in green ink, appearing to read 'Gade'.

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 (TS)

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  
Sudhanya P.O. Changanassery  
Kannur 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  
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@vincloidsolutions.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  
Graduate (V) Payments  
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 (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: 91-9899-999999

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), Rajahmundry  
Rajahmundry (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  
VincCloud Institute of Engineering & Technology  
65th Street, P.O. Box 111111  
Ravi, Tamil Nadu



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  
500005

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  
Aarathi 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  
Gandhinagar (V), Hyderabad.  
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  
Avaniti Institute of Engineering & Technology  
Gandhaply (V), Koppal, Koppal  
Banga Reddy (Dist.)



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 (9849)

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

*[Handwritten Signature]*  
PRINCIPAL  
Assam Institute of Engineering & Technology  
Ganthali (N.J. Hazaribagh)  
Rangpo, Jharkhand (India)

## 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  
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 (V), Jammalamasani,  
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,  
Gunthoopy (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

*[Signature]*  
PRINCIPAL  
Aventi Institute of Engineering & Technology  
Guntur (V), Nellore Dist.  
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  
2019-2020



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. Raju Nagar)  
Sri Jagad Academy (Guntur)

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  
Amrita Institute of Engineering & Technology  
Coimbatore (V), Rajapuram Road  
Amrita Institute of Engineering & Technology

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  
Korampally PO, Kottayam  
Kerala Roadway, (K.M.)

## 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  
Srinivasapur, Chittoor District  
Andhra Pradesh



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 of State of Engineering & Technology  
Guntur City (V), 522002  
(Telangana) Pvt

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  
Telangana

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 221101

## 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 District  
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 (V), Bangalore  
2019-2020

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]*  
12/12/2021  
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.

  
DREKAR  
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 (V), 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  
Sudhakar Nagar, Hampden Nagar,  
Bangalore - 560075 (KARNATAKA)



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 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.

  
Principal  
All India Institute of Engineering & Technology  
Guntur (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, Gh. Khandwa  
202021

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  
Vincel Institute of Engineering & Technology  
Guntheply (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  
Amity Institute of Engineering & Technology  
Gurgaon, Haryana

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), Mysurur.  
Tinnur Road (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, Hoyalanganur  
Bangalore District (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](mailto: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  
Gurthuply (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  
Aravind Institute of Engineering & Technology  
Sathupally (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  
Anand Institute of Engineering & Technology  
Ganthapalle (V), Eerothandees,  
Erode Taluk (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 (MIDC)

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

*[Signature]*  
**PRINCIPAL**  
Azechi Institute of Engineering & Technology  
Guntur (V), Hyderabad,  
Ranga Reddy (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  
Guruberpaly (V), Kuppamhennur  
Tiruvallur District, Tamil Nadu



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  
Quality & Technology  
Hyderabad - 500032, www.accolite.com



**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  
ACCREDITED  
GATEWAY TO THE FUTURE  
K. Srinivas Reddy  
K. Srinivas Reddy

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), Kayathnagar,  
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 \_\_\_\_\_

*Principal*  
Avant Institute of Engineering & Technology  
Guntur City (V), Nayalunduru  
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  
Faculty Institute of Engineering & Technology  
Guntur (V), Nellore Dist.  
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,*  
*Ranga Reddy (500102)*





**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. Remythinegar,  
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>
---	---------------------

<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 \_\_\_\_\_

ACCOLITE DIGITAL  
Head of HR & Technology  
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, (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 \_\_\_\_\_

*Principal*  
Principal  
Accolite Institute of Engineering & Technology  
Gunturpally (V), Rajamahendravaram  
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  
Ghatlodi (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 \_\_\_\_\_

*Ranga Reddy*  
Principal  
Accolite Institute of Engineering & Technology  
Gouthapally (M), 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.

**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 \_\_\_\_\_

*Prabha*  
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,  
RANGE 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  
Kavita Institute of Engineering & Technology  
Guntur (V), Naraiahpet,  
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>
---	---------------------

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 \_\_\_\_\_

*[Handwritten Signature]*  
Regional Director  
Accolite Digital  
Department of Engineering & Technology  
Gustamully (M), Hayabadiapur,  
Range Roady (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 Private Limited  
Genus8000 (P) Travellers Road,  
Ranga Reddy (Dist)



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 RECRUITMENT & TRAINING**  
**AGENCY (P) MEMBER**  
**REGISTRATION NO. (MCA)**



**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 \_\_\_\_\_

*PRINCIPAL*  
*Accolite Institute of Engineering & Technology*  
*Chinthanthy (V), Meyalamangal,*  
*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>
---	---------------------

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 \_\_\_\_\_  
Accolite Digital India Private Limited  
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  
AVINDI 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]*  
ARUN KUMAR  
Aravali 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 \_\_\_\_\_

  
NAGESH RADDY (Dist.)  
ACCOLITE DIGITAL INDIA PRIVATE LIMITED  
GACHIBOWLI (M), 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  
Vishdi 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), Nara Lokesh,  
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 \_\_\_\_\_  
  
**PRINCIPAL**  
 Anand Institute of Engineering & Technology  
 Gunthapally (V), Hayathnagar,  
 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  
Aravind 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), Narethhalu  
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>
---	---------------------

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  
Rajgurunagar (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), Kayalaseker,  
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)  
Ranga Raddy (M)  
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

*PREMESH*  
Principal  
Institute of Engineering & Technology  
Gowtham Park, 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.

**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)





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 \_\_\_\_\_

PTEN  
Ramesh Babu of P  
Bun... (V), ...  
Ramesh Roddy (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 \_\_\_\_\_





#### 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]*  
Smt. Indira S. Srinivasulu & Associates  
Chartered Accountants  
Bangalore Road, Hyderabad.  
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.

**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]*  
General Manager (IT, HR & Technology)  
Bangalore (India)



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>
---	---------------------

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 \_\_\_\_\_

  
2023-2024  
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.T. House) Manager  
 Rangsa 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 \_\_\_\_\_

*[Handwritten Signature]*  
Accolite India Private Limited  
Gurampally (V), 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.

**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), Anaparthi, Nellore  
Ranga Reddy (Tamil)



**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)  
Customer Support (V) Hyderabad  
Rohini Plaza (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 50,000
Children Education Allowance	INR 26,400
Leave Travel Allowance	INR 2,400
Fuel Reimbursement and Car Maintenance Charges	INR 29,304
Telephone and Internet Bills Reimbursement	INR 39,600

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*  
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  
VIT Vellore Institute of Engineering & Technology  
Guntur (V), Tirumakuram,  
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  
Sambhaji (M) Nagar, P.O. No. 100  
Bangs 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  
Arya Institute of Engineering & Technology  
Gunthapally (M. N. N. Road),  
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>
---	---------------------

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  
Guntur (V), Vijayawada,  
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*  
Principal, Accolite Digital India Private Limited  
Gandhi 25, 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 \_\_\_\_\_

*Prithvi*  
Principal  
Gyan Vidya Institute of English & Technical  
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  
Genaraj (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>
---	---------------------

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, CV. Ashokrao Nagar, Warangal

**STPI**

Registered Unit of STPI. An ISO 9001:2008 Certified Company.

100% Export Oriented Unit: AAHFG1505HEM001, Import Export Code (IEC) No. 6306000127



**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/2022/029

www.globussoft.com

30/06/2022

Ref. No.:

Date

## 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]



**STPI**

Registered Unit of STPI. An ISO 9001:2008 Certified Company.  
100% Export Oriented Unit: AAMFG150SHEM001, Import Export Code (IEC) No. 6306000127

## 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



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

  
P. RADHA KRISHNA  
Avanti Institute of Engg. & Tech.  
Guntur, N. Andhra Pradesh, India. R.R. Dist.



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



Corporate Office:  
Plot No. 6/3/639/540  
2nd Floor  
Golden Edifice  
Khairatabad  
Hyderabad - 500004

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.  
Gundlupet (M), 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".

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  
Avanti Institute of Engg. & Tech.  
Gunthapally (V), Ashtabudam (M.S.), S.R. City



Corporate Office:  
Plot No. 6/3/639/640  
2nd Floor  
Golden Edifice  
Kharatabad  
Hyderabad - 500004

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".

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  
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".

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  
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.

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.  
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.

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 Institute of Engg & Tech  
Gandhinagar, Hyderabad



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.

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  
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.

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

  
Authorized  
Signature

U. R. R. B. S.



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.

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. RAJHA KRISHNA )  
Leader - IT & Infrastructure

PRINCIPAL  
Avanti Institute of Engg. & Tech.  
Ganthapally (V), Kothur Sumer (Dist), RR Dist.

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.

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  
Avanti Institute of Engg. & Tech.  
Gundlupeta, 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.

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  
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.

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  
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.

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.  
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.

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  
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.

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  
Avanthi 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.

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

  
PERSONAL  
Avanti  
Guntur  
Maha Electronics  
Dept. of Engg. & Tech.  
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@durgaauto.com](mailto:Mallampalli@durgaauto.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  
Avanfil Institute of Engg. & Tech.  
Guntur (M), Andhra Pradesh (Ind.), 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. 1344



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

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  
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.

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**

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

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  
Avanhi Institute of Engg. & Tech  
Guntur, Andhra Pradesh (M), A.P. 524 002

**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.

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  
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  
Gunthapally (V), Rajalakshmi (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.

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**

**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  
Avanthi 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), Abotepuram (M), R.R. 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.

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@duraindia.com](mailto:Mallampalli@duraindia.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.

**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.

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**

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  
Avanthy Institute of Engg. & Tech  
Gundlupally, Siddipet District, Telangana, 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

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**  
Avanathi Institute of Engg. & T.  
Gunturapally (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  
Genthapally (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.

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  
Avinthi 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**Avanthi Institute of Engg. & Tech.  
Guntur City, Andhra Pradesh, 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.

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 (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  
Avenith Institute of Engg. & Tech  
Gurthosy (V) Addaboini, JNTU, HF

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

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**

**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



Swathi Mallampalli  
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

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**

**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  
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**

  
Avanhi Institute of Engg. & Tech.  
Sunthepally (V), Mulakapota (M.D), 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: 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

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**

**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

Avanthy Int'l  
Genther  
PRINCIPAL  
2019 & T  
(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.

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.  
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.), A.P. 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.

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  
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

PRINCIPAL  
Avantii Institute of Engg. & Tech.  
Gandhinagar (G), Hyderabad (R.R. L.)

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

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**



**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 SpecialistOFFICIAL  
Avantis Institute of Engg. & Tech.  
Guthaboina (V) - Kuchipudi (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.

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**

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.  
Gurukulam (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.  
Gantham, Guntur District (M.D), 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



Avanthi  
Avanthi Institute of Engg. & Tech.  
Guntur (V), Andhra Pradesh (India), R.R. Dist.



**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. 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

**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  
Avanathi Institute of Engg. & Tech  
Gundlupet (M), A.S.S.I.



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.

---

### 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](mailto:info@quest-global.com) & Tech: [www.quest-global.com](http://www.quest-global.com)

*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**  
Avanhi 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

**Communication address:** Embassy Tech Village, Building 7B, Primrose, Outer ring Road, Dewarabeesanahalli, Varthur Hobli, Bangalore East Taluk, Bangalore - 560 103 Ph: +91-80-67090000; Fax: +91-80-67098200; Email: info@quest-global.com  
[www.quest-global.com](http://www.quest-global.com)

  
**PRINCIPAL**  
 Avanthi Institute of Engg. & Tech.  
 Gandhinagar (Vijayanagara Taluk) R.R. 2/Cid.



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.

---

**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|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)

PRINCIPAL  
Avanthi Institute of Engg. & Tech,  
Gunthacheri-17, Abbalajournal (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

**Communication address:** Embassy Tech Village, Building 7B, Primrose, Outer ring Road, Devarabeesanahally, 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**  
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

**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.  
Gandhinagar (V), Anekal Taluk (R5), RTI, CA



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.

---

**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

**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: +91-80-67893200; Email: [info@quest-global.com](mailto:info@quest-global.com)  
[www.quest-global.com](http://www.quest-global.com)

**PRINCIPAL**  
Avanithi Institute of Engg. & Tech.  
Guntapally (V), Abdulsapurmet (M), 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

**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**  
Avanhi Institute of Engg. & Tech.  
Gandhinagar, (U), Adalapani, (KA), 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**

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(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)

  
 Authorized Signatory  
 Avani Institute of Engg & Tech  
 Embassy Tech Village, Bangalore East Taluk, Bangalore - 560 103



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.

---

**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, Devarebeesanahalli, 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**  
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:** AEQU Special Economic Zone, No.437/A, Plot No.2 Hattaragi Village, Hukkeri Taluk, Belgaum KA 591245INCIN: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: +91-80-67098200; Email: [info@quest-global.com](mailto:info@quest-global.com)  
[www.quest-global.com](http://www.quest-global.com)

**PRINCIPAL**  
Avan...  
QuEST Global Engineering Services Pvt. Ltd.

**\*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

**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**  
 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.

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.

---

**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 591245INCIN: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  
Avanithi Institute of Engg. & Tech.  
Gandhagar IV, Abdullapuram 2nd, P.R, Etl.



**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

**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*  
PRINCIPAL

Avanhi Institute of Engg. & Tech.  
Gandhinagar (V), A.S. Road, (M.S.), 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

**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  
Avanthy 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:  
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.

---

**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](mailto:info@quest-global.com)  
[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**

**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)

*Avanthi*  
PRINCIPAL  
Avanthi Institute of Engg. & Tech  
Guntur (V), Andhra Pradesh (AP), 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 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)

PRINCIPAL  
Aventhi Institute of Engg. & Tech.  
Gurugopoly (V), Adityapuram (M), R.R. Coll.



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.

---

**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

**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. & T  
Gouthami (V), Abdulaziz (M), R. J.



**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.

**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  
Aparna Institute of Engg. & Tech  
Bangalore

\*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**

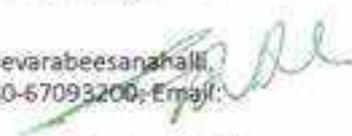
Items	Monthly Salary (Amount in INR)	Annual Salary (Amount in INR)
<b>Monthly Salary Components</b>		
(A) Basic Salary	15,000	1,80,000
(B) House Rent Allowance	2,250	27,000
(C) Conveyance Allowance	-	-
(D) Leave Travel Allowance (LTA)	-	-
(E) Food Coupon	-	-
(F) Telephone/Internet Allowance	-	-
(G) Other 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 591245INCIN: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)

  
 PRINCIPAL  
 Avanthi Institute of Engg. & Tech  
 Gunthupally (V), A.S. Nagar (M.D.), R.R. 1



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.

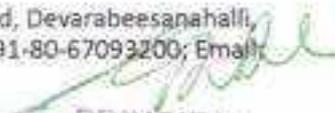
**Declaration:** All aspects of QuEST policies provided in this document are intended to provide indicative details. For Policy details, please refer to QuEST QMS on intranet. The ownership and right for implementation of these policies rests with QuEST alone. QuEST reserves the right to make changes to the policies, including but not limited to withdrawal of the same, from time to time with or without prior notice.

---

**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: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](mailto: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:** AEQU 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**  
Avant! Institute of Engg. & Tech.  
Gundlupet, (V), Anekal Taluk, R.R. Co.



**\*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 591245INCIN: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)

  
 Avanthi, Director, Engg. & Tech,  
 Global Quest (P. Limited) Bangalore, P.R. Co.



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.

---

### 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

**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  
Avanthi Institute of Engg. & Tech.  
Gandhinagar (S. A. S. Road), Bellary, K.A. - 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:** AEQUUS 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](mailto:info@quest-global.com)  
[www.quest-global.com](http://www.quest-global.com)

*[Signature]*  
PRINCIPAL  
Avarathi Institute of Engg. & Tech.  
Guntur (V), A32, Ramadani Road, Guntur

\*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**

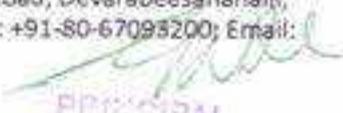
Items	Monthly Salary (Amount in INR)	Annual Salary (Amount in INR)
<b>Monthly Salary Components</b>		
(A) Basic Salary	15,000	1,80,000
(B) House Rent Allowance	2,250	27,000
(C) Conveyance Allowance	-	-
(D) Leave Travel Allowance (LTA)	-	-
(E) Food Coupon	-	-
(F) Telephone/Internet Allowance	-	-
(G) Other 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

**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**  
 Avanthi Institute of Engg. & Tech,  
 Gunthapur (V), Bangalore (KA) 560 103



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.

---

### 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](mailto:info@quest-global.com)  
[www.quest-global.com](http://www.quest-global.com)

  
PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
Gunturpally (K), Addichipuzest (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:

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:** AEQU 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  
Avanhi Institute of Engg. & Tech.  
Gumthipaly (V. 26, Mysuru (KA), R.R.E.S.

\*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:** AEQU5 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  
[www.quest-global.com](http://www.quest-global.com)

**PRINCIPAL**  
Avanthy Institute of Engg. & Tech  
Gubbi, Karnataka



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.

---

**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

**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**  
Avanthe Institute of Engg. & Tech,  
Gumthasaly (V) Ashokrajpet (M), 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.

**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

**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*  
*Avanti Institute of Engg. & Tech*  
*Gumthaca (G. H. Road) Mysore (Ks)*

*\*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**

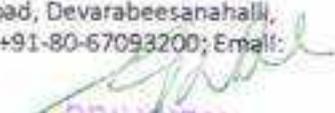
Items	Monthly Salary (Amount in INR)	Annual Salary (Amount in INR)
<b>Monthly Salary Components</b>		
(A) Basic Salary	15,000	1,80,000
(B) House Rent Allowance	2,250	27,000
(C) Conveyance Allowance	-	-
(D) Leave Travel Allowance (LTA)	-	-
(E) Food Coupon	-	-
(F) Telephone/Internet Allowance	-	-
(G) Other 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/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)

  
**PRINCIPAL**  
 Avanthi Institute of Engg. & Tech.  
 Gantharohi, Bangalore East Taluk, Bangalore - 560 103



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.

---

### 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

**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**  
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

**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  
Aventis Institute of Engg. & Tech.  
Gundlupaly (V), Avullapur (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.

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.

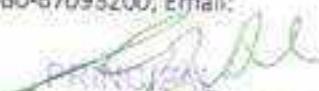
**Declaration:** All aspects of QuEST policies provided in this document are intended to provide indicative details. For Policy details, please refer to QuEST QMS on intranet. The ownership and right for implementation of these policies rests with QuEST alone. QuEST reserves the right to make changes to the policies, including but not limited to withdrawal of the same, from time to time with or without prior notice.

---

### 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](mailto:info@quest-global.com)  
[www.quest-global.com](http://www.quest-global.com)

  
Principal  
Avanhi Institute of Engg. & Tech.  
Ganeshpur (V), ABC, Channarayana R.R. 2<sup>nd</sup> St.



**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

**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  
Avanhi Institute of Engg. & Tech  
Gandhapoli (V) Akola District (M.S.) 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**

**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  
[www.quest-global.com](http://www.quest-global.com)

  
**PRINCIPAL**  
 Avanthi Institute of Engg. & Tech  
 Gunthakota (V), Adichunchanahalli 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.

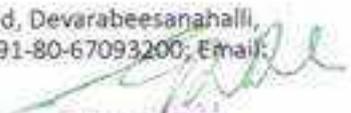
**Declaration:** All aspects of QuEST policies provided in this document are intended to provide indicative details. For Policy details, please refer to QuEST QMS on intranet. The ownership and right for implementation of these policies rests with QuEST alone. QuEST reserves the right to make changes to the policies, including but not limited to withdrawal of the same, from time to time with or without prior notice.

---

### 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

**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)

  
Avaniti International Engg. & Tech.  
Gandhopy D/ A-207-1st (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

**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**  
Avanthi Institute of Engg. & Tech.  
Gunthapally (4), Aasulapet (MCh), 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**

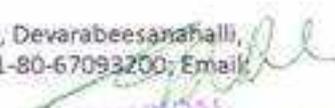
Items	Monthly Salary (Amount in INR)	Annual Salary (Amount in INR)
<b>Monthly Salary Components</b>		
(A) Basic Salary	15,000	1,80,000
(B) House Rent Allowance	2,250	27,000
(C) Conveyance Allowance	-	-
(D) Leave Travel Allowance (LTA)	-	-
(E) Food Coupon	-	-
(F) Telephone/Internet Allowance	-	-
(G) Other 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

**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**  
 Avanti Institute of Engg. & Tech.  
 Bangalore



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.

---

### 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  
Avanhi Institute of Engg. & Tech.  
Gandhinagar, Bangalore

**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

PRINCIPAL  
Avanti 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 (M.D.), R.R. 914



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.  
Gunthapally (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



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

Avanthi Institute of Engg. & Tech.  
Gundhampally (V), Abdulapuram (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



**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.

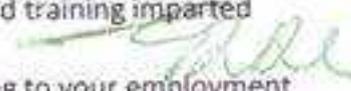
Upon confirmation of your acceptance to join, you will be required to join the company on **06-July-2020** or inform the HR about any delay in joining date with a genuine reason, failing which our offer is closed and no further communication will be entertained.

**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

  
PRINCIPALAvanhi 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

EIDIKO

PRINCIPAL

Avanthi Institute of Engg. & Tech.  
Gunthapally (V), Abulsegumet (M.D.), R.R. 11

+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 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



Avanhi Institute of Engg & Tech  
Gachibowli, Hyderabad, India

 +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



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



ELTP / 2022

**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

**PRINCIPAL**

Avanthi Institute of Engg. & Tech.  
Gundlupeta (V), Avanigadda (M.D.), 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

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,  
New 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**

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

---

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), Abdullapuram (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

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

  
PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Gundlupet, Mysore (K.A.) 576 102



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 Caggemini

Tejinder Sethi

Head - Fresher Hiring

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

---

Regd Office: Pune Hingewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hingewadi 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, MIDC, R.E. 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

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



PRINCIPAL  
Avanithi Institute of Engg. & Tech.  
Gandhinagar (V), Andhra Pradesh (M.A.), P.R., Dist.



Capgemini Technology Services India Limited  
(Formerly known as IGATE Global Solutions Limited)  
IT 1, IT 2, Airov 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  
Avenhil 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

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

---

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



PRINCIPAL

Avanhi Institute of Engg. & Tech.  
Gundhepaty (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

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



PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Guntur (V), Andhra Pradesh, 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

**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.

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 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

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

---

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:  
U65110PN1983PLC145950



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

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



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, And 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.

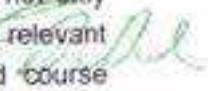
The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

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**

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

---

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**

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



---

**PRINCIPAL**  
Avanthy Institute of Enng. & Tech.  
Gunthapally (V), Abudulapurmet (M.D.), P. R. Dist.



Capgemini Technology Services India Limited  
(Formerly known as K&A T&E 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

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)

**PRINCIPAL**  
Avanther 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**

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

---

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.
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 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.

---



**PRINCIPAL**  
Avanthy Institute of Engg. & Tech.  
Guntur Road, Kaddurupeta, (M.D. Road, Guntur)



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](http://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.

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 Engg. & Tech.  
Gundhampally (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**

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

---

Regd. Office: Pune Hingewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hingewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6899 1000 | Fax: +91 20 6899 5050 | CIN: U85110PN1993PLC145950



**PRINCIPAL**  
Avanhi Institute of Engg. & Tech.  
Gundhupaly (S. Abdulazizpur (M.S.), R.P. Sid.

Upon joining Caggemini,

1. You are expected to enter into an employment agreement with Caggemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Caggemini.
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 Caggemini and your performance will be evaluated periodically during such training period

Caggemini 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 Caggemini 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@caggemini.com](mailto:fresherhiring.in@caggemini.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 Caggemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

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



**PRINCIPAL**

**Avanhi Institute of Engg. & Tech.**  
Sunshady (V), Phulvav (Tal. M), R.R. Dist



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.

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.  
Guntur, (A), Andhra Pradesh, R.R. Dist.



We look forward to you having a rewarding career with us.

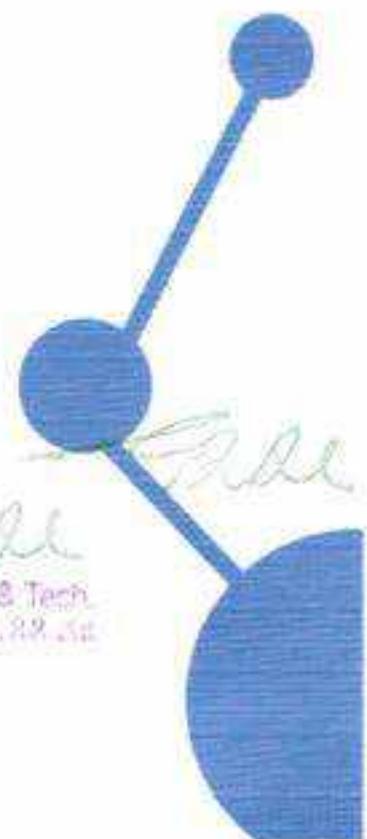
Please revert to us with your acceptance of this offer.

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), Alwalapalle (M.D.), R.R. 152

+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.

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  
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

*[Handwritten Signature]*  
PRINCIPAL  
Avanthi Institute of Engineering & Technology  
Gannavolu (V), Hyderabad  
Bangalore Branch (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.

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



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: 8088101010

Date: 13/04/2022

**Letter Of Intent**Dear **RAMIDI MANOJ REDDY,****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.

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

*Manoj Reddy*  
PRINCIPAL  
Avanathi 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.

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

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.

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  
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.

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

*Prathya*  
Prathya  
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.

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]*  
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.

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  
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.

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), 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 44, 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.

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 - 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)

*Madhavi*

Principal  
Human Resources & Technology  
Hexaware Technologies Ltd.  
Navi Mumbai (India)



### 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,  
Navi Mumbai, 400710. Tel: +91 22 6791 9595, Fax: +91 22 6791 9500  
(CIN) : L72900MH1992PLC069662 URL: [www.hexaware.com](http://www.hexaware.com)

*Pravin Kumar*  
Principal  
Avanathi Institute of Engineering & Technology  
Gandhinagar (V), Hayathnagar  
Bangalore (Karnataka)



**Letter of Intent**

July 01, 2022  
DASARI SAI KAVYA  
Avanhi 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.

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 Hexavaristy, 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.**

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](http://www.hexaware.com)

*[Signature]*  
PRINCIPAL  
Avanhi Institute of Engineering & Technology  
Guntur (4), 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.

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 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.

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 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.

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 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 - 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.

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.

Head office: Bldg No. 152, Millennium Business Park, Sector - 11, A Block, TTC Industrial Area, Mahape,  
New 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.

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 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, A Block, TMC 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  
Penga Road



### 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.

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 - 4, 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.

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, TPEC 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  
Avanthy 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.

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 : L72900MH1992PLC069652 URL: [www.hexaware.com](http://www.hexaware.com)

*[Handwritten signature]*  
Madduri Pavankalyan  
Avanthy Institute of Engineering & Technology  
Hayathnagar, Hyderabad  
Rangh Reddy (10/07/2022)



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 - E1, 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.

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 15, Vashi, 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, Siruseri  
(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.

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 - 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)

*Monica Mathur*  
Vice President, Recruitment-India & APAC



**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.

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-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.

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 TTC Industrial Area, Mahape,  
Navi Mumbai, 400710, Tel: +91 22 6791 9595, Fax: +91 22 6791 9500  
(CIN) : L72900MH1992PLC069662 URL: www.hexaware.com

*Handwritten signature and blue ink stamp of Monica Mathur.*



**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.

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 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.

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 - 15, A Block, IT/ITES 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)

*Abh*  
PRINCIPAL  
Avanathi Institute of Engineering & Technology  
Guntur (V), Prakasam District  
Rajamahendravaram  
A Block, IT/ITES 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.

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 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.

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

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.

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

*[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 **29th March 2022 to 29th 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 Srinivasulu

## 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**  
Aradh Institute of Engineering & Technology  
Guntur (V), Rayachoti,  
Anaparthi Road, (515 001)

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,  
Praga 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.

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  
Jawahar Institute of Engineering & Technology  
Guntur (M), Hyderabad  
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.

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  
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.

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 payroll 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  
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.

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**  
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.

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**  
Amal Institute of Engineering & Technology  
Amal Nagar, Hyderabad  
500 082

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.

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**  
Arunthi Institute of Engineering & Technology  
Guntur City (V), West Godavari  
District, Andhra Pradesh

Date: 09/04/2022

Dear ,

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**  
Sri Lanka Institute of Engineering & Technology  
Battaramulla (V), Battaramulla,  
Sri Lanka

Date: 09/04/2022

Dear ,

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 City (G), Huzarasingar,  
Tiruga Roady (TIRU)

Date: 09/04/2022

Dear ,

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  
Gandhinagar, Hyderabad  
www.aieet.org

Date: 09/04/2022

Dear ,

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.

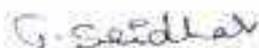
This letter of intent is made to you based on your performance in our Assessment and final round of interview. You are required to undergo our intense 6-month, **Training Program**. Post the successful completion of the Training, you will be hired as a full-time employee of TekWorks. You will be paid **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**  
Amal Institute of Engineering & Technology  
Guntur District, Andhra Pradesh  
502 002

Date: 09/04/2022

Dear ,

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**  
Amal Institute of Engineering & Technology  
Gandhinagar, Hyderabad  
Dr. J. Reddy (Dr.)

Date: 09/04/2022

Dear ,

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 payroll 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**  
Amrita Institute of Engineering & Technology  
Coimbatore (V), Karnataka,  
Bangalore 560075 (India)

Date: 09/04/2022

Dear ,

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  
Geothoply (V), Koppalmandal,  
Ranga Reddy (T.S.R.)

Date: 09/04/2022

Dear ,

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**  
Aardh Institute of Engineering & Techno  
Ganthapalle (R), Wazirpur,  
Ranga Reddy (Dist)

Date: 09/04/2022

Dear ,

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**  
Sri Sri Institute of Engineering & Technology  
Chittoor, Andhra Pradesh  
585 002

Date: 09/04/2022

Dear ,

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**  
Arabbi Institute of Engineering & Technology  
Santhapally (V), Rayachoti,  
Sri Sathya Sai (Dist)

Date: 09/04/2022

Dear ,

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



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 Raveedu (2022)

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), Rayachanota,  
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.



**LEADERS IN TECHNOLOGY TRAINING**

SOFTWARE TRAINING | OUT SOURCING | SOLUTION

ISO 9001 : 2015 CERTIFIED & NASSCOM MEMBER

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

15/0, 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  
Arunthi Institute of Engineering & Technology  
Gudihally (V), Hoyalnagata,  
Bangalore (Karnataka)

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

---

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.



**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  
Aacathi Institute of Engineering & Technology  
Guthapaly (V), Hoyalanganur  
Pooja Paddy (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  
& Polytechnic (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.

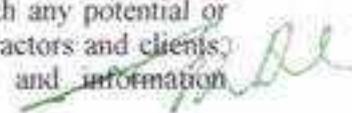
## 9) RESIGNATION

- 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**

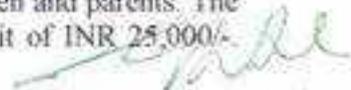
**NAME: ERRISAMAGNYA**

**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  
Gandhipaly (V), Rajahmundry,  
Andhra Pradesh (India)



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. 2nd St. (N. West of Highway)  
Ranga Reddy (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  
Amal Institute of Engineering & Technology  
Gurukully (V), Havelimangal  
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.

## 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), Rajiv Gandhi  
Pondicherry (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.



MSys Technologies  
Private Limited  
Ranga Ruddy (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 Thoralpekkam,  
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  
Gurukulapally (V), Aranyankuppam,  
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**  
Arvind Institute of Engineering & Technology  
Bhatkalyan (V), Navi Mumbai,  
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]*  
Principal  
MSys India Private Limited  
Rajiv Gandhi Sala (OMR), Oxyan,  
Thirupattinam, Chennai - 600 096.  
Bangalore Office

- 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  
Certified by (P), Mysore University  
Bangalore, Karnataka (2021)

#### 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  
Ganthapeta (P), West Bengal,  
Banga Ruddy (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 (P), Vengal Rao Nagar,  
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  
Sathya Sai, Mysore Road,  
Kanga Sathy (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  
Ganthipaly (M), Vinayak Nagar,  
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), Kavalur Taluk,  
Pudukkottai District



**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 TECH INDIA 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.msystechnologies.com](http://www.msystechnologies.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  
Senthil Kumar  
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**

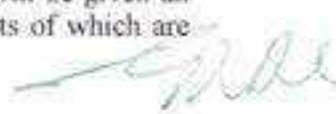
- a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.
- b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you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

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 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  
Amit Institute of Engineering & Technology  
Gurukulapally (VI) Hyderabad

- 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.

*[Signature]*  
**PRINCIPAL**  
 Head Office of MSys India Private Limited  
 Chennai, Tamil Nadu

- 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.



PRINCIPAL  
Acad Institute of Engineering & Technology  
Chennai IT, Government,  
Bharathi Road, (G.P.)

## 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: \_\_\_\_\_



PRINCIPAL  
Anna Institute of Engineering & Technology  
Gandhipuram, Chennai - 600 095  
www.aiet.ac.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.



**PRINCIPAL**  
 Javadi Institute of Engineering & Technology  
 Gandhinagar, Jawahar Nagar  
 Bangalore, Karnataka

## MSYS TECHINDIA PRIVATE LTD

A/SV 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  
MSys Tech India Private Limited  
A/SV Chandiya Towers, 8th Floor, #5/397,  
Rajiv Gandhi Sala (OMR), Otkiyam  
Thoraipakkam, Chennai - 600 096.  
Ph: +91 44 39167015  
[www.msystechnologies.com](http://www.msystechnologies.com)

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**

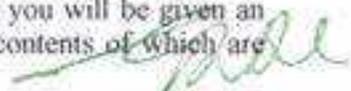
- a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.
- b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you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

  
**PRINCIPAL**  
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,



PRINCIPAL  
Amit Institute of Engineering & Technology  
Gurthaply (V), Hapur, Meerut  
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.

## 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 (C), Maraimathoor,  
Ranga Reddy (Dist)





SONATA 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.

PRINCIPAL

Avantha Institute of Engg. & Tech.  
Guntur (N) Abudjumeil (Dist). R.R. Dist



(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), Andolepuruzi (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 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.  
Gunthapur (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, 34, 35D, 35E (MULBANDRA VILAS) 52/2/76A1, VEJALE, OFF. MYSON ROAD, FIVE FORT, BANGALORE, 560094  
CN: 07100681994829210

REGD OFF. FOR IT: INDUSTRIAL ESTATE, 1, A, ANNE NAGAR, HOBBI, ANAND, BANGALORE  
WEBSITE: WWW.SONATA SOFTWARE.COM | MAIL: HR@SONATA SOFTWARE.COM

PRINCIPAL  
Aventhi Institute of Engg. & Tech,  
Guntur (M), Andhra Pradesh (India), R.R. 1, 52



(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. 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	2172
<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. ...



SONATA SOFTWARE SOLUTIONS



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 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 Envy. & Tech.  
Gudhathali (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), 5700045 VEGGIRI, 5TH MYSORE ROAD, EAST POST, BANGALORE - 560029  
Ph: 08000012942/0222222222

REGD. OFF: 208, 1<sup>st</sup> FLOOR, INDUSTRIAL ESTATE, 1<sup>st</sup> & 2<sup>nd</sup> STAGE, MARIKUPALLE, 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



SONATA SOFTWARE SOLUTIONS



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



CMM LEVEL 5

(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  
Avanathi Institute of Engg. & Tech.  
Gandhinagar, Bangalore-560025

**Salary Annexure**

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic	150000	13333
HRA	126000	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.*

Avanihi Institute of Science & Tech.
   
 Gunthakota, Hyderabad, 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.



PRINCIPAL

04-07-2022

Ref: SSL/HR/APPT

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.

25. Designation: Digital Engineer Trainee
26. Grade: ETG
27. Date of Commencement: Will be informed later
28. Salary: As per the salary Annexure.
29. You will be a Trainee for a period of 12 (twelve) months from the date of joining service.
30. You will be governed by the Leave Rules of the Company.
31. You will execute a service agreement to serve the Company for a minimum period of two years from the date of joining.
32. 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.
33. 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.
34. You will be confirmed in our Company subject to satisfactory performance during the period as trainee, as per the Company policy.
35. 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.
36. You will not divulge or pass any information which you may obtain during your training in the Company to others.

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.



PRINCIPAL

Avanhi Institute of Engg. & Tech.  
Gandhinagar, Bangalore

REGD. OFFICE: PRODUCTION BLOCK 2, 91, NO. 20/2, WILSONS GREEN, 1ST CROSS, VILAKK, 2ND STAGE, HOBBANALY, BANGALORE - 560029

REGD. OFFICE: 205, 1st FLOOR, PENTAGON, 100FT 5th CROSS, MAIN ROAD, SPANUR, BANGALORE - 560076  
WEBSITE: WWW.SONATA-SOFTWARE.COM | MAIL: HR@SONATA-SOFTWARE.COM



**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



SONATA SOFTWARE SOLUTIONS



CMMI LEVEL 4

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.H. C. Pillai  
 Avanthi Institute of Engg. & Tech.  
 Gunthapaly (V), Peddapuram (M), R.R. Dist.

**Medical Examination Report**

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

Sex: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age of According to me: \_\_\_\_\_

Previous illness if any: \_\_\_\_\_

Family History: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Physical Deformity: \_\_\_\_\_ Blood Group: \_\_\_\_\_

Small Pox: \_\_\_\_\_ Re-Vaccination: \_\_\_\_\_

Tub: \_\_\_\_\_ BCG: \_\_\_\_\_

Operation done if any: \_\_\_\_\_

Chest (Normal): \_\_\_\_\_ Expanded: \_\_\_\_\_

Abdominal girth: \_\_\_\_\_

Vision With Glasses: \_\_\_\_\_ Vision Without Glasses: \_\_\_\_\_

Eye Diseases if any: \_\_\_\_\_

Ear: \_\_\_\_\_ Hearing Defects if Any: \_\_\_\_\_

Nose: \_\_\_\_\_ Nose Defects if Any: \_\_\_\_\_

Throat: \_\_\_\_\_ Teeth: \_\_\_\_\_ Speech: \_\_\_\_\_

Tongue: \_\_\_\_\_ Tonsils: \_\_\_\_\_

Heart Sounds: \_\_\_\_\_ Skin Disease: \_\_\_\_\_

Blood Pressure: \_\_\_\_\_ Respiratory System: \_\_\_\_\_

Liver: \_\_\_\_\_ Spleen: \_\_\_\_\_

Digestive System: \_\_\_\_\_ Genital Urinary System: \_\_\_\_\_

Urine Test: \_\_\_\_\_ Sugar: \_\_\_\_\_

Albumin: \_\_\_\_\_ Nervous System: \_\_\_\_\_

General build and constitution: \_\_\_\_\_

Any other remarks: \_\_\_\_\_

In view of the above, I consider the candidate fit/unfit for employment

Place:

Date:

  
 PRINCIPAL  
 Avanti Institute of Engg. & Tech.  
 Ghatgepalya, Andheri West (Mumbai), E.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.



(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.  
Gandhinagar, (V), Kottayam, (Kerala), 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.

21. 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.

22. **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**.

19. **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.

20. **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:

(q) 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;

(r) Induce any current employee of the Company to leave the employment of the Company;

(s) Solicit the business of any client or customer of the Company (other than on behalf and for the benefit of the Company);

(t) Otherwise interfere with any business relationship of the Company;

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

(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, INDUSTRIAL ESTATE 2, 4, ANDHRA MANGALAM, CHENNAI - 600042, INDIA  
PHONE: 044-26222222 FAX: 044-26222222

REGD. OFFICE: 10/10, INDUSTRIAL ESTATE 2, 4, ANDHRA MANGALAM, CHENNAI - 600042, INDIA  
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



(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)





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, 0824 289 118, 0824 289 119

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

Unit 1, Production Block, Sk No. 47C, Shubandha Village, Bellary Road, Bengaluru, Karnataka, India  
Tel: 080-26117841/8421/8431

Head Office: 29, 1st Industrial Estate, 5 & 6th Main Road, Mysuru - 570015, India  
Website: [www.sonata-software.com](http://www.sonata-software.com) | [info@sonata-software.com](http://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  
Avanathi 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	
<b>Cost To Company</b>	<b>400000</b>	
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), Akhilsapuram (Wd), 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

Avanthy 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>370060</b>	<b>30838</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**  
 Avanthy  
 & Tech.

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 Engg. & Tech.  
Gandhinagar, Bangalore

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, Akola, Maharashtra, 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	26050	2172
<b>Gross Ctc</b>	<b>370050</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>	

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.



ANIL  
PRINCIPAL



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, INDOANANDAPURAM 2/34 NO.102, SHARANANAGAR VILLAGE - 600094, CHENNAI - 600094, INDIA. POST: ANNAPURAM, TAMIL NADU

DN: 00000000000000000000

REGD. OFF: 204, 11/1, INDOANANDAPURAM, 2/34 NO.102, SHARANANAGAR VILLAGE, CHENNAI - 600094, INDIA

WEBSITE: WWW.SONATA SOFTWARE.COM | MAIL: HR@SONATA SOFTWARE.COM

  
**PRINCIPAL**  
 Avanthi Institute of Engg. & Tech.  
 Gunasapathy (V), Annapuram (Mk.), R.R. Dist.



SONATA SOFTWARE SOLUTIONS



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. & Tech.  
Gadhinglaj, Dist. Solapur, Maharashtra, 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 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.  
Genthapally (M), Abulnashpet (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 TREE PRODUCTION BLOCK, 5F, NO. 6/2, MHALAKUNRAVILLAGE - 560042, BANGALORE, ON SONYA ROAD | KATIPAZHI, BANGALORE - 560059  
 C/o: HR DEPARTMENT | 08/07/2022  
 PHONE: 022-29811111, INDUSTRIAL STATE, S.A. AVITESHVARA WARD, MUMBAI - 400014 INDIA  
 WEBSITE: WWW.SONATA-SOFTWARE.COM | URL: HR@SONATA-SOFTWARE.COM

  
**PRINCIPAL**  
 Avanathi Institute of Engg. & Tech.  
 Gunthapally (M. A. S. Road) JMD, J.R.R. Dist



SONATA SOFTWARE LIMITED



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



SONATA SOFTWARE LIMITED



(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  
Avanthy Institute of Engg & Tech.  
Guruvayur



SONATA SOFTWARE CENTER



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.



SONATA SOFTWARE PRIVATE LIMITED



CMMI DEV V5

04-07-2022.

Ref: SSL/HR /APPT

Dear GOLLAPALLY UDAY KIRAN REDDY

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:

- 133. Designation: Digital Engineer Trainee
- 134. Grade: ETG
- 135. Date of Commencement: Will be informed later
- 136. Salary: As per the salary Annexure.
- 137. You will be a Trainee for a period of 12 (twelve) months from the date of joining service.
- 138. You will be governed by the Leave Rules of the Company.
- 139. You will execute a service agreement to serve the Company for a minimum period of two years from the date of joining.
- 140. 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.
- 141. 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.
- 142. You will be confirmed in our Company subject to satisfactory performance during the period as trainee, as per the Company policy.
- 143. 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.
- 144. You will not divulge or pass any information which you may obtain during your training in the Company to others.

SONATA SOFTWARE PRIVATE LIMITED, 100/101, 102/103, 104/105, 106/107, 108/109, 110/111, 112/113, 114/115, 116/117, 118/119, 120/121, 122/123, 124/125, 126/127, 128/129, 130/131, 132/133, 134/135, 136/137, 138/139, 140/141, 142/143, 144/145, 146/147, 148/149, 150/151, 152/153, 154/155, 156/157, 158/159, 160/161, 162/163, 164/165, 166/167, 168/169, 170/171, 172/173, 174/175, 176/177, 178/179, 180/181, 182/183, 184/185, 186/187, 188/189, 190/191, 192/193, 194/195, 196/197, 198/199, 200/201, 202/203, 204/205, 206/207, 208/209, 210/211, 212/213, 214/215, 216/217, 218/219, 220/221, 222/223, 224/225, 226/227, 228/229, 230/231, 232/233, 234/235, 236/237, 238/239, 240/241, 242/243, 244/245, 246/247, 248/249, 250/251, 252/253, 254/255, 256/257, 258/259, 260/261, 262/263, 264/265, 266/267, 268/269, 270/271, 272/273, 274/275, 276/277, 278/279, 280/281, 282/283, 284/285, 286/287, 288/289, 290/291, 292/293, 294/295, 296/297, 298/299, 300/301, 302/303, 304/305, 306/307, 308/309, 310/311, 312/313, 314/315, 316/317, 318/319, 320/321, 322/323, 324/325, 326/327, 328/329, 330/331, 332/333, 334/335, 336/337, 338/339, 340/341, 342/343, 344/345, 346/347, 348/349, 350/351, 352/353, 354/355, 356/357, 358/359, 360/361, 362/363, 364/365, 366/367, 368/369, 370/371, 372/373, 374/375, 376/377, 378/379, 380/381, 382/383, 384/385, 386/387, 388/389, 390/391, 392/393, 394/395, 396/397, 398/399, 400/401, 402/403, 404/405, 406/407, 408/409, 410/411, 412/413, 414/415, 416/417, 418/419, 420/421, 422/423, 424/425, 426/427, 428/429, 430/431, 432/433, 434/435, 436/437, 438/439, 440/441, 442/443, 444/445, 446/447, 448/449, 450/451, 452/453, 454/455, 456/457, 458/459, 460/461, 462/463, 464/465, 466/467, 468/469, 470/471, 472/473, 474/475, 476/477, 478/479, 480/481, 482/483, 484/485, 486/487, 488/489, 490/491, 492/493, 494/495, 496/497, 498/499, 500/501, 502/503, 504/505, 506/507, 508/509, 510/511, 512/513, 514/515, 516/517, 518/519, 520/521, 522/523, 524/525, 526/527, 528/529, 530/531, 532/533, 534/535, 536/537, 538/539, 540/541, 542/543, 544/545, 546/547, 548/549, 550/551, 552/553, 554/555, 556/557, 558/559, 560/561, 562/563, 564/565, 566/567, 568/569, 570/571, 572/573, 574/575, 576/577, 578/579, 580/581, 582/583, 584/585, 586/587, 588/589, 590/591, 592/593, 594/595, 596/597, 598/599, 600/601, 602/603, 604/605, 606/607, 608/609, 610/611, 612/613, 614/615, 616/617, 618/619, 620/621, 622/623, 624/625, 626/627, 628/629, 630/631, 632/633, 634/635, 636/637, 638/639, 640/641, 642/643, 644/645, 646/647, 648/649, 650/651, 652/653, 654/655, 656/657, 658/659, 660/661, 662/663, 664/665, 666/667, 668/669, 670/671, 672/673, 674/675, 676/677, 678/679, 680/681, 682/683, 684/685, 686/687, 688/689, 690/691, 692/693, 694/695, 696/697, 698/699, 700/701, 702/703, 704/705, 706/707, 708/709, 710/711, 712/713, 714/715, 716/717, 718/719, 720/721, 722/723, 724/725, 726/727, 728/729, 730/731, 732/733, 734/735, 736/737, 738/739, 740/741, 742/743, 744/745, 746/747, 748/749, 750/751, 752/753, 754/755, 756/757, 758/759, 760/761, 762/763, 764/765, 766/767, 768/769, 770/771, 772/773, 774/775, 776/777, 778/779, 780/781, 782/783, 784/785, 786/787, 788/789, 790/791, 792/793, 794/795, 796/797, 798/799, 800/801, 802/803, 804/805, 806/807, 808/809, 810/811, 812/813, 814/815, 816/817, 818/819, 820/821, 822/823, 824/825, 826/827, 828/829, 830/831, 832/833, 834/835, 836/837, 838/839, 840/841, 842/843, 844/845, 846/847, 848/849, 850/851, 852/853, 854/855, 856/857, 858/859, 860/861, 862/863, 864/865, 866/867, 868/869, 870/871, 872/873, 874/875, 876/877, 878/879, 880/881, 882/883, 884/885, 886/887, 888/889, 890/891, 892/893, 894/895, 896/897, 898/899, 900/901, 902/903, 904/905, 906/907, 908/909, 910/911, 912/913, 914/915, 916/917, 918/919, 920/921, 922/923, 924/925, 926/927, 928/929, 930/931, 932/933, 934/935, 936/937, 938/939, 940/941, 942/943, 944/945, 946/947, 948/949, 950/951, 952/953, 954/955, 956/957, 958/959, 960/961, 962/963, 964/965, 966/967, 968/969, 970/971, 972/973, 974/975, 976/977, 978/979, 980/981, 982/983, 984/985, 986/987, 988/989, 990/991, 992/993, 994/995, 996/997, 998/999, 1000/1001, 1002/1003, 1004/1005, 1006/1007, 1008/1009, 1010/1011, 1012/1013, 1014/1015, 1016/1017, 1018/1019, 1020/1021, 1022/1023, 1024/1025, 1026/1027, 1028/1029, 1030/1031, 1032/1033, 1034/1035, 1036/1037, 1038/1039, 1040/1041, 1042/1043, 1044/1045, 1046/1047, 1048/1049, 1050/1051, 1052/1053, 1054/1055, 1056/1057, 1058/1059, 1060/1061, 1062/1063, 1064/1065, 1066/1067, 1068/1069, 1070/1071, 1072/1073, 1074/1075, 1076/1077, 1078/1079, 1080/1081, 1082/1083, 1084/1085, 1086/1087, 1088/1089, 1090/1091, 1092/1093, 1094/1095, 1096/1097, 1098/1099, 1100/1101, 1102/1103, 1104/1105, 1106/1107, 1108/1109, 1110/1111, 1112/1113, 1114/1115, 1116/1117, 1118/1119, 1120/1121, 1122/1123, 1124/1125, 1126/1127, 1128/1129, 1130/1131, 1132/1133, 1134/1135, 1136/1137, 1138/1139, 1140/1141, 1142/1143, 1144/1145, 1146/1147, 1148/1149, 1150/1151, 1152/1153, 1154/1155, 1156/1157, 1158/1159, 1160/1161, 1162/1163, 1164/1165, 1166/1167, 1168/1169, 1170/1171, 1172/1173, 1174/1175, 1176/1177, 1178/1179, 1180/1181, 1182/1183, 1184/1185, 1186/1187, 1188/1189, 1190/1191, 1192/1193, 1194/1195, 1196/1197, 1198/1199, 1200/1201, 1202/1203, 1204/1205, 1206/1207, 1208/1209, 1210/1211, 1212/1213, 1214/1215, 1216/1217, 1218/1219, 1220/1221, 1222/1223, 1224/1225, 1226/1227, 1228/1229, 1230/1231, 1232/1233, 1234/1235, 1236/1237, 1238/1239, 1240/1241, 1242/1243, 1244/1245, 1246/1247, 1248/1249, 1250/1251, 1252/1253, 1254/1255, 1256/1257, 1258/1259, 1260/1261, 1262/1263, 1264/1265, 1266/1267, 1268/1269, 1270/1271, 1272/1273, 1274/1275, 1276/1277, 1278/1279, 1280/1281, 1282/1283, 1284/1285, 1286/1287, 1288/1289, 1290/1291, 1292/1293, 1294/1295, 1296/1297, 1298/1299, 1300/1301, 1302/1303, 1304/1305, 1306/1307, 1308/1309, 1310/1311, 1312/1313, 1314/1315, 1316/1317, 1318/1319, 1320/1321, 1322/1323, 1324/1325, 1326/1327, 1328/1329, 1330/1331, 1332/1333, 1334/1335, 1336/1337, 1338/1339, 1340/1341, 1342/1343, 1344/1345, 1346/1347, 1348/1349, 1350/1351, 1352/1353, 1354/1355, 1356/1357, 1358/1359, 1360/1361, 1362/1363, 1364/1365, 1366/1367, 1368/1369, 1370/1371, 1372/1373, 1374/1375, 1376/1377, 1378/1379, 1380/1381, 1382/1383, 1384/1385, 1386/1387, 1388/1389, 1390/1391, 1392/1393, 1394/1395, 1396/1397, 1398/1399, 1400/1401, 1402/1403, 1404/1405, 1406/1407, 1408/1409, 1410/1411, 1412/1413, 1414/1415, 1416/1417, 1418/1419, 1420/1421, 1422/1423, 1424/1425, 1426/1427, 1428/1429, 1430/1431, 1432/1433, 1434/1435, 1436/1437, 1438/1439, 1440/1441, 1442/1443, 1444/1445, 1446/1447, 1448/1449, 1450/1451, 1452/1453, 1454/1455, 1456/1457, 1458/1459, 1460/1461, 1462/1463, 1464/1465, 1466/1467, 1468/1469, 1470/1471, 1472/1473, 1474/1475, 1476/1477, 1478/1479, 1480/1481, 1482/1483, 1484/1485, 1486/1487, 1488/1489, 1490/1491, 1492/1493, 1494/1495, 1496/1497, 1498/1499, 1500/1501, 1502/1503, 1504/1505, 1506/1507, 1508/1509, 1510/1511, 1512/1513, 1514/1515, 1516/1517, 1518/1519, 1520/1521, 1522/1523, 1524/1525, 1526/1527, 1528/1529, 1530/1531, 1532/1533, 1534/1535, 1536/1537, 1538/1539, 1540/1541, 1542/1543, 1544/1545, 1546/1547, 1548/1549, 1550/1551, 1552/1553, 1554/1555, 1556/1557, 1558/1559, 1560/1561, 1562/1563, 1564/1565, 1566/1567, 1568/1569, 1570/1571, 1572/1573, 1574/1575, 1576/1577, 1578/1579, 1580/1581, 1582/1583, 1584/1585, 1586/1587, 1588/1589, 1590/1591, 1592/1593, 1594/1595, 1596/1597, 1598/1599, 1600/1601, 1602/1603, 1604/1605, 1606/1607, 1608/1609, 1610/1611, 1612/1613, 1614/1615, 1616/1617, 1618/1619, 1620/1621, 1622/1623, 1624/1625, 1626/1627, 1628/1629, 1630/1631, 1632/1633, 1634/1635, 1636/1637, 1638/1639, 1640/1641, 1642/1643, 1644/1645, 1646/1647, 1648/1649, 1650/1651, 1652/1653, 1654/1655, 1656/1657, 1658/1659, 1660/1661, 1662/1663, 1664/1665, 1666/1667, 1668/1669, 1670/1671, 1672/1673, 1674/1675, 1676/1677, 1678/1679, 1680/1681, 1682/1683, 1684/1685, 1686/1687, 1688/1689, 1690/1691, 1692/1693, 1694/1695, 1696/1697, 1698/1699, 1700/1701, 1702/1703, 1704/1705, 1706/1707, 1708/1709, 1710/1711, 1712/1713, 1714/1715, 1716/1717, 1718/1719, 1720/1721, 1722/1723, 1724/1725, 1726/1727, 1728/1729, 1730/1731, 1732/1733, 1734/1735, 1736/1737, 1738/1739, 1740/1741, 1742/1743, 1744/1745, 1746/1747, 1748/1749, 1750/1751, 1752/1753, 1754/1755, 1756/1757, 1758/1759, 1760/1761, 1762/1763, 1764/1765, 1766/1767, 1768/1769, 1770/1771, 1772/1773, 1774/1775, 1776/1777, 1778/1779, 1780/1781, 1782/1783, 1784/1785, 1786/1787, 1788/1789, 1790/1791, 1792/1793, 1794/1795, 1796/1797, 1798/1799, 1800/1801, 1802/1803, 1804/1805, 1806/1807, 1808/1809, 1810/1811, 1812/1813, 1814/1815, 1816/1817, 1818/1819, 1820/1821, 1822/1823, 1824/1825, 1826/1827, 1828/1829, 1830/1831, 1832/1833, 1834/1835, 1836/1837, 1838/1839, 1840/1841, 1842/1843, 1844/1845, 1846/1847, 1848/1849, 1850/1851, 1852/1853, 1854/1855, 1856/1857, 1858/1859, 1860/1861, 1862/1863, 1864/1865, 1866/1867, 1868/1869, 1870/1871, 1872/1873, 1874/1875, 1876/1877, 1878/1879, 1880/1881, 1882/1883, 1884/1885, 1886/1887, 1888/1889, 1890/1891, 1892/1893, 1894/1895, 1896/1897, 1898/1899, 1900/1901, 1902/1903, 1904/1905, 1906/1907, 1908/1909, 1910/1911, 1912/1913, 1914/1915, 1916/1917, 1918/1919, 1920/1921, 1922/1923, 1924/1925, 1926/1927, 1928/1929, 1930/1931, 1932/1933, 1934/1935, 1936/1937, 1938/1939, 1940/1941, 1942/1943, 1944/1945, 1946/1947, 1948/1949, 1950/1951, 1952/1953, 1954/1955, 1956/1957, 1958/1959, 1960/1961, 1962/1963, 1964/1965, 1966/1967, 1968/1969, 1970/1971, 1972/1973, 1974/1975, 1976/1977, 1978/1979, 1980/1981, 1982/1983, 1984/1985, 1986/1987, 1988/1989, 1990/1991, 1992/1993, 1994/1995, 1996/1997, 1998/1999, 2000/2001, 2002/2003, 2004/2005, 2006/2007, 2008/2009, 2010/2011, 2012/2013, 2014/2015, 2016/2017, 2018/2019, 2020/2021, 2022/2023, 2024/2025, 2026/2027, 2028/2029, 2030/2031, 2032/2033, 2034/2035, 2036/2037, 2038/2039, 2040/2041, 2042/2043, 2044/2045, 2046/2047, 2048/2049, 2050/2051, 2052/2053, 2054/2055, 2056/2057, 2058/2059, 2060/2061, 2062/2063, 2064/2065, 2066/2067, 2068/2069, 2070/2071, 2072/2073, 2074/2075, 2076/2077, 2078/2079, 2080/2081, 2082/2083, 2084/2085, 2086/2087, 2088/2089, 2090/2091, 2092/2093, 2094/2095, 2096/2097, 2098/2099, 2100/2101, 2102/2103, 2104/2105, 2106/2107, 2108/2109, 2110/2111, 2112/2113, 2114/2115, 2116/2117, 2118/2119, 2120/2121, 2122/2123, 2124/2125, 2126/2127, 2128/2129, 2130/2131, 2132/2133, 2134/2135, 2136/2137, 2138/2139, 2140/2141, 2142/2143, 2144/2145, 2146/2147, 2148/2149, 2150/2151, 2152/2153, 2154/2155, 2156/2157, 2158/2159, 2160/2161, 2162/2163, 2164/2165, 2166/2167, 2168/2169, 2170/2171, 2172/2173, 2174/2175, 2176/2177, 2178/2179, 2180/2181, 2182/2183, 2184/2185, 2186/2187, 2188/2189, 2190/2191, 2192/2193, 2194/2195, 2196/2197, 2198/2199, 2200/2201, 2202/2203, 2204/2205, 2206/2207, 2208/2209, 2210/2211, 2212/2213, 2214/2215, 2216/2217, 2218/2219, 2220/2221, 2222/2223, 2224/2225, 2226/2227, 2228/2229, 2230/2231, 2232/2233, 2234/2235, 2236/2237, 2238/2239, 2240/2241, 2242/2243, 2244/2245, 2246/2247, 2248/2249, 2250/2251, 2252/2253, 2254/2255, 2256/2257, 2258/2259, 2260/2261, 2262/2263, 2264/2265, 2266/2267, 2268/2269, 2270/2271, 2272/2273, 2274/2275, 2276/2277, 2278/2279, 2280/2281, 2282/2283, 2284/2285, 2286/2287, 2288/2289, 2290/2291, 2292/2293, 2294/2295, 2296/2297, 2298/2299, 2300/2301, 2302/2303, 2304/2305, 2306/2307, 2308/2309, 2310/2311, 2312/2313, 2314/2315, 2316/2317, 2318/2319, 2320/2321, 2322/2323, 2324/2325, 2326/2327, 2328/2329, 2330/2331, 2332/2333, 2334/2335, 2336/2337, 2338/2339, 2340/2341, 2342/2343, 2344/2345, 2346/2347, 2348/2349, 2350/2351, 2352/2353, 2354/2



(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	26000	2172
<b>Gross Dtc</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>	

12. 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

### 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.  
Gudlavallapudi, Nellore District, Andhra Pradesh



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, ANANDAVILAS, SEETHARAMA PETA, CHANNarayana, VICI PO, NAGARJUNA SAIKOTTA, HYDRABAD, TELANGANA, INDIA

PHONE: 080 11 22222222 (EXT) 5, 0 2000 0000, WORKING HOURS: 09:00 AM - 05:00 PM  
WWW.SONATA-SOFTWARE.COM | EMAIL: INFO@SONATA-SOFTWARE.COM

PRINCIPAL

Avanhi Institute of Engg. & Tech.  
Guntur-16, A.P.



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.

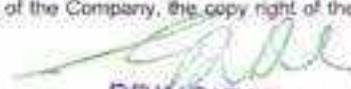
(xx) Induce any current employee of the Company to leave the employment of the Company;

(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



**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.**  
 Gunthapally, Guntur District, Andhra Pradesh



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

GenHeavenly, Kothuramallu, Nellore

PLAZA UNIT 2 PRODUCTION ROAD 2, ST. NO. 1114, NIPPAKANDRA VILLAGE, NIPPAKANDRA, NELLORE, TN  
PIN - 522204 | PH: 0864 2211111

MAIN OFF: 2ND FLOOR, INDUSTRIAL ESTATE 5, K. RAOJI NAGAR, WEST ANAPARTI - 522212, N.T.M  
NEAREST WATER SONATA OFFSHORE (INDIA) PVT. LTD. | AVANTHI@SONATA-OFFSHORE.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.

SONATA COLLEGE OF ENGINEERING & TECHNOLOGY, 100 Feet Road, Red Cross Road, Bangalore - 560025

HR & ADMINISTRATION DEPARTMENT, KAMRANGI ROAD, HOSUR - 561203  
WEBSITE: WWW.SONACOLLEGEOFTECH.COM | MAIL: hr@sonacollegeoftech.com



PRINCIPAL

Avanthy Institute of Engg. & Tech,  
Gundlupaly (M), Andolapuram (H), R.R. Dist.



VALUING TALENT MATTER



CMMI DE 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  
Avanthy Institute of Engg. & Tech.  
Gunthapur, (V. Abbalasetty) (H), R.R. Dlg

REGD OFFICE: PRODUKUNJURTA-2, UY. NO. 100, MYSURU ROAD VILLAGE, NE. 220625, HILL OFF SHORE ROAD, 5000 POST, BANGALORE (INDIA)  
PIN - 560006 (INDIA)

REGD OFFICE: THE PRODUKUNJURTA-2, UY. NO. 100, MYSURU ROAD VILLAGE, NE. 220625, HILL OFF SHORE ROAD, 5000 POST, BANGALORE (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  
Avanhi Institute of Engg. & Tech.  
Gunthapati Sridhar  
2022-07-04 11:29 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), Adulapuri (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



CMHDEV.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 BLOCK-2/11, NO. 127, MYRSHANTRA VILLAGES (B2) COMM. VILLAGE, OFF. 6TH FLOOR ROAD, 50/2 POST, BANGALORE - 560074

PH: 080-26911949/080-26912131

REGD. OFF. FOR TAX: INDUSTRIAL ESTATE-1/4, 3RD FLOOR, VASANT NAGAR - 560025, BANG.

WEBSITE: WWW.SONATA-SOFTWARELIMITED.COM | EMAIL: HR@SONATA-SOFTWARE.COM

PRINCIPAL  
Avanthi Int'l Institute of Management & Tech.



SONATA SOFTWARE LIMITED



CMMI DEV 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



CHMIOI V 2.5

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

SECTOR 2, HOBBALUR ROAD, 5TH FLOOR, ANANDAPUR VILLAGE, 3RD CROSS, WINDMILL CHURCH ROAD, HOBBALUR, BANGALORE - 560023  
ON: 0728-64165420013

REGD. OFF: 28, T-3, HEMADRASTHAI, 1/4, 4TH FLOOR, 3RD CROSS, HOBBALUR - 560023  
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 (N), 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.

  
Principal  
Corporate Office of Engineering & Technology  
Gurgaon (V), Haryana  
Gurgaon (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  
AVRIS Institute of Engineering & Technology  
Gandhinagar (D), Hyderabad  
Bangalore Road (G4th)

### **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  
Quality & Compliance  
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  
Annual Institute of Engineering & Technology  
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*

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), Havyaka Road,  
Bangalore, 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:

  
PRINCIPAL  
Aurois Institute of Engineering & Technology  
Guntur (M), 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**  
World Institute 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.

  
Principal  
Amrita Institute of Engineering & Technology  
Gunthapally (V), Hayabandipur,  
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.

  
PROFESSOR  
Department of Engineering & Technology  
Government P.O. Mysore Nagar,  
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), Hezarnahalli  
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**  
 Asstt Prof of Engg & Technology  
 Gunthuply (V), Hayashimagan  
 Rangareddy (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:

  
Principal  
General Manager  
Infosys Limited  
Bangalore

- 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) / HR / Bangalore  
Range 23041 (01st)

## **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  
Ranga Raveji (HR)

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 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

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  
Asst. Director Engineering & Technology  
Ranga Reddy Dist. Hyderabad  
Ranga Reddy (G.O.)

**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>			26,250	
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>			27,500	
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>			30,000	
<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  
Bangalore  
Ranga Reddy (Karnataka)

*Company Confidential - This communication is confidential between you and Infosys Limited*

June 24, 2022

HRD/1002696019/22-23

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.

"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.



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.

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,  
Aarathi Institute of Engineering & Technology  
Gunthapally (V), Hayathnagar,  
Ranga Road, (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.

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.

  
General Manager  
Averil 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  
Banshree (V), Mysore  
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 (Dist)



**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. N. N. N. N.  
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>				
<b>Scheme</b>	<b>Eligible Amount In INR</b>	<b>Interest</b>	<b>Monthly Instalments</b>	<b>Margin Money (To be borne by the employee)</b>
<b>SALARY LOAN</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*  
*Evathapally M. Jayachandran*  
*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  
Amrita Institute of Engineering & Technology  
Gandhinagar (V), Mayathur, Bengaluru  
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:

*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  
Ganthapally (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.

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  
Amity Institute of Engineering & Technology  
Gurgaon (G), Haryana  
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  
All India Institute of Engineering & Technology  
Guntur (V.R. Krishnaiah)  
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  
Amrita Institute of Engineering & Technology  
Guntur (V), Nellore (D),  
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.



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  
 Apollo Institute of Engineering & Technology  
 Surampalem (V), Rajamahendravaram  
 Rang Reddy (DR)

**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,

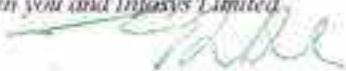
**RICHARD LOBO**  
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2022.06.24 16:58 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  
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.

  
Infosys Limited  
Annual Institute of Engineering & Technology  
Gandhinagar, Mysore  
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:



Infosys  
Company ID: [unclear]  
[unclear]

- 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  
Gunthapally (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.

  
**PRITHVIKA**  
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  
Gunthopty (V), Hoyalunagar,  
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**  
Amal 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			
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/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).

"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  
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  
Assoc Institute of Engineering & Technology  
Ganthipally (V), Hayathnagar,  
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.

  
**PRINCIPAL**  
Principal, Institute of Engineering & Technology  
Gudhapilly (V), Hoyalloor,  
Pattana 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.



PRINCIPAL  
Infosys Institute of Engineering & Technology  
Gundlupaly (V), Rayachoti, Koppal  
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.



PRINCIPAL  
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.



PRINCIPAL  
Atenol Institute of Engineering & Technology  
Gurthapaly (V), Hoyalimogor,  
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				

  
 PRINCIPAL  
 Infosys Institute of Engineering & Technology  
 Gandhinagar (V), Hoyalakshmi  
 Bangalore-560075

**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  
Guntur (V), Heyaknagar,  
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.

  
PRINCIPAL  
Anandhi Institute of Engineering & Technology  
Guntur (N), Nellore District  
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  
Arathi Institute of Engineering & Technology  
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  
AVINAV Institute of Engineering & Technology  
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.

### 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  
Arista Institute of Engineering & Technology  
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.

  
**PRINCIPAL**  
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.

**PRINCIPAL**  
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  
Bantwalpy (V), Havelbargur,  
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: 2022.05.24.10:19:50 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

*Ranga Raddi*  
P.T.U. Institute of Engineering & Technology  
Gannampally (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	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 (Delhi)

**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

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  
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 (M), Rayachoti,  
Pangareddy (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-VEIT Institute of Engineering & Technology  
Guntur (V), Hsyalinogla,  
Srija-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.

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>				
<b>Scheme</b>	<b>Eligible Amount In INR</b>	<b>Interest</b>	<b>Monthly Instalments</b>	<b>Margin Money (To be borne by the employee)</b>
<b>SALARY LOAN</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/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

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  
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), Haverlymoger,  
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  
Surbhaya (W), Mysurbadde,  
Ganga Badli (Dist.)

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, Puzh  
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  
Sivajipuram, Mysore  
Sri

### **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), Havasathur, Rangas  
Ranga P.

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 (Date)  
Gudappa (V. N. N. Nagar)

**ANNEXURE - 9**  
(Compensation during the first six months from the Date of Joining)

<b>COMPENSATION DETAILS</b> (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**  
 Anand Institute of Engineering & Technology  
 Ganthapally (V), Hyderabad,  
 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				

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, HR & Technology  
Gandhiji (V), Mysore Nagar,  
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:

  
PRINCIPAL  
Academy 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.

#### **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  
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.

  
PRATIK  
Principal  
Acadmic Institute of Engineering & Technology  
Gandhinagar (V), Koyalnagar,  
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**  
Avanhi Institute of Engineering & Technology  
Gynthapally (T), 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.

  
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.



PRINCIPAL  
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				

  
**PRINCIPAL**  
 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

*Company Confidential - This communication is confidential between you and Infosys Limited*

  
PRINCIPAL  
Infosys Institute of Engineering & Technology  
Ganthapaly (V), Hosur, Bangalore  
Bangalore

*Company Confidential - This communication is confidential between you and Infosys Limited*

### **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.

  
PRINCIPAL  
Academy of Infosys of Engineering & Technology  
Gandhinagar (V), Kambhampeta,  
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**  
Infosys Institute of Engineering & Technology  
Guntur City (V), Huzur Nagar  
Rangastoddy (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**  
Amrita Institute of Engineering & Technology  
Guntur (V), Nellore  
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  
Amrita Institute of Engineering & Technology  
Ganthopolly (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.

  
PRINCIPAL  
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>

<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>

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>

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 / 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  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com



*Company Confidential - This communication is confidential between you and Infosys Limited*

PULIGILLA  
Pravalika  
Academy Institute of Engineering & Technology  
Gunthapally (V), Hayyabadpet  
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  
Gurupally (V), Hapurinugur,  
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

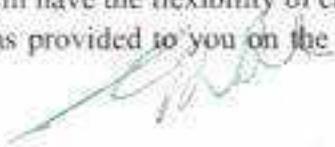
You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year 2021 - 22 will be as follows:

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), Mayabandur,  
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 & 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.

  
PRINCIPAL  
Aarshi Institute of Engineering & Technology  
Gunthapally (V), Nayadole,  
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	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>

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**  
 Infosys Institute of Engineering & Technology  
 Gunthapally (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	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*

June 24, 2022

HRD/1002696019/22-23

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), Nellore Dist.  
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  
Gunthapilly (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.

#### **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.

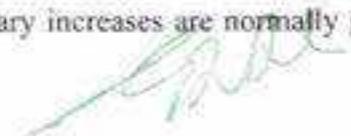
An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

#### **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 Institute 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

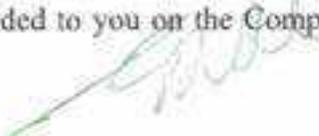
You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year 2021 - 22 will be as follows:

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.

  
Principal  
People & Organization  
Gurubilly (V), Hyderabad  
Ranga Reddy (Inf.)

### 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.

Infosys Limited  
Surajpalya, 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.

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  
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.

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  
Amal 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

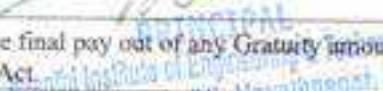
<b>3. RETIRAL BENEFITS</b>	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>25,000</b>

<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.

  
 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

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.  
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.

**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, In Ambit IT Park,  
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

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

*[Handwritten Signature]*  
Avarithi  
Guntasekalyani (P), Ambattur, Chennai - 600 053 & Tech  
Guntasekalyani (P), Ambattur, Chennai - 600 053 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**

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.  
Gunthakapally (V), Adambattur (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

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 66766000, www.csscorp.com

Avanithi Institute of Engg. & Tech.  
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	71,250
House Rent Allowance	50%	On Basic	35,625
Statutory Bonus	As per the Act.		14,256
Special Allowance*	Balancing Component		94,769
<b>Statutory Benefits</b>			
Provident Fund (Employer Contribution)	As per the Act.		21,600
<b>Total Guaranteed Compensation (TGC)</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.

**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  
Avanathi Institute of Engg. & Tech.  
Gundhampally (V), Abbotshapurmet (MD), 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.

**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  
Avanhi Institute of Engg. & Tech  
Gandhapati (V), Abudupuram (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

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

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

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 66268000, www.csscorp.com

  
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.

**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  
Avanathi Institute of Engg. & Tech.  
Gundhepally (V), Abbotpurmet (Mds), 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

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  
Avanthe Institute of Engg. & Tech.  
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.				

PRINCIPAL

Avanhi Institute of Engg. & Tech.  
Gandhinagar (V), Abdulapurmet (Mal.), R.R. L...

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

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**

CTIN: U72900TN2000PTC115034

Regd Address: Plot No-32 A&B, 6<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Floor, Ambit IT Park, Anna Nagar East, Chennai - 600040, Tamil Nadu.  
Ambattur, Chennai Tel: 91 44 66768000, [www.csscorp.com](http://www.csscorp.com)

  
PRINCIPAL

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

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

*[Handwritten Signature]*  
PRINCIPAL  
Avanish Institute of Engg & Tech  
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.

**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

*Handwritten signature*  
PRINCIPAL  
Avanthe Institute of Engg. & Tech  
Guntur (S), Andhra Pradesh (Vid. I.R.R. Dis)



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-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

*[Handwritten Signature]*

PRINCIPAL  
Arunthi Institute of Engg. & Tech.  
*[Handwritten Signature]*



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**  
Avanathi Institute of Engg. & Tr  
Sundarapet, (M. D. S. Road) 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

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

PRINCIPAL  
Averate Institute of Engg. & Tech.  
Guntur (V), Abdulapuzhal (M), B.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.				

**CSS Corp Private Limited**  
 CIN: U72900TN2900PTC115034  
 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**  
 Avanthi Institute of Engg. & Tech.  
 Gunthapur (V), Ambattur (Dist), R.R. 4<sup>th</sup>

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

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  
Avanhi Institute of Engg. & Tech.  
Gandhipally (V), Absoluteprecast (INDIA) R.R. Line



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**

CIN: U72900TN2000PTC115034

Regd Address: Plot No-32 A&B, 6<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Floor, Armit IT Park, Industrial Estate,  
Ambattur, Chennai. Tel: 91 44 66768000, www.csscorp.com

*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

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

Avanhi Institute of Engg. & Tech.  
Company (P) Ltd. K. K. Road, Ambattur, Chennai



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)

*[Handwritten Signature]*  
PROCESSED  
15/10/22  
12:30 PM  
HR/MS/ST



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  
Avanthi Institute of Engg. & Tech.  
Gundlupeta (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.				

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)

*[Handwritten Signature]*  
Avanathi Institute of Engg. & Tech.  
Gunthakapally (V), Abbotapurmet (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 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: 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 66766000, www.csscorp.com

  
PRINCIPAL  
Avanhi Institute of Engg. & Tech,  
Guntur (V), Andhra Pradesh (M.S.), 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.

**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

*[Handwritten Signature]*  
Avinash  
General Manager (HR & 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

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

*[Signature]*  
PRINCIPAL  
Avanthi Institute of Engg. & Tech.  
Gandhipuram (V), Adambakkam (LSB), 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@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, 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:

---

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

PRINCIPAL  
Gandhi Institute of Engg. & Tech  
Gunthakota (M), Ambattur (Dist), 2010

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.				

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)



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

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.  
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

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  
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**  
CIN: U72900TN2000PTC115034  
Regd Address: Plot No-32 ABB, 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**  
Avanithi Institute of Engg. & Tech.  
Guruthappally (V), Ambattur (T), Chennai - 600 059



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**  
Avanti Institute of Engg. & Tech.  
Gandhinagar (V), Ambattur (Chennai) - 600 089



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**  
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.				

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, Ambi IT Park, Industrial Estate, Ambattur, Chennai Tel: 91 44 66768000, www.csscorp.com

  
**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.

**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**  
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.
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: 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.  
Gandhipaly (V), Abo Depuram (M.S.), R.R. 346



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-32 A&B, 6<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Floor, Aarbit IT Park, Industrial Estate,  
Ambattur, Chennai Tel: 91 44 66768000, www.csscorp.com

  
PRINCIPAL  
Avanith Institute of Engg. & Tech  
Gandhipathy (V), Abudusunnam (M.D.), R.R. ...



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**

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  
Avanti Institute of Engg. & Tech.  
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.

**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.  
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

**CSS Corp Private Limited**  
CTN- 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  
Avanhi Institute of Engg. & T...  
Gandhinagar, (V), Abulhasanpet (M.T.), R.R. 124

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.				

**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, Armit IT Park, Industrial Estate,  
 Ambattur, Chennai Tel: 91 44 66768000, www.csscorp.com

  
**PRINCIPAL**  
 Avanthi Institute of Engg. & Tech  
 Gunthepally (V), Ambattur (M), R.R.

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**  
Avanathi Institute of Engg. & Tech.  
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

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  
Gurugram (N) 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 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**

CTN: U72900TN2000PTC115034

Regd Address: Plot No-32 A&B, 8<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  
Avanti Institute of Engg. & Tech.  
Gandhinagar (V), Ambattur - 600 059, 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

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

*Handwritten signature*  
PRINCIPAL  
Avanthee Institute of Engg. & Tech.  
Gumthipalayam, Ambattur, Chennai - 600 053, 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**  
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.  
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.

**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.co](http://www.csscorp.co)

  
**PRINCIPAL**

**Avanish Institute of Engg & Tech.**  
Gundurthy (M), Ambattur (T), R.R. Dist.



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.

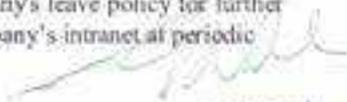
**TERMS AND CONDITIONS:**

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

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  
Aventhi Institute of Engg. & Tech  
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.

**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

A handwritten signature in green ink, appearing to be "S. S. S.", is written over a faint, illegible stamp or watermark. The signature is slanted and written in a cursive style.



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-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.co.in

  
PRINCIPAL  
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.

**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.esscorp.com](http://www.esscorp.com)

  
**PRINCIPAL**  
Avanhi Institute of Engg. & Tech.  
Gandhinagar, Ambattur, Chennai - 600033



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  
Avanta Institute of Engg. & Tech.  
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
Special Allowance*	Balancing Component		7,897	94,760
<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.

**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, [hr@csscorp.com](mailto:hr@csscorp.com)

  
**PRINCIPAL**  
Avanhi Institute of Engg. & Tech  
Gandhinagar (A), Ambattur, Chennai - 600 031, 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:**

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: 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*  
Avanthy Institute of Engg. & Tech  
Ganthashy (V) Ambattur (Dist) A.R. DY



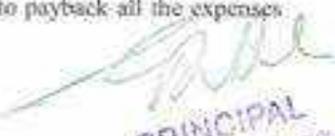
intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

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.
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

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  
Avanthy Institute of Engg. & Tech  
Gumthoosy M, 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

Regd Address: Plot No-32 A&B, 6<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Floor, Armit IT Park, Industrial Estate,  
Ambattur, Chennai Tel: 91 44 66768000, www.csscorp.com

  
PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Gurukulam, 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.

**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.**  
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

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

ANBETHI Institute of Engg. & Tech.  
Gandhipuram (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.

**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.co.in](http://www.csscorp.co.in)

  
**PRINCIPAL**  
Avanhi Institute of Engg. & Tech  
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

**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

*[Signature]*  
**PRINCIPAL**  
Avanithi Institute of Engg. & Tech  
Gundlupet, (V), Ambattur (T), 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.

**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

*[Signature]*  
**PRINCIPAL**  
Avanthy Institute of Engg & Tech.  
Gandhi Nagar, Ambattur, Chennai - 600 053



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

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 Tei: 91 44 66768000, www.csscorp.com

  
PRINCIPAL  
Avanthy Institute of Engg. & Tech.  
Guindy, Chennai - 600 025, Tamil Nadu



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)

*[Signature]*  
**PRINCIPAL**  
Avanathi Institute of Engg. & Tech.  
Gumthandi (S), Ambattur - 600 041, 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

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  
Avanithi Institute of Engg. & Tech,  
Gundlupaly (V), Ambattur (Taluk), 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
<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, 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.				

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

*[Signature]*  
**PRINCIPAL**  
 Avanti Institute of Engg. & Tech.  
 Guntur (R.A.S.R.O.)

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, 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**  
Avanathi Institute of Engg. & Tech.  
Gumbapalle, V.V. Nagar, Chennai-600 099, P.A. 024



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:**

- 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

**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

*[Signature]*  
**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 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**

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  
Avanhi Institute of Engg. & Tech  
Gandhinagar, Ambattur, Chennai-600058



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-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  
Avanhi Institute of Engg. & Tech.  
Gandhinagar, Coimbatore - 641012, 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.

**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)

*[Signature]*  
**PRINCIPAL**  
Avanithi Institute of Engg. & Tech.  
Gundacheruvu, Ambattur - 601101, RR Est.



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  
Avanti Institute of Engg. & Tech.  
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

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**  
Avanishi Institute of Engg. & Tech.  
Gudbashi (V. Coimbatore Dist.) R.R. Dist.



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.

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 your 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: 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**  
Avanith Institute of Engg. & Tech  
Guntur, Andhra Pradesh



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**

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**  
Avanithi Institute of Engg. & Tech.  
Guntur (AP) Dist. Guntur



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

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  
Avante Institute of Engg. & Tech.  
Gurthimayal, Ambattur  
Chennai - 600 033



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  
Avanhi 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  
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  
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.				

**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

*[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**

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)

*[Handwritten Signature]*  
**PRINCIPAL**  
Avanhi Institute of Engg & Tech-  
Gurthipati (V. Road) [M]. R.R. Dist.



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.

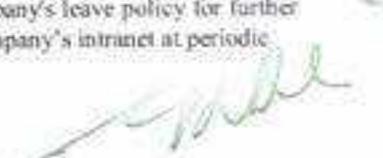
**TERMS AND CONDITIONS:**

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

**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**  
Avanithi Institute of Engg. & Tech.  
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.

**CSS Corp Private Limited**

CTN: 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

*[Handwritten 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

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  
Avanthy Institute of Engg. & Tech  
Guntur, AP



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  
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

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  
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
<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.

**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  
Gumthapur, (P.O. Gumthapur, Tal. Gumthapur, Dist. Ramanathapuram)



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.
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: 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  
Avenithi Institute of Engg. & Tech.  
Gurukulam, Ambattur, Chennai-600042



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.

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  
Avarthi Institute of Engg & Tech  
Gundacheri (V), Ambattur (T), R.R. D.



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

CSS Corp Private Limited

CIN: U72900TN2000PTCI15034

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  
Avanthy Institute of Engg. & Tech  
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

Regd Address: Plot No-32 ABB, 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**  
Avanithi Institute of Engg. & Tech  
Guntur Dist. (M. Andhra Pradesh) RA



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

PRINCIPAL

Avanthi Institute of Engg. & Tech.  
Guntur (V), Abdulapurmet (M), R.R. Dist.

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

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.				

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 Area, Ambattur, Chennai Tel: 91 44 66768000, www.csscorp.com

  
PRINCIPAL  
Avanti Institute of Engg. & Tech  
Gundlupet (W), Abbiyapeta (T), Jijel, 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

**CSS Corp Private Limited**

CIN: 1172900TN2000PT0115034

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

*[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.
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

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

Ambit Institute of Engg. & Tech.  
Guntapally (V), Addurupet (tdk), E.R. Dis.



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

Head Address: Plot No-52 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  
Avanhi Institute of Engg. & Tech.  
Gundlupet (N), Ambattur (N), R.R. Di



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.



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

Avantini Institute of Engg. & Tech  
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

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

*Adh*

Avanthy Institute of Engg & Tech  
Gundlupally (V), Abdulapurmet (Dist), A.R.C.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: U72900TN2000PTCL15034  
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.co.in](http://www.csscorp.co.in)

  
**PRINCIPAL**  
Avanithi Institute of Engg. & Tech  
Gandhinagar IV, Abdullapuram (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

**CSS Corp Private Limited**

CTN: 1172900TN2000PTC115034

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**  
Avanhi Institute of Engg. & Tech  
Guntur (V), Abdulaminpet (M.D.), 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.

**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**  
Avanithi Institute of Engg. & Tech  
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

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  
Avanhi Institute of Engg. & Tech.  
Gundheeray (V), Ashoknagar (M.D.), 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.

**CSS Corp Private Limited**

CIN: U72900TN2000PTC115014

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.  
Gimshajar, P. O. - 600 082, 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:

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  
Avanhi Institute of Engg. & Tech.  
Gurukulam (A) Bangalore (Ind.) 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.				

**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**  
 Avanthi Institute of Engg. & Tech.  
 Guindy, Chennai - 600 025

**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**  
Avanathi Institute of Engg. & Tech.  
Gummidikota (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:

- 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

CSS Corp Private Limited

FIN-1172000TN2000PTC115034

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  
Avanthe Institute of Engg. & Tech.  
Guntur, M. Abdulaziz (2022) R.R. Das



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**

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**  
Avanithi Institute of Engg. & Tech.  
Gundlupet (M) Bangalore-562101, K.A. 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

Regd Address: Plot No-3/2 Axis, 6<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Floor, Aarbit 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

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)

*[Handwritten Signature]*  
Avarithi  
Gambareddy (M. Ambalaganesan (Hd.), R.R. Das)



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

CTN: 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  
Avanish Institute of Engg. & Tech  
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.

**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.  
Gurubasappa (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

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

*[Handwritten Signature]*  
**PRINCIPAL**  
Avanti In... & Tech.  
Chennai



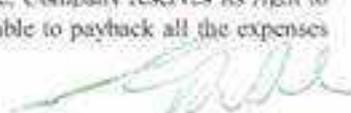
intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

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.

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  
Avanthi In... & Tech  
Gurubashi (V)...



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

CSS Corp Private Limited

CIN: U72900TN2000PTC115034

Regd Address: Plot No-32 A&B, 8<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

*[Handwritten Signature]*  
IPAL  
Avanhi Institute of Engg. & Tech  
Guilfordcity (M), Akudalapuram (Mad), 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**

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**  
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

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  
Ambit Institute of Engg & Tech.  
Guilford, (A. Ambattur - 600 050) 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.				

**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

*Prithvi*  
PRINCIPAL  
Avarathi Insulation & Tech.  
Ganthapalayam, Ambattur, Chennai

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

**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 56758000, www.csscorp.com

*[Signature]*  
**PRINCIPAL**  
Avantika 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

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

*[Signature]*  
PRINCIPAL  
Aventhi Institute of Engg & Tech  
Gandhinagar (V), EB&B (P) - 100, 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

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 56768000, www.csscorp.com

  
PRINCIPAL  
Avanthi Institute of Engg. & Tech,  
Gurthipaly (V), Ambattur (Tal.), AP. 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.

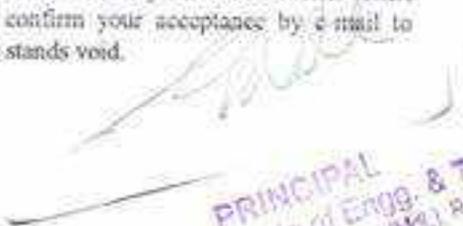
21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable 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

CIN: U72900TN2000PT115034

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  
Avanite Institute of Engg. & Tech.  
Gundlupet (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: 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  
Avanti Institute of Engg & Tech  
Chennai

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.

**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**  
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.



PRINCIPAL  
Avanthi Institute of Engg. & Tech.  
Gunthapur (V) Kothuram (M) 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

## 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

# 333, Workfilela Business Centre, Cyber Crown, Sec-II, Village, HUDA Techno  
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

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, Workforce Business Centre, Cyber City, Madhapur, Hyderabad, Telangana - 500081  
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



PRINCIPAL

# 333, Workfella Business Centre, Cyber Crown, Sec-II, Village, HUDA Techno  
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.

# 333, Workfella Business Centre, Cyber Crown, Sec-II, Village, HUDA Techno  
Enclave, Madhapur, Hyderabad, Telangana - 500081.  
CIN: U72900TG2020PTC147265

  
PRINCIPAL  
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

# 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.



Principal  
Avanti Institute of Engg. & Tech  
Gurukulam  
# 333, Workella 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  
Gurthopaty (M), #333, Workfella Business Centre, Cyber Crown, Sec-II, Village, 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

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.



# 333, Workfella Business Centre, Cyber Crown, Sec-II, Village- HUDA Techno  
Enclave, Madhapur, Hyderabad, Telangana - 500081  
CIN: U72900TG2020PTC147265

Avanti Institute of Engg. & Tech  
Gandhinagar (V), Anantapur (Dist), 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.

### 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

# 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

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

# 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



PRINCIPAL  
Ave  
of Engg. S  
Guntur

# 333, Workfella Business Centre, Cyber Crown, Sec-II, Village, HUDA Techno  
Enclave, Madhapur, Hyderabad, Telangana - 500081,  
CIN: U72900TG2020PTC147285

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.

**4. Background Verification Check**

This offer is contingent upon you successfully passing a background investigation by applicable laws. As lawfully permitted, this background investigation includes an investigation of previous education and previous employment history. The results of this investigation may result in employment being terminated by applicable law.



# 333, Worktella Business Centre, Cyber Crown, Sec-II, Village, HUDA Techno  
Enclave, Madhapur, Hyderabad, Telangana - 500081  
CIN: U72900TG2020PTC147265

Avanti Institute of Engg. & Tech  
Guntur, Andhra Pradesh (Mo: 9753071000)

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

# 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, Worktella 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.



PRINCIPAL

Avanhi Institute of Engg. & Tech.

Chilakaluri (V), Madhupur (M), R.R. Dist.

# 333, Workfella Business Centre, Cyber Crown, Sec-II, 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 \_\_\_\_\_



# 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.  
Gandhinagar, Hyderabad - 500081

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.

**4. Background Verification Check**

This offer is contingent upon you successfully passing a background investigation by applicable laws. As lawfully permitted, this background investigation includes an investigation of previous education and previous employment history. The results of this investigation may result in employment being terminated by applicable law.



# 333, Worktella Business Centre, Cyber Crown, Sec-II, Village, HUDA Techno  
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

## 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

# 333, Workforce Business Centre, Cyber Crown, Sector 14, Gurgaon, Haryana - 122001  
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

# 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.

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, 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 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.

# 333, Workfella Business Centre, Cyber Crown, Sec-II, Village, HUDA Techno  
Enclave, Madhapur, Hyderabad, Telangana - 500081  
CIN: U72900TG2020PTC147265

Info@fixitytech.com, 040-40148862

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

# 333, Workella Business Centre, Cyber Crown, Sec-II, Village, HUDA Techno  
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

# 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.

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,

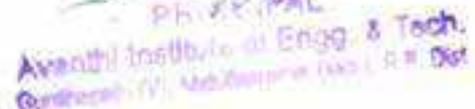
You will be under Training for Three (3) months from your date of joining Fixity. During this period, you are eligible to get a stipend amount of 7000/- per month. **After your successful completion of training and probation, your all-inclusive annual target compensation (on a cost-to-company basis) 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,

A handwritten signature in blue ink, which appears to read "Keerthi", is written over a circular blue stamp. The stamp contains some illegible text and a central emblem.

Keerthi Addanki

HR Manager

A handwritten signature in green ink is written over a purple stamp. The stamp contains the text "PH. V. P. A. L." and "Aventi Institute of Engg. & Tech. Gandhinagar (V), Madhavaram (W), R. M. Dist".

# 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 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.

# 333, Workfella Business Centre, Cyber Crown, Sec-II, Village: HUDA Techno  
Enclave, Madhapur, Hyderabad, Telangana - 500081  
CIN: U72900TG2020PTC147265

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

- 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, Workflexa 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, Sector 17, 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.

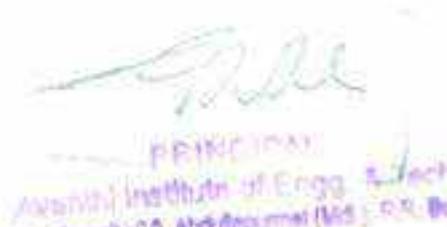
#### 2. Caution

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.

A handwritten signature in blue ink is written over a purple rectangular stamp. The stamp contains the text "PRINCIPAL" and "Avanti Institute of Engg & Tech" in a stylized font.

# 333, Workfella Business Centre, Cyber Crown, Sec-II, 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.,

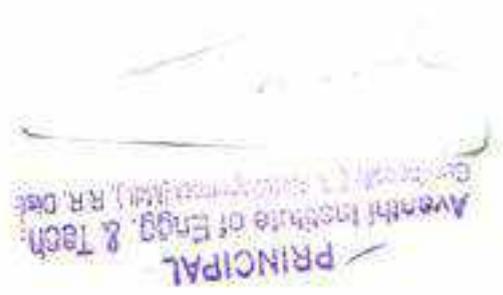


Keerthi Addanki  
HR Manager

I, **Kumar Nalla**, have read and understood the terms and conditions governing my services/  
employment with the company.

Signature \_\_\_\_\_

Date \_\_\_\_\_



PRINCIPAL  
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  
Avanhi Institute of Engg. & Tech.  
Guntur (V), Abulapurna (M), 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

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.



# 333, Workfella Business Centre, Cyber Cross,  
Enclave, Madhapur, Hyderabad, Telangana - 500081  
CIN: U72900TG2020PTC147265

PRINCIPAL  
Ananthi Institute of Engg. & Tech.  
Village, Anaparthi (Mdr.), R.R. Dist.  
Guntur

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

# 333, Workforce Business Centre, Cyber Crown, Sector-11, Village, HUDA Techno Enclave, Medhapur, 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

# 333, Workforce 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.



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

QUALITY. INNOVATION. GROWTH.

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. Tonduram (M.D.), R. S.

# 333, Workella Business Centre, Cyber Crown, Sec-II, Village, HUDA Techno  
Enclave, Madhapur, Hyderabad, Telangana - 500081.  
CIN: U72900TG2020PTC147265

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.

# 333, Workfella Business Centre, Cyber Crown, Sec-11, Village, PUDA, Hyderabad, Telangana - 500683  
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

# 333, Workfella Business Centre, Cyber Crown,  
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

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, Workella 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.

  
PRINCIPAL  
Avanhi Institute of Engg. & Tec  
Ganthapally (V), Adusapet (M), R.R.

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.

# 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 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.

# 333, Workfella Business Centre, Cyber Crown, Sec-10, Hyderabad, Telangana - 500081. CIN: U72900TG2020PTC147265

Principal  
Avanika Institute of Engg. & Tech  
Gunthapally (V), Abudapet (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

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

# 333, Workfella Business Centre, Cyber Crown, Sec-II, Village, HUDA Techno  
Enclave, Madhapur, Hyderabad, Telangana - 500081.

CIN: U72900TG2020PTC147265

Info@fixitytech.com, 040-40148862

PRINCIPAL

Avanthi Institute of Engg. & T  
Sankaran, (V), Abdulapurmet (Md.), H F

## 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

# 333, Workforce Business Centre, Cyber Crown, Sec-II, Village, HUDA Techno Enclave, Madhapur, Hyderabad, Telangana - 500081.  
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.

**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.

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.

# 333, Workfella Business Centre, Cyber Crowri, Sec-II, Village, HUDA Techno  
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), Abhisajapuram (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.

**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  
Village - HUDA Technopolis (M), R.R. D  
Guntur (V), Andhra Pradesh

# 333, Workfella Business Centre, Cyber Crown, Sec-II,  
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

# 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 **PRINCIPAL** **Institute of Engg. & Tech**  
# 333, Workfella Business Centre, Cyber Crown, Sec-II, Village, HUDA Techno **AVS**  
Enclave, Madhapur, Hyderabad, Telangana - 500081. **Guntur (M. R.R. D)**  
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.

*[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. Abduraziz (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. Dis

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, AVANATHI (Mol), R.R. Dist

# 333, Workfella Business Centre, Cyber Crown, Seetha Village, HUDA Techno  
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

# 333, Workforce Business Centre, Cyber Crown, Sec-II, Village, HUDA Techno Enclave, Madhapur, Hyderabad, Telangana - 500081.  
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

# 333, Workforce Business Centre, Cyber Crown, Sec-II, Village, HUDA Techno Enclave, Madhapur, Hyderabad, Telangana - 500081.  
CIN: U72900TG2020PTC147265

*[Signature]*  
PRINCIPAL  
Avanathi Institute of Engg. & Tech  
Guntur, (V. Abdulapuram) (M.D.), 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.

### 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.  
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  
Avanhi Institute of Engg. & Tech.  
Gunthapally (V), Abdullapurmet (Mdl), 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.

# 333, Workforce 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 **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.

# 333, Workfella Business Centre, Cyber Crown, Sec-II, Village, BUDA Techno  
Enclave, Madhapur, Hyderabad, Telangana - 500081.  
CIN: U72900TG2020PTC147265

Info@fixitytech.com, 040-40148862

Info@fixitytech.com, 040-40148862

PRINCIPAL

Aventhi Institute of Engg. & Te  
Bundelkhand (U.P.)  
Department (N&I), R.P.

## 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

# 333, Workfella Business Centre, Cyber Crown, Sec-II, Village, HUDA Techno Enclave, Madhapur, Hyderabad, Telangana - 500081  
CIN: U72900TG2020PTC147265

PRINCIPAL  
Institute of Engg. & Tech  
(M), Abdulapur (M), R. S.

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

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  
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.

**4. Background Verification Check**

This offer is contingent upon you successfully passing a background investigation by applicable laws. As lawfully permitted, this background investigation includes an investigation of previous education and previous employment history. The results of this investigation may result in employment being terminated by applicable law.

# 333, Workfella Business Centre, Cyber Crown, Sec-II, Avadh, Huda Techno  
Enclave, Madhapur, Hyderabad, Telangana - 500081. Gunthapally (V), Addala (M.C.), R.R. Dist  
CIN: U72900TG2020PTC147265

PRINCIPAL

Awanti 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.

## 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

Principal  
Institute of Engg. & Tech.  
Abdulapumel (Wd.), R.R. Dis.  
# 333, Workella Business Centre, Cyber Crown, Sec-II, Village, HUDA Techno  
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

# 333, Workfella Business Centre, Cyber Crown, Sec-II, Village, HUDA Techno Enclave, Madhapur, Hyderabad, Telangana - 500081.  
CIN: U72900TG2020PTC147285

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.  
Guntur (M. Abdulgummet (P&T), 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

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), Abudapurmet (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  
Avanathi Institute of Engg. & Tech.  
Gunthapally (M), Adityapuram (Dist), 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 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.

# 333, Workfella Business Centre, Cyber Crown, Sec-11  
Enclave, Madhapur, Hyderabad, Telangana - 500081.  
CIN: U72900TG2020PTC147265

*[Handwritten Signature]*  
PRINCIPAL  
Avanthy Institute of Engg. & Tech  
Village: HUDA Techno  
Gulbarga, Karnataka (Dist), 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

# 333, Worklela Business Centre, Cyber Crown, Sec-II, Village, HUDA Techno Enclave, Madhapur, Hyderabad, Telangana - 500081.  
CIN: U72900TG2020PTC147265

*[Handwritten Signature]*  
PRINCIPAL  
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

# 333, Worklella Business Centre, Cyber Crown, Sec-II, Village, HUDA Techno  
Enclave, Madhapur, Hyderabad, Telangana - 500081.  
CIN: U72900TG2020PTC147265

*[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  
Avanthy 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), Abudulagumast (Mdr.), R.R. Dist

ANNEXURE I

Dear DEGALA ASHA,

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.  
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.

**4. Background Verification Check**

This offer is contingent upon you successfully passing a background investigation by applicable laws. As lawfully permitted, this background investigation includes an investigation of previous education and previous employment history. The results of this investigation may result in employment being terminated by applicable law.

# 333, Workella Business Centre, Cyber Crown, Sec-II, Village, Madhapur, Hyderabad, Telangana - 500081.  
CIN: U72900TG2020PTC147265

Info@fixitytech.com, 040-40148862

Info@fixitytech.com, 040-40148862

*[Handwritten Signature]*  
PRINCIPAL  
A. V. D. A. Techno  
Gurukulam, Hyderabad, R.F.

## 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

# 333, Workfella Business Centre, Cyber Crown, Serenity Village, HUDA Techno  
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

# 333, Workfella Business Centre, Cyber Crown, Sec-6 Village, HUDA Techno Enclave, Madhapur, Hyderabad, Telangana - 500081.  
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 (M. Abdulsameer (M.B.) 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

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  
Avanhi Institute of Engg. & Tech.  
Guntur (V), Abuladpuzmet (M), R.R. Dist.

# 333, Worktella 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 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**

This offer is contingent upon you successfully passing a background investigation by applicable laws. As lawfully permitted, this background investigation includes an investigation of previous education and previous employment history. The results of this investigation may result in employment being terminated by applicable law.

# 333, Workfella Business Centre, Cyber Crown, Secy 11, HUDA Techno  
Enclave, Madhapur, Hyderabad, Telangana - 500081  
CIN: U72900TG2020PTC-147265

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

# 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, Workfeela 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.

  
PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Gurthapally (V), Abdulapurem (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

# 333, Worktella Business Centre, Cyber Crown, Sec-II, Village, HUDA Techno  
Enclave, Madhapur, Hyderabad, Telangana - 500081.  
CIN: U72900TG2020PTC147265

Info@fixitytech.com, 040-40148862

ANNEXURE I

Dear GOLLAPALLY UDAY KIRAN 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  
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):

**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.

# 333, Workfiella Business Centre, Cyber Crown  
Enclave, Madhapur, Hyderabad, Telangana - 500081  
CIN: U72900TG2020PTC147265

PRINCIPAL  
Sri Sai Institute of Engg. & Tech.  
Vengal Rao Nagar, Hyderabad (M.D.), R.R. ...  
Sri Sai Institute of Technology

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

# 333, Workfella Business Centre, Cyber Crown, Sec-II, Village, HUDA Techno 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

# 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.

  
Principal  
Avanthy Institute of Engg. & Tech.  
Gunthapally (V), Abdulapurmet (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.  
Gunthapally (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.  
Gundhampally (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.

**4. Background Verification Check**

This offer is contingent upon you successfully passing a background investigation by applicable laws. As lawfully permitted, this background investigation includes an investigation of previous education and previous employment history. The results of this investigation may result in employment being terminated by applicable law.

# 333, Workfella Business Centre, Cyber Crown, Sec-II, Milade, HUDA Techno  
Enclave, Madhapur, Hyderabad, Telangana - 500081  
CIN: U72900TG2020PTC147265

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

# 333, Worklella 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: 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.

### 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  
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,  
Enclave, Madhapur, Hyderabad, Telangana - 500081  
CIN: U72900TG2020PTC147265

Info@fixitytech.com, 040-40148862

Dear KUTHATI VENKATESH,

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  
Aveni Institute of Engg. & Tech.  
Guntur-07, Addalapuram, Dist. G.P. Dist.

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.

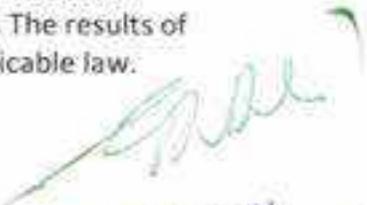
**3. Training Period**

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.

**4. Background Verification Check**

This offer is contingent upon you successfully passing a background investigation by applicable laws. As lawfully permitted, this background investigation includes an investigation of previous education and previous employment history. The results of this investigation may result in employment being terminated by applicable law.

# 333, Workfella Business Centre, Cyber Crown, Sec 10, Gachibowli, Hyderabad, Telangana - 500081  
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

## 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

# 333, Workfella Business Centre, Cyber Crown, Sec-II, Village, HUDA Techno 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

# 333, Workfella Business Centre, Cyber Crown, Sec-II, Village, HUDA Techno Enclave, Madhapur, Hyderabad, Telangana - 500081  
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  
Avanhi Institute of Engg. & Tech.  
Guntur Road, Abaddapuram, Guntur

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.  
Gantharajally (M), Abulhasanpet (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.

**4. Background Verification Check**

This offer is contingent upon you successfully passing a background investigation by applicable laws. As lawfully permitted, this background investigation includes an investigation of previous education and previous employment history. The results of this investigation may result in employment being terminated by applicable law.

# 333, Workfella Business Centre, Cyber Crown, Sec-II, Village: HUDA Techno  
Enclave, Madhapur, Hyderabad, Telangana - 500081  
CIN: U72900TG2020PTC147265

Info@fixitytech.com, 040-40148862

Info@fixitytech.com, 040-40148862

*[Handwritten Signature]*  
PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Village: HUDA Techno Enclave, Madhapur, Hyderabad, Telangana - 500081

## 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

2. 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), Abulapurmet (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  
Avanthi 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: \_\_\_\_\_

*[Handwritten Signature]*  
**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  
 Ganthapally (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,  
Thirupakkam, 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, Koyambator  
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 Pvt. Ltd.  
 An ISO 9001:2015 Certified Company  
 Quality (V) Management

- 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  
600 074

MSys Tech India Private Limited  
A19/ Chandiva Towers, 2nd Floor, #5-287,  
Rajiv Gandhi Salai (O.M.R.), Gokulam,  
Thiruvalluvar, Chennai - 600 098  
Ph: +91 44 30187015  
www.msys technologies.com

## 128) 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  
Avanti Institute of Engineering & Technology  
Gandhiji (V), HSR Nagar,  
Bangalore (Dist)

ANNEXURE

NAME: PULIPELLIPAVANI

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.

  
 PULIPELLIPAVANI  
 Assistant Institute of Engineering & Technology  
 Chaitanya SV, Hyderabad,  
 Rangareddy (Dist.)

**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  
Anand Institute of Engineering & Technology  
Chittoor (P), Hoshangabad,  
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  
Gurthupally (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  
Anand Institute of Engineering & Technology  
Gurukulapally (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.

*Principal*  
Aravind Institute of Engineering & Technology  
Guelphurly, PO, Mysore Road,  
Pattana 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.

#### 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  
Principal  
Amrita Institute of Engineering & Technology  
Gurukulapally (V), Rajalahorey,  
Ranga Reddy (Dist.)



ANNEXURE

**NAME: RPRAVEEN**

**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 (IV), Koyilambur  
 Sreeya Roady (Dist.)

## MSYS TECH INDIA 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.mysystechnologies.com](http://www.mysystechnologies.com)

Date: Mar 21, 2022

Name: R PRAVEEN  
Designation: Software Engineer Trainee

Dear R PRAVEEN,

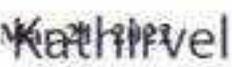
We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amount of Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the 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  
Gandhinagar, Chennai

- 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, # 5297, 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,

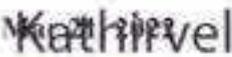
We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amount of Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the 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  
Aventis Institute of Engineering & Technology  
Gururampally (V), Hoyalakoddi

MSys Technologies Limited  
ADP Chandra Towers, 8th Floor, #5501  
Rajiv Gandhi Sala (DMR), Deivan,  
Thirupattinam, Chennai - 600 046,  
Ph: +91 44 30167015  
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

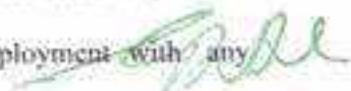
- b) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its obligations hereunder may 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  
 Ganthipaly P.O., Khammam District,  
 Telangana State, 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.

### 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**

A5V Chandiya Towers,  
8<sup>th</sup> Floor, # 5/397, Rajiv Gandhi Salai (OMR),  
Okkiyam Thoralpekkam,  
Chennai - 600 096.  
Tel No: 044 39167015  
[www.maystechnologies.com](http://www.maystechnologies.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)

**PRINCIPAL**  
Amrita Institute of Engineering & Technology

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  
A20 Chandigarh Tower-30, Phase - 05/297  
Rajiv Gandhi Salai (IT Corridor), Gurgaon  
Tricity, Chandigarh - 160004  
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.

## 192) 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: 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  
 Chennai

**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;



PRINCIPAL  
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  
Kattomully (V), Kottayam,  
Thiruvananthapuram

- 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.



  
**PRINCIPAL**  
 Association of Engineering & Technology  
 Government of Karnataka  
 Bangalore

## 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  
MSys 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.



PRINCIPAL  
Institute of Engineering & Technology  
Vengaloor, Chennai

## 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, #505/1  
 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.



MSys Technologies Private Limited  
 45/1 Chandiya Towers, 8th Floor, 45/1  
 Raju Gandhi Salai (OMR), Chennai  
 Tamil Nadu, Chennai - 600 090  
 Ph: +91 44 35187015  
 www.msys technologies.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.

## 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.

  
**P. Manisai**  
 Special Institute of Engineering & Technology  
 South India Group of Institutions,  
 Thirupattur, Tamil Nadu

**MSYS TECHINDIA PRIVATE LTD**

ASV Chandiya Towers,  
8<sup>th</sup> Floor, # 6/397, Rajiv Gandhi Salai (OMR),  
Okkiam 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,

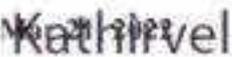
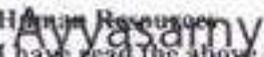
We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amount of Rs. 1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the 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

 Digitally signed  
by Kathirvel  
 Ayyasamy  
I have read the above and accept the same

Signature and date  
(Employee)

  
PRINCIPAL  
with Mutual Consent & Approval  
of the Board of Directors

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.



PRINCIPAL  
MSys Institute of Engineering & Technology  
Mysore, Karnataka

## 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.msystechnologies.com](http://www.msystechnologies.com)

Date: Mar 21, 2022

Name: CHALLAGUNDLA  
SRAVYA  
Designation: **Software Engineer Trainee**

Dear CHALLAGUNDLA SRAVYA,

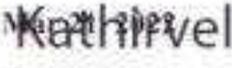
We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amount of Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the 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

 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 **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;



PRINCIPAL  
Rajiv Gandhi State (DMR), Changan  
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.



PRINCIPAL  
MSys Tech India Private Limited  
45V Chandraya Towers, 8th Floor, #808F,  
Rajiv Gandhi Salai (Old MTPL Road),  
Trombay, Chennai - 600 099  
Ph: +91 44 20167015  
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.

  
**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.msys technologies.com](http://www.msys technologies.com)

Date: Mar 21, 2022

Name: BALABHADRA  
SUKANYA  
Designation: Software Engineer Trainee

Dear BALABHADRA SUKANYA,

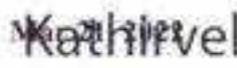
We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amount of Rs. 1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the 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.



PRINCIPAL  
Human Resources & Training  
MSys Technologies

## 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;



PRINCIPAL  
Amal Institute of Engineering & Technology  
Gandhinagar (N), Haverhill, MA

- 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.

  
**PRINCIPAL**  
 Institute of Engineering & Technology  
 Department of Information Technology  
 MSys Tech India Private Limited  
 45V Chandraya Towers, 8th Floor, #5007,  
 Main Gandhi Sala, OMR, Chennai  
 Thirupakkam, Chennai - 600 029  
 Ph: +91 44 30767015  
 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.



PRINCIPAL  
Sreevathi 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.

  
**PRINCIPAL**  
 MSys Institute of Engineering & Technology  
 Surathkal, Mysore

**MSYS TECHINDIA PRIVATE LTD**

ASV Chandiya Towers,  
8<sup>th</sup> Floor, # 5/397, Rajiv Gandhi Salar (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,**

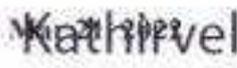
We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amount of Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the 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

 Digitally signed  
by Kathirvel  
 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.

  
**PRINCIPAL**  
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

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;



PRINCIPAL  
Amrita Institute of Engineering & Technology  
Guduvayogil, Vengaloor,  
Pondicherry

- 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.



PRINCIPAL  
MSys Technologies



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.

  
 PRINCIPAL  
 Amrita Institute of Engineering & Technology  
 Gandhinagar IV, Mysore Nagar

## MSYS TECHINDIA 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.msystechnologies.com](http://www.msystechnologies.com)

Date: Mar 21, 2022

Name: DARAM  
MAMATHA  
Designation: Software Engineer Trainee

Dear DARAM MAMATHA,

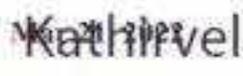
We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amount of Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the 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)

  
PRINCIPAL  
Amal Institute of Engineering & Technology  
Gandhinagar (M), Hoysasankar,  
Erode District, Tamil Nadu

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 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.

**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.

  
PRINCIPAL  
Head of Sales & Technology

## 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

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.

## 296) 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.

## 297) 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.

## 298) 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  
Arunal Institute of Engineering & Technology  
Company Registration

- 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 Cross, 4th Stage,  
 4th Cross, 4th Stage, 4th Cross, 4th Stage

**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.msystechnologies.com](http://www.msystechnologies.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

**Kathirvel** Digitally signed  
by Kathirvel  
**Ayyasamy** 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.msystechnologies.com](http://www.msystechnologies.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  
Santhosh Nagar, Mysore  
Karnataka, India

### 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  
Guntur (V), Kavalinagar,  
Banga 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.

### 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  
Muthi Institute of Engineering & Technology  
Gandhinagar (V), Mysore District  
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  
Arunth Institute of Engineering & Technology  
Senthilpalayam, Kanchipuram,  
Tamil Nadu, India



**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**  
MSys Institute of Engineering & Technology  
Ganesh M. Kamineni  
E-mail: ganesh@msys.com

## 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,

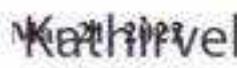
We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amount of Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the 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  
Aavathi Institute of Engineering & Technology  
Gandhinagar, Thiruvallur

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.

- 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), Hovvachangan,  
Bonnala Noddy (Dist J)

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 Road  
 Ponnur 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,

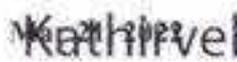
We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amount of Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the 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, 8th 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 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.

**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 of Institute of Government & Technology  
Government of Karnataka  
Bengaluru

### 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 Tech India Private Limited	MSys Tech India Private Limited	MSys Tech India Private Limited
MSys Tech India Private Limited	MSys Tech India Private Limited	MSys Tech India Private Limited
MSys Tech India Private Limited	MSys Tech India Private Limited	MSys Tech India Private Limited
MSys Tech India Private Limited	MSys Tech India Private Limited	MSys Tech India Private Limited

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,  
Punja 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**  
Amrita Institute of Engineering & Technology  
Sankarapuram, Kappalmedu,  
Chennai - 600 090

## 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,

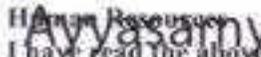
We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amount of Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the 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  
Amital 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*  
 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),  
Okkyam 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,

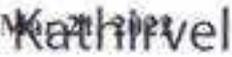
We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amount of Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the 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, Marathasagar,  
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  
 Gudalur, D.G. Hoyalnagar,

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**  
 World Institute of Engineering & Technology  
 Guindy (P), Chennai  
 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.

### 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  
 Subballypur, Mysore  
 Tumkur District, 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.

### 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), Kuvallimattur,  
Sanga Reddy (Dist)



**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)

  
PROCESSED  
MSys Technologies  
ASV Chandiya Towers, 8th Floor, #5/397,  
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 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 2, 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;



PRINCIPAL  
MSys Institute of Engineering & Technology  
Gandhinagar, Chennai

- 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.

### 395) 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.

### 396) 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.

### 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.



PRINCIPAL  
Avinthi Institute of Engineering & Technology  
Ganthipalayam (V), Royyakkudi,  
Chennai - 600 022



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]*  
AVANTHI INSTITUTE OF ENGINEERING & TECHNOLOGY  
Guntur City (V), Rayachoti Road,  
Guntur District, Andhra Pradesh

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.



#### 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;



PRINCIPAL  
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.

- 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**  
 M/S Institute of Engineering & Technology  
 Guindy (V), Chennai  
 Tamil Nadu

MSys Tech India Private Limited	MSys Tech India Private Limited
MSys Tech India Private Limited	MSys Tech India Private Limited
MSys Tech India Private Limited	MSys Tech India Private Limited
MSys Tech India Private Limited	MSys Tech India Private Limited



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 39167015  
[www.msystechnologies.com](http://www.msystechnologies.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 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]*  
**PRINCIPAL**  
Human Resources & Technology  
MSys Tech India Private Limited  
ASV Chandiya Towers, 8<sup>th</sup> Floor, #5/397,  
Rajiv Gandhi Salai (OMR), Okkiyam  
Thoraipakkam, Chennai - 600096  
Ph: +91 44 39167015  
[www.msystechnologies.com](http://www.msystechnologies.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.  
(Gunderbally Of, Avanthi Institute of Engg. & Tech., R.R. Dist)

TCS Confidential  
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, Nallaguda 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.

TCS Confidential  
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 Chhatra Layout, Marolli Nagar, Hyderabad-500081 India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Narayana Plaza, Mumbai-400071  
TCS Careers Service Line: 1 800 209 3311 | 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:

TCS Confidential

TCSL/DT20224223915

**TATA CONSULTANCY SERVICES**  
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, Naraina Point, Mumbai 400 021  
TCS Careers ServiceLine: 1 800 209 3111 Email: careers@tcs.com

PRINCIPAL

Avanathi Institute of Engg. & Tech.

Guntur, Andhra Pradesh, India - 522 002, 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.

TCS Confidential  
TCSL/DT20224223915

**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, Nariman Point, Mumbai 400 021  
TCS Career Services: 1800 209 3111 Email: careers@tcs.com

  
PRINCIPAL  
Avanhi Institute of Engg. & Tech  
Gandhinagar, Gandhinagar (500) 159, S.R.



## 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.

TCS Confidential

TCSL/DT20224223915

**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 Web site: www.tcs.com

Registered Office: Noida Building, 9th Floor, Noida, India - 201301

TCS Career Services: 1800 299 3333 Email: careers@tcs.com

PRINCIPAL 5

Avanathi Institute of Engg. & Tech.  
Gunthapally (P), Akkulapalem (R.D.), R.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

TCS Confidential

TCSL/DT20224223915

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, 3rd & Software Units Layout, Madhapur, Hyderabad 500 081 India

Tel: 91 40 6697 2000 Fax: 91 40 6697 2222 | Website: www.tcs.com

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

TCS Career Service Line: 1800 209 1111 Email: careers@tcs.com

PRINCIPAL

Avanthi Institute of Engg. & Tech  
Guntur (M), Andhra Pradesh (M), R.R. C



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

TCS Confidential  
TCSL/DT20224223915

**TATA CONSULTANCY SERVICES**

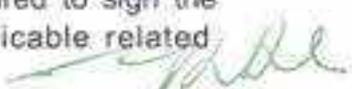
Tata Consultancy Services Limited

(Decampark, No.1 Software Units Layout, Madhapur, Hyderabad)

Tel: 02 40 6657 2000 Fax: 91 40 6657 2222 Website: www.tcs.com

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

TCS Careers Service Line: 1 800 298 1111 Email: careers@tcs.com

  
7  
PRINCIPAL  
Avanthi Institute of Engg. & Tech  
Ganthipally (P), Abdulapuram (M), H.R. L.



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

TCS Confidential  
TCSL/DT20224223915

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No. 1 Software Units Layout, Marolundhi, Hyderabad 500

3d, tel: 40 6627 2000 Fax: 91 40 6627 2222 Website: www.tcs.com

Registered Office: Normal Building, 19th Floor, Naraina Point, Mumbai 400 021

TCS Careers Service Line: 1800 209 3011 Email: careers@tcs.com

8

PRINCIPAL

Avanhi Institute of Engg. & T  
Gurukul, (V), Adilapuri, (K), R



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)

TCS Confidential  
TCSL/DT20224223915

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

(Sector) Park, Next Software Units, Lower Ground Floor, Hyderabad, Hyderabad  
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 4111 Email: careers@tcs.com

PRINCIPAL

Avanathi Institute of Engg. & Tech.  
Gandhinagar, Gandhinagar (M.S.) R.R. 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

TCS Confidential  
TCSL/DT20224223915

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Delcam Park, No.1 Software Hub Layout, Marhataur, Hyderabad, Hyderabad  
Tel: 91 40 6672 2000 Fax: 91 40 6672 2227 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Service Line: 1800 209 5111 Email: careers@tcs.com

10

PRINCIPAL

Avenhi Institute of Engg. & Tech,  
Gandhinagar (M), Saktipurnam (M), P.R. 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.

TCS Confidential  
TCSL/DT20224223915

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Guntur (N), Suburban (N), P.R. Eu

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

**TCS Confidential**  
**TCSL/DT20224223915**

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Circlepark, No 1 Software Units Layout, Madhavu, Hyderabad 500 011 India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 website: www.tcs.com  
Registered Office Normal Building, 9th Floor, Mahanagar Point, Mumbai 400 023  
TCS Careers ServiceLine: 1 800 209 3147 Email: careers@tcs.com

**PRINCIPAL**  
**Avanhi Institute of Engg & Tech.**  
Ganthepally (V), Abdulqasim (M), R.R. Dist.



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

TCS Confidential  
TCSL/DT20224223915

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanlink, No.1 Software Hub Layout, Malabar Road, Hyderabad-500 091, India  
Tel: (91-40) 6657 2000 Fax: (91) 40 6657 2222 Website: www.tcs.com  
Registered Office: Nariman Building, 4th Floor, Nariman Point, Mumbai-400 021  
TCS Career Services: 1200 204 111 | Email: careers@tcs.com

**PRINCIPAL**  
Avanthi Institute of Engg. & Tech,  
Guntur-5, Abdulapuram (M.I.), 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>	

**TCS Confidential**  
**TCSL/DT20224223915**

**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, Narimann 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 (Tal), R 2, 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.

PRINCIPAL <sup>16</sup>  
Avanhi Institute of Engg. & Tech  
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.

PRINCIPAL  
Avanthy Institute of Engg. & Tech.  
Gundlupaly (V), Adilapet (M.S.), R.R. Dist

TCS Confidential  
TCSL/DT20224223915

**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: Nirbhav 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.

TCS Confidential  
TCSL/DT20224223915

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, 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, Nariman Point, Mumbai-400 021  
TCS Career Service Line: 1800 209 9111 | Email: careers@tcs.com



**PRINCIPAL**  
Avanathi Institute of Engg. & Tech.  
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.

TCS Confidential

TCSL/DT20224223915

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, No.1 Software Units Layout, Marolli Nagar, Hyderabad-500 080  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: [www.tcs.com](http://www.tcs.com)  
Registered Office: Niramal Building, 9th Floor, Narimana Point, Chennai-600 089  
TCS Career Services Line: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

 18  
PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Guntur District, Andhra Pradesh, India



## 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.

PRINCIPAL  
Avanti Institute of Engg. & Tech.  
Borhepady (V), Andas, Amal (M.S.), 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.

20  
  
PRINCIPAL

Avanhi Institute of Engg. & Tech.  
Gurugram, Haryana



**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 &

TCS Confidential  
TCSL/DT20224223975

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

(Nexuspark, No.1 Software Units Layout, Marriajapur, Hyderabad-500 081)  
Tel: 91 40 6607 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Narsimha Building, 9th Floor, Narsimha Road, Hyderabad-500 081  
TCS Careers Service Line: 1800 209 3111 | Email: careers@tcs.com

1

Principal  
Avanthy Institute of Engg. & Tech.  
Gandhinagar, Hyderabad



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.

TCS Confidential  
TCSL/DT20224223975

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

1000 Park Road, 11 Software Units Layout, Marolli Nagar, Hyderabad-500 080  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Bangalore Office: 4th Floor, 4th Floor, Narayana Plaza, 100 Feet Road, 100 Feet Road, R.S. Diet  
TCS Careers Service Line: 1 800 209 3111 Email: careers@tcs.com

PRINCIPAL

Avanti Institute of Engg. & Tech.  
Suntur (V), Adilabad (M.S.), R.S. Diet



## 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:

TCS Confidential

TCSL/DT20224223975

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deloitte Park, 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: Normal Building, 9th Floor, Naraina Post, New Delhi 110028  
TCS Careers Service Line: 1800 709 3111 Email: careers@tcs.com

PRINCIPAL  
Avanti Institute of Engg. & Tech.  
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.

TCS Confidential

TCSL/DT20224223975

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpore, No.1 Software Units Layout, Madhavan, Hyderabad 500 080  
Tel: (91) 40 6657 2000 Fax: (91) 40 6657 2222 Website: www.tcs.com  
Registered Office: Nilgiri Building, 9th Floor, Nallamilli Park, Guntur  
TCS Careers Service Line: 1800 309 3111 Email: careers@tcs.com

PRINCIPAL

Avanhi Institute of Engg. & Tech,  
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.

TCS Confidential  
TCSL/DT20224223975

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Innocentipark, No.1 Software Units Layout, Madhavahalli, Hyderabad 500 080  
Tel: (91) 40 6667 2000 Fax: (91) 40 6667 2223 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Narayan Point, Madhavahalli, Hyderabad (91) 40 6667 2000  
TCS Careers Service Line: 1800-209-3311 Email: [careers@tcs.com](mailto:careers@tcs.com)

5  
  
Avani Institute of Engg. & Tech.  
Gandhinagar (91) Avulapattur (M.D.), R.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



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

TCS Confidential  
TCSL/DT20224223975

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Decorum Park, No.1 Software Units Layout, Madhavaram, Hyderabad-500081  
Tel: (91) 40 6667 2000 (fax: 91) 40 6667 2222 Website: www.tcs.com  
Registered Office-Naraina Building, 5th Floor, Naraina Point, New Delhi-110028  
TCS Careers Service Line: 1 800 209 3311 Email: careers@tcs.com

7  
  
PRINCIPAL  
Avanti Institute of Engg. & Tech.  
Gandhinagar, Hyderabad (Ms), 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 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

TCS Confidential  
TCSL/DT20224223975

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, Plot 1 Software Units Layout, Madhav Nagar, Hyderabad-500 081  
Tel: 91 40 5607 2000 Fax: 91 40 6607 2222 Website: www.tcs.com  
Registered Office: Normal Building, 9th Floor, Naraina Point, New Delhi-110028  
TCS Careers Service Line: 1800 309 5111 Email: careers@tcs.com

PRINCIPAL

Avantha Institute of Engg. & Tech  
Gulshan IV, Rohini Sector 17, N.P.O.



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)

TCS Confidential

TCSL/DT20224223975

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

  
PRINCIPAL  
Aventhi Institute of Engg. & Tech.  
Gunturpally (V), Adilakurmi (M), P.R. Dist

Deccanpark, No. 1 Software Units Layout, Marol Nagar, 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 Line: 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

TCS Confidential  
TCSL/DT20224223975

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited



Deccanpark, 20/1, Software Units Layout, Marolli Nagar, Hyderabad - 500 080  
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 31 11 | Email: care4u@tcs.com

Principal  
Aparna Institute of Engg. & Tech.  
Gundlupet (V), Akkulapuram (M), R.R. 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.



**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  
TCSL/DT20224223975

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited



GROSS SALARY SHEET

Annexure 1

Name	BATTU JHANSI
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>

TCS Confidential  
TCSL/DT20224223975

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

13

Cheranpalle, No.1 Software Park, Jayapuri, 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 Park, Gouthpally (V) 160505 Jumeir (Ms), R.R. Dist.  
TCS Career Services: 1-800-209-8111 Email: [careers@tcs.com](mailto: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>	

TCS Confidential

TCS/DT20224223975

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

14

PRINCIPAL

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. V. Subrahmanyam Rd.), 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.

15

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.



**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.

 17

PRINCIPAL  
Avinash Institute of Engg. & Tech.  
Guntur (A.P.)



(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 &

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No.1 Software Units Layout, Mulhapat, 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 Service Line: 1 800 709 3333 Email: careers@tcs.com

PRINCIPAL

Avanthi Institute of Engg. & Tech.

Guntur-522 002 (AP), India

1



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.

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Decorative Park, No.11 Software Units Layout, Marthapur, Hyderabad-500 081  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Normal Building, 5th Floor, Narayan Point, Madurai, Tamil Nadu  
TCS Career Service: Phone: 1800 209 8111 Email: [tcscareers@tcs.com](mailto:tcscareers@tcs.com)

2  
  
PRINCIPAL  
Aventis Institute of Engg. & Tech  
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:

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, N.I.T Software Units Layout, Madhavara, Hyderabad - 500 080  
Tel: 91 40 6677 2000 Fax: 91 40 6677 2122 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Banjara Hills, Hyderabad - 500 032  
TCS Career Services: 1 800 209 31 11 Email: careers@tcs.com

 3

PRINCIPAL

Avenhi Institute of Engg. & Tech.  
Gandhinagar, Akola (M.S.) R.R. 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.

TCS Confidential

**TATA CONSULTANCY SERVICES**

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, Plot No. 10, R.R. Side,  
TCS Careers Service line- 1800 209 1111 Email: [careers@tcs.com](mailto:careers@tcs.com)

PRINCIPAL

Avanti Institute of Engg. & Tech.

Ward No. 10, J. R. R. Side,



## 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.

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deloitte Park, No.1 Software Units Layout, Madhavara, Hyderabad 500 081  
Tel: 91 40 6672 2000 Fax: 91 40 6672 2222 Website: www.tcs.com  
Registered Office: Normal Building, 9th Floor, Nanamangalam, Hyderabad  
TCS Careers Service No: 1800 209 3111 Email: care@tcs.com

Principal  
Avanish Institute of Engg. & Tech.  
Gandhinagar, Add. Suburban (M.D.), R.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

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Decorumpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 080 PRINCIPAL  
Tel: (+) 40 6667 2000 Fax: (+) 40 6667 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nirmal Park, Hyderabad 500 004  
TCS Careers Service Line: 1800 209 2111 Email: careers@tcs.com

Available Institute of Engg. & Tech  
Guntur, M. 201-202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000



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

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

(Chennai) 1st Software Units Layout, Madhavai, Hyderabad 500 088  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Normal Building, 9th Floor, Narayana Point,  
TCS Careers Service: 1800 209 3111 Email: careers@tcs.com

PRINCIPAL  
Avanthe Institute of Engg. & Tech.  
Guntur (M), Andhra Pradesh (India), R.R. 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

TCS Confidential

8

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No. 1 Software Tech Park, Madhav Nagar, Hyderabad 500 080  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2223 Website: www.tcs.com  
Registered Office: Normal Building, 9th Floor, Narayana, Hyderabad 500 080  
TCS Careers Service Line: 1 800 299 3111 Email: careers@tcs.com

  
PRINCIPAL  
Aarathi Institute of Engg. & Tech.  
Guntur, Andhra Pradesh (India), 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)

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, No.1 Software Units Layout, Marolhadai, 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, 9th Floor, Nirmalanagar, Bangalore  
TCS Career Service Line: 1800 209 3111 | email: [careers@tcs.com](mailto:careers@tcs.com)

9  


Principal  
Avanti Institute of Engg. & Tech.  
Gundlupet, A. T. K. Road, Gundlupet, P.R. 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

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Decorum Park, No. 1, Software Units Layout, Madhavara, Hyderabad-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, Naraina Place, New Delhi-110028  
TCS Careers Service: Toll Free: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

10

P. PRINGPAL

Aparna Institute of Engg. & Tech  
Gandhinagar (W), Madhavara (M.D.), 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

Decoy Road, No.1, Software Units Layout, Madhapur, Hyderabad-500080  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: [www.tcs.com](#)  
Registered Office: Nirmal Building, 9th Floor, Panjara House, Hyderabad-500028  
TCS Career ServiceLine: 1800 209 3111 Email: [careers@tcs.com](#)

12  
PRINCIPAL

Avaritha Institute of Engg. & Tech.  
Guntur (V), Andhra Pradesh (India), 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>	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

TCS Confidential

13

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Electronics Park, No.1 Software Skills Layout, Madhav Nagar, Hyderabad 500 081

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.

PRINCIPAL

Avanti Institute of Engrg. & Tech.  
Gudumuru, Juntar (M), S.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.

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Registered Office: 100-1, 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) 526 002 (India), R.R. Dist.  
TCS Careers Service: 1 800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

Principal  
Averna Institute of Engg. & Tech.  
Guntur (AP) 526 002 (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:

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Elitcampus, No.1 Software Techs Layout, Madhavara, Hosur, Karnataka 560028  
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

PRINCIPAL

Aventhi Institute of Engg. & Tech.  
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.

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Decorah 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: Nirman Building, 9th Floor, Naraina Point, Gurgaon-122 002, India  
TCS Caretaker Service Line: 1800 209 3111 Email: care@tcs.com

19

PRINCIPAL

Avanti Institute of Engg. & Tech.  
Gurgaon, Haryana, 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.

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

One Campus, No.1 Software Unity Layout, Madhavara, Hyderabad-500081, India  
Tel: +91 40 6667 2000 Fax: +91 40 6667 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 8th Floor, Nariman Point, Mumbai-400021, India  
TCS Career Service Line: 1800 729 3111 | Email: careers@tcs.com

  
20  
PRINCIPAL

Avahini Institute of Engg. & Tech.  
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 &

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

1  
  
PRINCIPAL  
Aventis Institute of Engg. & Tech.  
Gurgaon, Haryana (India)  
TCS Career Service Line: +91 202 8111 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.

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Excel@park, No.1 Software Units Layout, Malleshwara, Hyderabad-500080  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: [www.tcs.com](http://www.tcs.com)  
Registered Office: Normal Building, 9th Floor, Nandanam, Chennai-600028  
TCS Careers: ServiceLine: 1 800 209 3711 Email: [careers@tcs.com](mailto:careers@tcs.com)

PRINCIPAL

Avanti Institute of Engg. & Tech.  
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:

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanparks, No.1 Software Units Layout, Madhapur, Hyderabad-500081  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2322 Website: [www.tcs.com](http://www.tcs.com)  
Registered Office: Nirmal Building, 9th Floor, Naraina Post-Box 382, New Delhi-110028  
TCS Career Service Line: 1800 209 1111 | Email: [careers@tcs.com](mailto:careers@tcs.com)

 3

Avanhi Institute of Engg. & Tech.  
Guntur (V. Abdulhamid (M), R.R. 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.

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Decor Plaza, No.1 Software Units Layout, Madhavara, Hyderabad 500 080  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: [www.tcs.com](http://www.tcs.com)  
Engineering Office: Nirmal Building, 9th Floor, Nandanam Road, Chennai 600 033  
TCS Careers Service Line: 1800 209 33 11 Email: [careers@tcs.com](mailto:careers@tcs.com)

**P. R. S. PAI**  
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.

**TCS Confidential**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

One Campus, 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: Nirmal Building, 9th Floor, Nirmal Park, Madhavaram, Hyderabad-500 081  
TCS Career Services Email: 1410.704.3131 Email: careers@tcs.com

5  


PRINCIPAL

Avanthe Institute of Engg. & Tech.  
Gandhinagar, Hyderabad (Tel.), R.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

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Principals  
Avanti Institute of Engg. & Tech.  
Guntur, V. AP  
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

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No. 1, Software Units Layout, Madhavai, Hyderabad - 500081

Tel: 91 40 6667 2000 Fax: 91 40 6667 2212 Web: [www.tcs.com](http://www.tcs.com)

Registered Office: Nandan Building, 9th Floor, Nandan, Hyderabad - 500081

TCS Careers Service Line: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

*Signature*  
Principal  
Avanti Institute of Engg. & Tech.  
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

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark No.1 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, Nariman Point, Mumbai-400 021  
TCS Career Services Line: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

8

PRINCIPAL  
Aventis Institute of Engg. & Tech.  
Siddheshwar, Hyderabad-500 080



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)

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Decorative: No. 1 Software Units Layout, Madhapur, Hyderabad 500 081 India  
Tel: 91 40 567 2100 Fax: 91 40 567 2272 Website: www.tcs.com  
Registered Office: Narma Building, 9th Floor, Narma Road, Hyderabad  
TCS Career Service Line: 1800 209 3111 Email: careers@tcs.com

9

  
PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Guntur (V) Dist. A.P. 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

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Plot no 10, Park Road, 10th Floor, Nariman Point, Mumbai - 400025  
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 - 400025  
TCS Careers Service: 1800 209 31 11 Email: [careers@tcs.com](mailto:careers@tcs.com)

PRINCIPAL

Avanti Institute of Engg. & Tech,  
Gandhinagar, Hyderabad (WA), R.R. 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.

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

One Campus, No. 1 Software Skills Layout, Mahalingpur, Hyderabad-500 081  
Tel: 91-40-6657-2000 Fax: 91-40-6657-3222 Website: [www.tcs.com](http://www.tcs.com)  
Registered Office: Nirmal Building, 9th Floor, Nirmal Park, Guntur, Andhra Pradesh-522 002  
TCS Career Services: 1-800-295-3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

11

PRINCIPAL  
Aventi Institute of Engg. & Tech.  
Guntur, Andhra Pradesh (M), 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: Narval Building, 9th Floor, Nariman Point, Mumbai-400021  
TCS Career Service Line: 1800 209 3111 Email: careers@tcs.com

**PRINCIPAL**  
**Avanhi Institute of Engg. & Tech.**  
**Sunderbally (M) Institute of Management Studies, R.R. Dist**



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)

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>

TCS Confidential

**TATA CONSULTANCY SERVICES**

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 Post Office, Connaught Place, New Delhi-110028  
 TCS Careers Service (tcs\_careers@tcs.com) (tcs\_careers@tcs.com)

*[Signature]* 13

**PRINCIPAL**  
 Avanthi Institute of Engg. & Tech.  
 Guntur (V. Nellore) (Andhra Pradesh), 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, 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 - 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 - 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>	

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Infopark, Nav I Software Units Layout, Marol 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: Narva Building, 9th Floor, Narva House, Narva, Mumbai 400 022, India  
TCS Career Development: 1800 209 311 | 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.

TCS Confidential

**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, Naraina Point, New Delhi-110 028  
TCS Careers Service line: 1800 209 3111 | Email: careers@tcs.com

**PRINCIPAL**

Aventis Institute of Engg. & Tech.  
Gurgaon, Haryana, India



**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.

TCS Confidential

**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, Naraina Point, New Delhi, 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.

TCS Confidential

**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, 215 Floor, Mallam Pally, Guntur (A.R. Dist)  
TCS Careers Section: 1800 209 3311 Email: [careers@tcs.com](mailto:careers@tcs.com)

*[Handwritten Signature]* 18

Principal  
Avanti Institute of Engg. & Tech.  
Guntur (A.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.

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Head Office: No. 1 Software Unity Layout, Madhavaram, 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)

19

PRINCIPAL

Avanti Institute of Engg. & Tech

Gandhinagar, Hyderabad-500081

Avanti Institute of Engg. & Tech



(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.

TCS Confidential

**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: Naraina Building, 9th Floor, Naraina P.O., New Delhi-110028  
TCS Career Service Line: 1 800 209 3111 | Email: careers@tcs.com

  
20  
PRINCIPAL

Avanhi Institute of Engg. & Tech.  
Guntur, Andhra Pradesh, 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 &

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Plot: Campank, Block Software Units Layout, Marthahalli, Mysore Road, Bangalore 560075  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222  
Registered Office: Nirmal Building, 9th Floor, Narayan Pet, Bangalore 560075  
TCS Career Service Line: 1800 209 3111 Email: careers@tcs.com

  
PRINCIPAL  
Aventis Institute of Engg. & Tech.  
Gouthams, Bangalore  
1



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.

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

(Delhi) Reg. No. U15202DL2000PLC000001  
Tel: (+91) 40 6667 2000 Fax: (+91) 40 6667 2222 Website: [www.tcs.com](http://www.tcs.com)  
Registered Office: Narima Bldg, 9th Floor, Nariman Point, Mumbai - 400 025  
TCS Career Services (Inn): 1550 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

PRINCIPAL

Avanti Institute of Engg. & Tech

Avanti Institute of Engg. & Tech  
Guntur (M) 520 020 (M) No. 1, R.R. Rd



## **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:

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Cheranpally, 1st Software Units Layout, Madhapur, Hyderabad 500 080  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office Normal Building, 4th Floor, Narayana Point, Hyderabad 500 080  
TCS Careers Service Line: 1800 209 3141 E-mail: careers@tcs.com

PRINCIPAL

Avinthi 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.

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

One of our work units layout, Madhavpur, Hyderabad  
Tel: 91 40 9607 2000 Fax: 91 40 6667 2221  
Registered Office: Normal Building, 9th Floor, Narayan Pura, Hyderabad  
TCS Careers Service line: 1800 209 1111 | Email: careers@tcs.com

PRINCIPAL

Avanti Institute of Engg & Tech,  
Guntur (V. Anaparthi)



## 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.

TCS Confidential

**TATA CONSULTANCY SERVICES**  
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

 5

PRINCIPAL

Avanhi Institute of Engg. & Tech,  
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

TCS Confidential

**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: Nivala Building, 9th Floor, Nariman Point, Mumbai-400 021  
TCS CARES Service Line: 1800-209-3111 Email: careers@tcs.com

PRINCIPAL

Avanti Institute of Engg. & Tech.  
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

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, No.1 Software Units Layout, Madhavai, Hyderabad 500 080  
Tel: 91 80 6667 2000 Fax: 91 80 6667 2222 Website: [www.tcs.com](http://www.tcs.com)  
Registered Office: Normal Building, 9th Floor, Narayan Puri,  
TCS Careers Service Line: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

7

PRINCIPAL

Aventis Institute of Engg. & Tech  
Gandhinagar, Hyderabad, Telangana



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

TCS Confidential

8

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Office: Park Road, 1 Software Park, Hyderabad 500 081 India  
Tel: (+91) 40 26677 2000 Fax: (+91) 40 6867 2222 Website: www.tcs.com  
Registered Office: Naraina Building, 9th Floor, Naraina, New Delhi, India  
TCS Career Service Line: 1 800 209 1111 Email: careers@tcs.com

PRINCIPAL

Avanhi  
Qualicon  
Principal of Engg. & Tech.  
Qualicon (P) Ltd., Hyderabad



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)

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, No.1 Software Units Layout, Madhapur, Hyderabad-500 080  
Tel: 91-40-6667 2000 Fax: 91-40-6667 2227 Website: [www.tcs.com](http://www.tcs.com)  
Registered Office: Normal Building, 9th Floor, Naraina Post, New Delhi-110028  
TCS Career Services: 1-800-309-3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

9

PRINCIPAL  
Avanti Institute of Engg. & Tech,  
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

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Decoranpark, No.1, Software Units Layout, Madhavai, Hyderabad-500 081  
Tel: 91 80 8662 2000 Fax: 91 80 6061 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Naraina Point  
TCS Careers Service Line: 1800 209 3111 Email: careers@tcs.com

10

PRINCIPAL  
Ayazhi Institute of Engg. & Tech.  
Guntur (T) Andhra Pradesh (M.K) 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.

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, No.1 Software Units Layout, Madhavulu, Hyderabad 500 080  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Normal Building, 9th Floor, Narayan Pet, Hyderabad 500 080  
TCS Careers Service Line: 1 800 209 31 11 Email: careers@tcs.com

11

*[Handwritten Signature]*  
PRINCIPAL

Aventis Institute of Engg & Tech  
GATEWAY TO KNOWLEDGE  
P.O. Box 1111, 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

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

One Campus, No. 1 Software Units Layout, Madhavu, Hyderabad-500 080  
Tel: 91 40 6657 2000 Fax: 91 40 6657 2122 Website: www.tcs.com  
Registered Office: Normal Building, 9th Floor, Nirmalanagar, Hyderabad-500 080  
TCS Careers Service Line: 1800 209 3131 Email: careers@tcs.com

PRINCIPAL

Avantha Institute of Engg. & Tech.  
Gurukulam, H.No. 23, Jagannagar, (M), R.P.O. G.



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



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  
Principal



### 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.

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, No.1 Software Hub, Laxmi, Madhapur, Hyderabad  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nirmal Road, Hyderabad  
TCS Career Service Line: 1800 209 1111 Email: careers@tcs.com

PRINCIPAL

Avanthi Institute of Engg. & Tech,  
Guntur, (A-2022/2023/2024), R.R. Sid



**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.

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, No 1, Software Units Complex, Madhavaram, Hyderabad 500 081  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 website: **PRINCIPAL**  
Registered Office: Narima Buildings, 14th Floor, Narima Point, **Avanite Institute of Engg. & Tech.**  
TCS Careers Service Line: 1800 209 3111 Email: **Guiforment@tcs.com** **Guiforment@tcs.com** R.F. 201



(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.

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

OM Campus, No.1 Software Units Layout, Madhavara, Hyderabad-500081  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Normal Building, 9th Floor, Nariman Point, Mumbai-400021  
TCS Career Service Line: 1800 209 3113 Email: career@tcs.com

 18

Principal  
Avanish Institute of Engg. & Tech.  
Gurukul, 401521, P.O. R.R. T.K.



## 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

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

(Incorporated in India) No. 3 Software Techno Park, Madhuvan Hills, Hyderabad - 500080  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai - 400021  
TCS Careless Service Line: 1800 209 111 | Email: careers@tcs.com

  
19  
PRINCIPAL  
Avanti Institute of Engg. & Tech.  
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.

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

(Incorporated in India) Software Units Layout, Madhapur, Hyderabad 500 082  
Tel: (+91) 40 6667 2000 Fax: (+91) 40 6667 2222 Website: [www.tcs.com](http://www.tcs.com)  
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 025  
TCS Career Service line: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

  
20  
PRINCIPAL

Avanti Institute of Engg. & Tech  
Gundlupet, Mysore  
www.avantiedu.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 &

**TCS Confidential**

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

One Campus, No.1 Software Parks Layout, Madhapur, Hyderabad  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2422  
Registered Office: Normal Building, 9th Floor, Nariman Point, Mumbai  
TCS Career Services: 1 800 209 3111 Email: careers@tcs.com

**PRINCIPAL**  
Avenue Systems of Engg. & Tech.  
Durgam Cheruvu, Hyderabad  
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.

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

The Corporate Next Software Units Layout, Madhuvan, Hyderabad 500 080 | **PRINCIPAL**

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

Registered Office: Narima Building, 5th Floor, Narima Point, Madhuvan, Hyderabad 500 080

TCS Carees Service Line: 1800 269 3111 Email: carees@tcs.com

**Avanhi Institute of Engg. & Tech.**  
Gandhinagar, Gandhinagar (H.D.), R.B. Dist.

2



## 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:

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, No.1 Software Units Layout, Madhapur, Hyderabad-500080. [www.tcs.com](http://www.tcs.com)

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

Registered Office: Nithal Building, 9th Floor, Narayana Park,

TCS Careers Serotopline: 1800 209 3311 Email: [careers@tcs.com](mailto:careers@tcs.com)

Avanti Institute of Engg. & Tech  
Guntur, AP, India

 3



## 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.

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No.1 Software Parks Layout, Madhapur, Hyderabad 500081  
Tel: 91 40 667 2000 Fax: 91 40 6687 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nirmal Park, Madhapur, Hyderabad 500081  
TCS Career Services: 1 800 298 1111 Email: careers@tcs.com

PRINCIPAL

Avanti Institute of Engg. & Tech.  
Guntur, Andhra Pradesh



## 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.

### **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.

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Electronics Park, No.1 Software Units Layout, Madhapur, Hyderabad-500 081  
Tel: 91 40 9667 2000 Fax: 91 40 9667 2222 Website: www.tcs.com  
Registered Office: Normal Building, 9th Floor, Nariman Point, Mumbai-400 025  
TCS Career Services: Tel: 1800 209 3333 Email: careers@tcs.com

PRINCIPAL,

Avanti Institute of Engg. & Tech,  
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

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpouk, No. 1 Software Units Layout, Madhapur, Hyderabad-500081  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Nivala Building, 9th Floor, Naraina Point, New Delhi-110028  
TCS Careers Service Line: 1800 209 3311 Email: careers@tcs.com

PRINCIPAL

Avenite Institute of Engrg. & Tech.  
Gurgaon, Haryana



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

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Delhi Campus: No. 1 Software Units Layout, Madhapur - Hyderabad 500 080  
Tel: 91 40 6697 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nallasandra Post, Mysore  
TCS Career Service: 1 800 209 3143 Email: careers@tcs.com

PRINCIPAL

Avanhi Institute of Engg. & Tech.

Unit-10, W/No.29, Phase-1, P.O. Ditt



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

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Decorapark, 3rd Floor, Software Units Layout, Mysurbapur, Hyderabad-500 081 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, Naraina Point, Mumbai-400 025 India  
TCS Careers Service Line: 1-800-209-3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

 8

PRINCIPAL  
Avanthi Institute of Engg. & Tech.  
Guntur-522 231, Dist: Guntur, A.P.



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)

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, NIT Software Units Layout, Madhavur, Hyderabad-500082  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Nandam Building, 9th Floor, Narayana Court, Guntur-522002  
TCS Careers Service Line: 1800 209 1111 Email: careers@tcs.com

  
PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Guntur-522002



- 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

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, No. 1 Software Courts Layout, Madhapur, Hyderabad 500 081 India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Nipah Road, 9th Floor, Nariman Point, Mumbai 400 021 India  
TCS Careers Service Line: 1 800 209 3111 Email: careers@tcs.com

PRINCIPAL

Principal Institute of Engg. & Tech.  
Gandhinagar (N), Hyderabad (M), R.R. 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.

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Decorum: No.1 Software Units Layout, Madhapur, Hyderabad  
Tel: +91 40 6672 2000 Fax: +91 40 667 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

11  
*[Signature]*  
PRINCIPAL  
Principal, Institute of Engg. & Tech.  
Guntur  
Guntur, Andhra Pradesh (AP), P.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

One of the world's largest software services companies with over 500,000 employees  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 5th Floor, Narayana Puram, Hyderabad  
TCS Careers Service: 1 800 209 3141 Email: careers@tcs.com

12  
  
PRINCIPAL  
Avantika Institute of Engg. & Tech  
Guntur (M) 520 022 (Rajamahendrapuram), G.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>

TCS Confidential

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, Nariman Point, Mumbai 400021 (India)  
 TCS Careers Service Line: 1800 209 3111 Email: careers@tcs.com

*[Handwritten Signature]*

PRINCIPAL  
 Avanthi Institute of Engg. & Tech.  
 Guntur District, Andhra Pradesh (India) 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 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>	



**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  
Avanika Institute of Engg. & Tech,  
Gandhinagar, (V), Adusumilli (M.S.), P.R. 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.

AVANTHI  
Avanthi Institute of Engg. & Tech.  
Guntur (M. Abdulgani) (M), R.P. 16

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No.1, Software Units Layout, 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.

PRINCIPAL  
Ayanthi Institute of Engg. & Tech,  
Gandhinagar (V), Adilapuri (M), R.S. Puram

TCS Confidential

**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: [www.tcs.com](http://www.tcs.com) 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.

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

(Deemed to be listed) NSIC Software Units Limited, 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 - 500 081  
TCS Career Service Line: 1800 209 3111 Email: talen@tcs.com

18  
PRINCIPAL  
Avanti Institute of Engg. & Tech.  
Gudlur, 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.

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, 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 Building, 9th Floor, Nariman Point, Mumbai 400 025  
TCS Career Service Line: 1800 209 3111 Email: careers@tcs.com

20

**PRINCIPAL**  
Avanti Institute of Engg. & Tech.  
Gundlupet, Kolar District, Karnataka, India. R.R.L. 56





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.

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

(Decentralized, 26 x 7 Software Units) Layout, Madhuvan, Hyderabad-500 081  
Tel: 91 40 667 2002 Fax: 91 40 667 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nirmal Road, 55  
TCS Career Service (tcs) 1201 201 91 11 Email: careers@tcs.com

PRINCIPAL

Aventi Institute of Engg. & Tech.  
GATEWAY TO KNOWLEDGE



## 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:

TCS Confidential

**TATA CONSULTANCY SERVICES**

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: Pinnacle Building, 9th Floor, Naraina Point, Gurgaon, Haryana  
TCS Careers Service Line: 1800 208 3333 Email: careers@tcs.com

PRINCIPAL  
Aventis Institute of Engg. & Tech  
Gurgaon, Haryana



## 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.

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Decorum@K No.1 Software House, Laxmi, Madhavpet, Hyderabad-500081  
Tel: (91) 40 6667 2000 Fax: (91) 40 6667 2222 Website: www.tcs.com  
Registered Office: Birla Building, 10th Floor, Narayan Point, Chennai-600081  
TCS Careers Site: <http://www.tcs.com/careers> Email: [careers@tcs.com](mailto:careers@tcs.com)

4

PRINCIPAL

Ayazul Institute of Engg. & Tech.  
Gandhinagar, Hyderabad-500081



## 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.

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Decanpark, No.1, Software Units Layout, Marthapur, 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)

5

PRINCIPAL

Avanti Institute of Engg. & Tech.  
Guntur, AP 522002 (M.S.) R.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

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccan Plaza, No.1 Software Units Layout, Madhapur, Hyderabad-500081  
Tel: 91 40 6672 2000 Fax: 91 40 6672 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Naraina Vihar, New Delhi-110028  
TCS Career Services Line: 1800 204 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

 6

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

TCS Confidential

**TATA CONSULTANCY SERVICES**

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, India

TCS Careers Service Line: 1800 209 3333 Email: careers@tcs.com

PRINCIPAL  
Aventis Institute of Engg. & Tech  
GATEWAY TO KNOWLEDGE



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

TCS Confidential

8

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No-1 Software Units, Lower, Madhapur, Hyderabad 500 082  
Tel: 91 40 6657 2000 Fax: 91 40 666 7 2222 Website: www.tcs.com  
Registered Office: Naraina Building, 9th Floor, Naraina Point, Connaught Place, New Delhi 110028  
TCS Careers Service Line: 1800 209 5111 Email: careers@tcs.com

Avanika Institute of Engg. & Tech.  
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)

TCS Confidential

9

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccan Plaza, 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: Narima Buildings, 9th Floor, Narima Point, Hyderabad-500 080  
TCS Career Services Line: 1800 209 3113 Email: career@tcs.com

Avantika Institute of Engg. & Tech.  
Gandhinagar, Abulhasan Ali Nadwi, R.H. Ltd





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.

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Registered Office: No. 1, Software Units Layout, Madhavaram, Hyderabad 500 081, India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2122 Website: www.tcs.com  
Registered Office: Naraina Building, 9th Floor, Naraina Pocket  
TCS Careers Service Line: 1 800 709 3111 Email: careers@tcs.com

Principal  
Averill Institute of Engg. & Tech.  
Gandhinagar (V), Hyderabad, India, R.R. 52



**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>

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No.1, Software Tech Park Layout, Madhapur, Hyderabad-500080  
 Tel: 91-40-6667 2000 Fax: 91-40-6667 2222  
 Registered Office Name: Building, 9th Floor, Naraina Park  
 TCS Careline Number: 1800 209 3111 Email: [careline@tcs.com](mailto:careline@tcs.com)

Avanthi Institute of Engg. & Tech  
 Quality: ISO 9001:2015, R.R. Sagar  
 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>	

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, 1st Software CHIT Layout, Madhapur, Hyderabad 500081  
Tel: 91 80 8667 2009 Fax: 91 80 8667 2222 Website: [www.tcs.com](http://www.tcs.com)  
Registered Office: Nandan Building, 5th Floor, Nariman Point, Mumbai, Maharashtra 400021  
TCS Careers Service Line: 1 800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

  
PRINCIPAL

Avanika Institute of Engg. & Tech  
Gandhinagar, Kharadi, Pune - 411004



**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.

 15







(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.

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Electronics Park, Next Software Units Layout, Madhavarao, Hyderabad 500081, India  
Tel: 91 40 6672 2000 Fax: 91 40 6672 2222 Website: [www.tcs.com](http://www.tcs.com)  
Registered Office: Normal Building, 5th Floor, Narayana Complex, Gunpowder (N), Alcobapur (M), R.R. Dist.,  
TCS Careers Service: 1 800 209 3311 Email: [careers@tcs.com](mailto:careers@tcs.com)

  
PRINCIPAL  
Avanti Institute of Engg. & Tech  
Gunpowder (N), Alcobapur (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.

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

One Campus, New Software Skills Layout, Madhavaraj, Hyderabad 500 080

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)

  
PRINCIPAL

Avanti Institute of Engg. & Tech.

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 &

**TCS Confidential**

  
PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Gundhapy (V), Abdulapeta (Dist), R.R. Dist

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

ITC Cyberpark, No.1 Software Unity 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 400 621

TCS Careers Service line: 1800 709 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.

TCS Confidential

  
PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
Gandhinagar (M), Abulghani (M), P.R. 52

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Chennai Park, Top 1 Software Units Layout, Madhavpur, Hyderabad 501 051 India  
Tel: 91 40 6697 2000 Fax: 91 40 6697 2222/226306 | www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nirmal Point, Mumbai 400 021  
TCS Career Service: 1800 209 111 | 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:

  
PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Bhubaneswar, Odisha

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Delcanpark, 1st Floor, Software Parks Layout, Madhavara, Hitech Hub 500 041 India

Tel: 91 40 5627 2000 / Fax: 91 40 6677 2222 / Website: www.tcs.com

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

TCS Careers ServiceLine: 1 800 209 3311 / 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.

  
PRINCIPAL  
Avanathi Institute of Engg. & Tech  
Gandhinagar (2), Nandivara (SE), R.R. Cir-4

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Emcappark, No.1 Software Unity Layout, Madhavara, Hyderabad-500 080 India  
Tel: (91) 40 6667 2600, Fax: (91) 40 6667 2232 Website: www.tcs.com  
Registered Office: Normal Building, 9th Floor, Narayan Point, Mumbai-400 021  
TCS Career Service Line: 1 800 209 5111 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.

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Decorapark, No 1 Software Suits Layout, Madhavur, Hyderabad 500 081  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2227 Website: [www.tcs.com](http://www.tcs.com)  
Registered Office: Nirmal Building, 4th Floor, Nirmal Park, Hyderabad-500 024  
TCS Career Service Line: 1-800-209-3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



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

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Decorapark, No.1 Software Units Layout, Madhavara, Hyderabad - 500081  
Tel: 91 80 667 2000 Fax: 91 80 667 2220  
Registered Office: Naraina Building, 9th Floor, Naraina, New Delhi - 110028  
TCS Career Service: 1800 209 3111 | Email: careers@tcs.com

Avanti  
Gurukul  
SR-Dis



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

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

OneRampark, No.1 Software Skills Layout, Madhavaram, Hyderabad-500081  
Tel: 91 40 6667 2000 (ext:9) 40 6667 2222 (ext:6)  
Registered Office: Nirmal Building, 9th Floor, Nallasandra, Bangalore-560075  
TCS Careers Service Line: 1 800 209 1111 | Email: careers@tcs.com

*[Signature]*  
PRINCIPAL  
Avanti Institute of Engg. & Tech.  
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

TCS Confidential

**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, 9th Floor, Naraina

TCS Careers Service Line: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

8

PRINCIPAL

Ayazh Institute of Engg. & Tech



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)

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccan Park, No 1 Software Units Layout, Marhampalli, Hyderabad-500 080  
Tel: 01 40 666 7 2000 Fax: 91 40 666 7 2222 Website: [www.tcs.com](http://www.tcs.com)  
Registered Office: Normal Building, 9th Floor, Narayan Pet, Hyderabad-500 080  
TCS Career Services: 1 800 209 81 11 Email: [careers@tcs.com](mailto:careers@tcs.com)

9

PRINCIPAL  
Avadh Institute of Engg. & Tech  
Guntur (V), Andhra Pradesh (M.D.), R.R. Das



- 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

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Discern Park, No.1 Software Units Layout, Madhavara, Hyderabad-500081  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2223 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai-400021  
TCS Careers ServiceLine: 1800 209 3311 Email: careers@tcs.com



PRINCIPAL

Avanti Institute of Engg. & Tech  
Gandhinagar, Hyderabad-500081



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.

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

PRINCEPALS  
Anna Institute of Engineering & Tech 11  
Gurthapally (V), Neyyathangal,  
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: 1 800 295 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

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

TCS Confidential

PROVINCIAL  
Tata Institute of Engineering & Technology  
Gurugram (G), Haryana, India

12

**TATA CONSULTANCY SERVICES** Raga Reddy (GHR)  
Tata Consultancy Services Limited

Deccanpark, No. 1, Software Units Layout, Madhavai, Hyderabad-500 081, India  
Tel: 91 40 6698 2000 Fax: 91 40 6687 2262 Website: www.tcs.com  
Registered Office: Plot No. 10/1, 9th Floor, Nariman Point, Mumbai-400 021  
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>

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, No 1 Software Unity Layout, Madhavaram, 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 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, Rojarhat, 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, Mitsun-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>	

TCS Confidential

*(Signature)*  
Ranga Reddy (Dist.)

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, No 1 Software Units Layout, Malleshwari, Hyderabad-500 091 India  
Tel: 91-40-6667 2000 Fax: 91-40-6667 2222 Website: www.tcs.com  
Registered Office: Normal Building, 9th Floor, Narimany Point, Mumbai-400 031  
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.

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, No. 1, Software Units Layout, Madhuvan Hills, Hyderabad 500 081, 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 ServiceLine: 1800 209 3111 Email: careers@tcs.com

  
PRINCIPAL  
Amit Institute of Engineering & Technology  
Guntur City (V), West Godavari District  
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.



**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.

PRINCIPAL  
Aventis Institute of Engineering & Technology  
Gunthapally (V), Hayathnagar,  
Ranga Reddy (Dist.) 19

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Decorapark, No. 1 Software Parks Layout, Madhavaram, Hyderabad-500 011 India  
(tel: +91 40 11267 2000 Fax: +91 40 6667 2222 Website: www.tcs.com)  
Registered Office: Narmada Building, 9th Floor, Narmada Point, Mumbai-400 021  
TCS Career Service Line: 1 800 209 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.

**PRINCIPAL**  
Arzithi Institute of Engineering & Technology  
Gunthepally (V), Rayachoti,  
Banga Reddy (Dist.)

**TCS Confidential**

**20**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Office/Corporate: No.1 Software Vistas Layout, Madhapur, Hyderabad-500 080 India  
Tel: 91 40 6657 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office/Nirma: Building, 5th Floor, Nirmala Park, Madhapur-500 024  
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 &

PRINCIPAL  
Aarathi Institute of Engineering & Technology,  
Gurthapally (T), Rayachoti,  
Ranga Reddy (Dist.)

**TCS Confidential**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, DVT Software Units Layout, Madhapur, Hyderabad 500 081 India.  
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.

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

TCS Confidential

2

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Electronic 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: Nirmal Building, 9th Floor, Narayan 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:

  
PRINCIPAL  
Aventi Institute of Engineering & Technology  
Gunthapally (V), Hayathnagar,  
Ranga Reddy (Dist.) 3

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No.1 Software Units Layout, Madhapur, Hyderabad 500 081 India  
Tel: (H) 40 5042 2000 Fax: (H) 40 6667 2222 Website: www.tcs.com  
Registered Office: Naraina Building, 9th Floor, Naraina 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.

  
PRINCIPAL  
Aerial Institute of Engineering & Technology  
Ghatapoli (V), Hingoli District,  
Ranga Reddy (Dist.) 4

TCS Confidential

## TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Deccanpark, No. 7, Software (Tech) Layout, Madhapur, Hyderabad 500 084 (India)  
Tel: (91) 40 6657 2000 Fax: (91) 40 6657 2222 Website: www.tcs.com  
Registered Office: Narmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Service Line: 1 800 309 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.

**PRINCIPAL**  
Arunthi Institute of Engineering & Technology  
Guntakaly (V), Nayadunugera  
Ranga Reddy (Dist.)

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No.1 Software Units Layout, Marhathur, 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 400 029

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

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, No. 1 Software Unity Layout, Madhavaram, Hyderabad-500 011 India  
Tel: (91) 40-6667 2000 Fax: (91) 40-6667 2222 Website: www.tcs.com  
Hyderabad Office: Nirmal Building, 9th Floor, Narayana Road, Mumbai-400 021  
TCS Career Services Line: 1 800 209 31 11 Email: careers@tcs.com

  
PRINCIPAL  
Avanti Institute of Engineering & Technology  
Gunthapally (V), Kayathnagar,  
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

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No.1 Software Sights Layout, Madhavadi, 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

Aravind Institute of Engineering & Technology  
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

TCS Confidential

**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

  
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)

TCS Confidential

**TATA CONSULTANCY SERVICES**

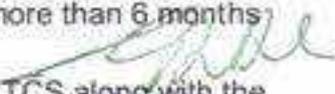
Tata Consultancy Services Limited

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, Narayana Point, Madurai 625 021

TCS Career Services: 1800 209 31 31 Email: careers@tcs.com

  
Ranga Reddy (Prof.)  
Principal  
Arya Institute of Engineering & Technology  
Guntur (V), Havelock Road,  
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

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

One Campus, No 1 Software Tech Layout, Madhavpur, Hyderabad 500 081 India

(01) 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: 1800 201 1111 Email: [careers@tcs.com](mailto:careers@tcs.com)

Arzoo Institute of Engineering & Technology  
Ganthapally (V), Suryapet (M) 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.

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No.1 Software Parks Layout, Madhapur, Hyderabad 500 081 India

Tel: 91 40 6667 2009 Fax: 91 40 6667 2227 Website: www.tcs.com

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

TCS Career Service Line: 1800 209 3111 Email: care@tcs.com

*[Signature]*  
PRINCIPAL  
World Institute of Engineering & Technology  
Guntur (V), Rayachoti Road,  
Ranga Reddy (Dist.)

11



### 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

Anshul Kulkarni  
Anshul Institute of Engineering & Technology  
Gurukrupa (W), Rayachoti,  
Ranga Reddy (Dist.)

TCS Confidential

12

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

One, Convent Road, 9th Software Units, Lower Ground, Madhapur, Hyderabad-500 081 India  
Tel: 91 40 6677 2000 Fax: 91 40 6677 2728 | Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Narayana Point, Mumbai-400 073  
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>

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

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Decapark, 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: Rental Building, 9th Floor, Narayana Plaza, Main Road, 400 021

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 - BE/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, MIRIAN-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), Nizamsagar,  
Ranga Reddy (Dist.)

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Operational Park, No 1 Software Units Layout, Madhavapur, Hyderabad 500 084 India  
Tel: (91) 40 6567 2000 Fax: (91) 40 6567 2222 Website: www.tcs.com  
Registered Office: Naxos 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.

PRINCIPAL  
TCS Institute of Engineering & Technology  
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.

TCS Confidential

  
PRINCIPAL  
AVRDC Institute of Engineering & Technology  
Gunthapally (V), H.S. Rajanpet, Dist. Nellore  
Ranga Reddy (Dist.)

16

**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 Careers 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.

  
PRINCIPAL  
Assahi Institute of Engineering & Technology  
Guntur (V), Hayabnagar,  
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. Srinivas  
Vignani Institute of Engineering & Technology  
Guntur (V), Hindupeta,  
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.

  
Aravali Institute of Engineering & Technology  
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.

TCS Confidential

  
PRESIDENT  
Aravali Institute of Engineering & Technology  
Gunthapally (V), Hayathnagar,  
Ranga Reddy (Dist.) 20

**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 &

  
PRINCIPAL  
Kavali Institute of Engineering & Technology  
Guntur (V), Hayadnagar,  
Ranga Reddy (Dist.)

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Decampalek, No.1 Software Units Layout, Madhapur - Hyderabad 500 083 India  
Tel: 91 40 667 2000 Fax: 91 40 667 2222 Website: www.tcs.com  
Registered Office: Nandan Building, 9th Floor, Nandanam Point, Chennai 400 021  
TCS Careers ServiceLine: 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.

TCS Confidential

*Ranga Reddy*  
Ranga Reddy (Dist.)

## **TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Microcampus, No. 1, Software Units Layout, Madhavaram, Hyderabad-500 081 (India)

Tel: (91) 40 6667 2000 Fax: (91) 40 6667 2022 Website: www.tcs.com

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

TCS Careers Service Line: 1 800 JOY TCS | 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:

  
PRINCIPAL  
Ranga Reddy Institute of Engineering & Technology  
Ganthapally (V), Kalyandurg Dist.  
Ranga Reddy (Dist.)

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No.1 Software Units Layout, Marolheide, Hyderabad-500 081 India

Tel: 91 40 6667 2000 Fax: 91 40 6667 2212 Website: www.tcs.com

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.

TCS Confidential

  
Ranga Reddy (Dial.)  
4

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No.1 Software Units, Landolt, Marolli Nagar - Hyderabad 500 081 India  
Tel: 91 40 9667 2000 Fax: 91 40 9667 2222 Website: www.tcs.com  
Registered Office: Normal Building, 9th Floor, Nariman Point, Mumbai 400 021  
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.

Department of Engineering & Technology  
Guntakur (V), Jayashankar  
Ranga Reddy (Dist.)

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

One Campus, No. 1 Software Units Layout, Madhuvan, Hyderabad 500 084 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 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

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Registered Office: 1 Software Units Limited, Maharashtra - 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 Canada Service Line: 1 800 209 1111 Email: [cs@tcs.com](mailto:cs@tcs.com)

*Ranga Reddy (Dist.)*  
Guntur (V), Hyderabad 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

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Decorapark, No.1, Software Units Layout, Madhapur, Hyderabad 500 080 India  
Tel: +91 40 6672 2000 Fax: +91 40 6672 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Career Service Line: +91 209 33 1111 Email: careers@tcs.com

Academy Institute of Engineering & Technology  
Ganthapally (V), Hayathnagar,  
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

TCS Confidential

  
Rangoo 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: Nirmal Building, 9th Floor, Nirmal Point, Mumbai 400 021

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

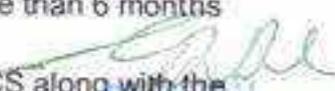
Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable 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)

  
Avrishi Institute of Engineering & Technology  
Gunthapally (V), Hayathnagar,  
Ranga Reddy (Dist.) 9

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No. 1 Software limits 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 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

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, No.1 Software Units Layout, Madhavara, Hyderabad-500 081 India  
Tel: 91-40-6667 2000 Fax: 91-40-6667 2221 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Narayan Point, Mumbai-400 021  
TCS Careers ServiceLine: 1800 209 3111 | Email: [careers@tcs.com](mailto:careers@tcs.com)

*[Signature]*  
Ranga Raddy (E&T)  
10



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.

APJKTU  
APJKTU Institute of Engineering & Technology  
Gentlemen (V), Hayathnagar,  
Ranga Reddy (Dist.)

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No. 1 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 Enclave, 9th Floor, Naraina West, Mumbai 400 073  
TCS Careers Service Centre: 1800 209 3333 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

TCS Confidential

PRINCIPAL  
Aerial Institute of Engineering & Technology  
Guntur (V), Nizampet, Nizampet (Dist.)  
Ranga Reddy (Dist.)

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, No. 1 Software Unity Layout, Madhavapally, Hyderabad 500 081 India  
Tel: 91 40 6652 2000 Fax: 91 40 6652 2222 Website: www.tcs.com  
Registered Office: Naraina Building, 9th Floor, Naraina Pocket, Mumbai 400 025  
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)

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 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>	<b>7,646</b>	<b>91,752</b>

Avanthi Institute of Engineering & Technology  
Guntur (V), Nellore District,  
Rangas 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/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>	

*[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.

PRINCIPAL  
Jyothi Institute of Engineering & Technology  
Ganthipati (V), Rajamahendravaram  
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.

  
Principal  
Tata Institute of Engineering & Technology  
Ghatgepaly (V), Rajahmundry,  
Ranga Reddy (Dist.)

TCS Confidential

16

**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-400 021  
TCS Careers Service No: 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.

  
PRINCIPAL  
Avinil Institute of Engineering & Technology  
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.

  
PRINICIPAL  
Rajesh Institute of Engineering & Technology  
Ganeshpaly (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.

  
Associate Institute of Engineering & Technology  
Ganthapally (V), Huzar Nagar,  
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  
Jawahar 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 &

**TCS Confidential**

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deshpooik, No.1 Software Units Layout, Malleshwari, 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: 1 800 209 31 31 Email: careers@tcs.com

*Principal*  
Avanhi Institute of Engineering & Technology  
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.

**TCS Confidential**

**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 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 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:

*Rajiv R. Ak*  
Tata Institute of Engineering & Technology  
Buntarpet (V), Hoyalnagar,  
Ranga Reddy (3rd)

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

The Campus, No.1 Software Units Layout, Marolli Nagar - 11, Central rd 500 088 (India)

Tel: 91 40 6647 2000 Fax: 91 40 6647 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.

TCS Confidential

  
PRIVEEN  
Principal  
Amital Institute of Engineering & Technology  
Sudheer (V), Hayathnagar,  
Bangalore (014)

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No.1 Software Units Layout, Madhavara - Hyderabad 500 081 India  
Tel: 91 40 9867 2000 Fax: 91 40 9867 2222 (t) e-mail: www.tcs.com  
Registered Office: Marol Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Service Line: 1800 209 3113 E-mail: 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.

**TCS Confidential**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Decorum Park, No.1 Software Units Layout, Madhuvan, 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 Place, Madhavaram, Chennai 600 071

TCS Careers Service Line: 1-800-209-9111 E-mail: careers@tcs.com

PRINCIPAL  
Avenel Institute of Engineering & Technology  
Gunthapally (V), Hayathnagar,  
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

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, No.1, Software Units Layout, Madhapur, Hyderabad-500 081 India  
Tel: (91) 20 6677 26002 (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)

*Signature*  
Avanhi Institute of Engineering & Technology  
Gunthapally (V), Hayathnagar,  
Range 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

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

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

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Decorapark, No. 1 Software Sirohi, Airport, Madhapur, Hyderabad 500 084 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 Site: [www.tcs.com](http://www.tcs.com) Email: [careers@tcs.com](mailto:careers@tcs.com)

  
Anand 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)

*[Handwritten Signature]*  
Principal  
Vishal Institute of Engineering & Technology  
Gunthapally (V), Hayathnagar  
Ranga Reddy (Dist.)

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, No.1 Software Suits Layout, Marolundhi, Hyderabad-500 081 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 India  
TCS Career Service (tscs-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

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Decampark, No.1 Software Parks Layout, Madhuvanagar, Hyderabad 500 088 India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Narima Building, 9th Floor, Narima Point, Mumbai 400 021  
TCS Career Services: 1 800 200 31 11 Email: careers@tcs.com

*[Signature]*  
PRINCIPAL  
Vardhi Institute of Engineering & Technology  
Gunthapally (V), Hayathnagar,  
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.

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Decorapark, No.1 Software Park Layout, Madhavaram, Hyderabad 500 081 (India)  
Tel: 91 40 6607 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: 1 800 209 3333 Email: [cdire@tcs.com](mailto:cdire@tcs.com)

*PRINCE*  
Institute of Engineering & Technology  
Gunthapally (V), Hayabnagar,  
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



[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

TCS Confidential

**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: Nariman Building, 9th Floor, Nariman Point, Mumbai-400 021  
TCS Career Service Line: 1-800-709-3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

Principal  
Vidyal Institute of Engineering & Technology  
Gunthapally (V), Heyuthanagar,  
Ranga Roddy (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>	<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>

PRINCIPAL  
Avanthi Institute of Engineering & Technology  
Guntur (V), Rayachoti  
Ranga Reddy (Dist.) 13

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, No. 1 Software Units Layout, Madhapur, Hyderabad-500 084 India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Narimani Point, 9th Floor, Narimani Point, Mumbai-400 071  
TCS Careline: 1800 209 1111 | Email: care@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>	

*Ranga Reddy*  
Institute of Engineering & Technology  
Gunthapally (V), Hyderabad,  
Ranga Reddy (Dist.) 14

**TCS Confidential**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No 1 Software Chattri Layout, Marhalla - 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 Services: 1800 209 8111 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.

PRINCIPAL

JNTU Institute of Engineering & Technology  
Gunthapally (V), Hayathnagar,  
Ranga Reddy (Dist) 15

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

[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.

  
PRINCIPAL  
Anand Institute of Engineering & Technology  
Gunthopty (V), Hayathnagar,  
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.

*Praveen*  
Praveen  
Vijitha 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.

  
Rangaraj 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.

  
PRINCIPAL  
Tata Institute of Engineering & Technology  
Ghatapally (V), Hyderabad  
Rangappa Reddy (Dtd)

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No.1, Software Parks Layout, Madhapur, Hyderabad-500 081 India

Tel: 91 40 6657 2000 Fax: 91 40 6657 2222 www.tcs.com

Registered Office: Nariman Building, 5th Floor, Nariman Point, Mumbai 400 021

TCS Career Services Email: [careers@tcs.com](mailto: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.

  
PRESIDENT  
Tata Consultancy Services Limited  
Ganesh V. Hegde  
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 &

  
**PRINCIPAL**  
Vidhi Institute of Engineering & Technology  
Guntur (V), Haya Dinagar,  
Ranga Reddy (Dist.)

**TCS Confidential**

**1**

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deshpark, 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: Normal Building, 9th Floor, Narayana Forest, Madhavur-500 021  
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.

  
PRINCIPAL  
Tata Institute of Engineering & Technology  
Ganthapally (V), Hayashanagar,  
Rangé Reddy (Dist.)

TCS Confidential

2

## **TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Oneconpark, No.1 Software Vihar Export, MIDC Area, Hyderabad 500 081 India  
Tel: (91) 40 6667 2000 Fax: (91) 40 6667 2222 Website: www.tcs.com  
Registered Office: Nehru Building, 9th Floor, Nariman Point, Mumbai 400 025  
TCS Careers Service Line: 1 800 209 3113 Email: [tcpservices@tcs.com](mailto:tcpservices@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:

*Signature*  
Principal  
University of Engineering & Technology  
Gandhinagar (V), Nagarkurnool,  
Ranga Reddy (Dist.)

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Delranipark, 1001 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, Narimani Point, Mumbai 400 071  
TCS Careers Service from: 1 800 209 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.

*Salle*  
V. K. Srinivasan  
Institute of Engineering & Technology  
Gunthapur IV, Nagashanigutta,  
Ranga Reddy (Dist)

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Plot 5, Park Road, 1st Software Units, Laxmi Nagar, 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, Narayana Point, Muntharpet-500 071  
TCS Careers Service Line: 1 800 209 8311. Email: [car@enr.tcs.com](mailto:car@enr.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.

**TCS Confidential**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Discalipad, No 1 Software Suits Layout, Madhapur, Hyderabad 500 081 India

Tel: 91 40 5667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com

Registered Office: Nirmal Building, 10th Floor, Nariman Point, Mumbai 400 021

TCS Career ServiceLine: 1 800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

Principal  
Aravathi Institute of Engineering & Technology  
Gunthapally (V), Hayathnagar,  
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

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccan Gymkhana, 2nd Software Units Layout, Madhapur, Hyderabad 500 081 India  
Tel: 91 40 6657 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
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

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

One Campus, No 1 Software Units Layout, Madhuvanahalli, Hyderabad 500 081 India  
Tel: (91) 40 6697 2000 Fax: (91) 40 6667 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nirmal Point, Mumbai 400 071  
TCS Careers Service Line: +91 800 31 11 Email: careers@tcs.com

Santhi Institute of Engineering & Technology  
Gunthapally (V), Hevalanagar,  
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

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Decorum Park, No. 1 Software Units Export, Marhapur, Hyderabad-500 011 India  
Tel: +91 40 6667 2000 Fax: +91 40 6667 2222 Web site: www.tcs.com  
Registered Office Nirvana Building, 9th Floor, Narimani Point, Mumbai 400 021  
TCS Career Services (inr) 1800 201 31 11 E-mail: careers@tcs.com

  
PRINCIPAL  
Aerithi Institute of Engineering & Technology  
Gunthapally (V), Hayathnagar,  
Rang 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)

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, No.1, Software Units Layout, Madhuvanahalli, Hyderabad-500 081 India  
Tel: 01 40 6667 2000 Fax: 01 40 6667 2222 Website: www.tcs.com  
Registered Office: Nirala Building, 9th Floor, Naraina Point, Mumbai-400 021  
TCS Career Services line: 1 800 209 3344 Email: careers@tcs.com

  
**PRINCIPAL**  
Arunthi Institute of Engineering & Technology  
Gunthapally (V), Hayathnagar,  
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

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Osconpark, Box 1, Software Units Layout, Marolbaise, Hyderabad 500 091, India  
Tel: (91) 40 6667 2000 Fax: (91) 40 6667 2222 Web site: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Naraina Point, Mumbai 400 021  
TCS Careers Service Line: 1800 209 1111 Email: [careers@tcs.com](mailto:careers@tcs.com)

  
Arunth Institute of Engineering & Technology  
Guntur (V), Nellore District,  
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.

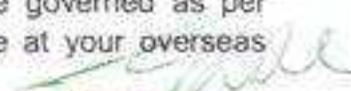
(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory 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.

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

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Dorconpark, No.1 Software Units Layout, Madhavaram, Hyderabad-500 081 India  
Tel: +91 40 6667 2000 Fax: +91 40 6667 2127 Website: www.tcs.com  
Registered Office: Normal Building, 5th Floor, Nariman Point, Mumbai-400 021  
TCS Career Service Line: 1800 209 3111 | 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**



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

Decampark, 5th Floor, Software Units Layout, Madhavaram, Hyderabad-500 081 India  
Tel: (+91) 40 6667 2000 Fax: (+91) 40 6667 2222 Web site: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Narayana Street, Mumbai-400 071  
TCS Careers Service Line: 1800 209 3311 Email: [careers@tcs.com](mailto:careers@tcs.com)

**PRINCIPAL**  
Anandhi Institute of Engineering & Technology  
Gunthapally (V), Hayathnagar,  
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>

PRINCIPAL

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

TCS Confidential

**TATA CONSULTANCY SERVICES**

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 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



**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>	

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

100, Narayana Park, No 1 Software Techs Layout, Madhavaram, Hyderabad 500 081 India

Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 987654 www.tcs.com

Registered Office: Narayana Building, 9th Floor, Narayana Point, Mumbai 400 071

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, Hyderabad  
 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  
Ghaziabad (U.P.)  
Ranga Road, Ghaziabad



## 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.

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccan Plaza, No. 1 Software Units Layout, Madhavai, Hyderabad-500 081 India

Tel: (91) 40 667 2000 Fax: (91) 40 6667 2220 www.tcs.com

Registered Office: Nirmal Building, 9th Floor, Naraina Point, Mumbai-400 071

TCS Careers Service Line: +800 209 5111 Email: careers@tcs.com

PRINCIPAL

Avanhi Institute of Engineering & Technology

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.

  
PRINCIPAL  
Acathi Institute of Engineering & Technology  
Gurthapally (V), Hapathinagar,  
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.

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccan Plaza, No. 1 Software Units Layout, Madhavan, 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 Services Line: 1800 209 1111 Email: [talent@tcs.com](mailto:talent@tcs.com)

  
PRINCIPAL  
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.

  
PRINCIPAL  
Arendal Institute of Engineering & Technology  
Gonthapally (V), Hasyavallabgar,  
Ranga Reddy (Dist.)

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Microplex, Nil-1 Software Units Layout, Madhapur, Hyderabad 500 081 India

Tel: (+) 40 6677 2000 Fax: (+) 40 6677 2222 Website: www.tcs.com

Registered Office: Normal Building, 9th Floor, Narayana Puri, Mumbai 400 021

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.

**PRINCIPAL**  
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 &

  
**PRINCIPAL**  
Sreebhi Institute of Engineering & Technology  
Gundlupaly (V), Hayathnagar,  
Ranga Reddy (Dist.)

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, 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 Career Service Line: 1800 209 3341 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.

**PRINCIPAL**  
Anandhi Institute of Engineering & Technology  
Guntur (V), Huzathnagar,  
Ranpa Reddy (Dist.)

TCS Confidential

2

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

DocuPark, No.1 Software Units Layout, Marthapur, 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 II, Madhav Nagar, Hyderabad-500 021

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

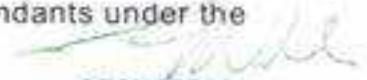
You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

## 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:

  
PRINCIPAL  
Aarathi Institute of Engineering & Technology  
Gandhiji (W), Kalyanaghatt,  
Ranga Reddy (Dist.)

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Delhi: Park Road Software Units Layout, Madhya, New Delhi-110028 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 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.

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Decorum Park, No.1, Software City, Layout, Madhapur, Hyderabad 500 081 India  
Tel: 01 40 667 2000 Fax: 01 40 667 2222 Website: www.tcs.com  
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.

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

One Park, No. 1 Software Units Layout, Madhuvan, Hyderabad-500 081 India  
Tel: 91 40 6657 2000 Fax: 91 40 6657 2222 Website: www.tcs.com  
Registered Office: Normal Building, 9th Floor, Naraina Park, New Delhi-110 028  
TCS Careers Service Line: 1800 209 3111 Email: careers@tcs.com

PRITHVI  
Aarathi Institute of Engineering & Technology  
Guntur (P), Rayachoti,  
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

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

OneRampark, No.1 Software City, Largest, Madhavai, Hyderabad-500 081 (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

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Decapark, 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: Normal Building, 5th Floor, Nariman Point, Mumbai 400 021  
TCS Career Services: 1 800 209 3111 | Email: careers@tcs.com

PRINCIPAL  
Arunthi Institute of Engineering & Technology  
Gunthapally (V), Rayachoti Nagar,  
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

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, No.1 Software Units Layout, Mulund West, Mumbai-400 081 (India)  
Tel: 91 40 6672 2000 Fax: 91 40 6672 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nandlal Park, Mumbai-400 021  
TCS Career Service Line: 4800 264 3111 Email: careers@tcs.com

*[Signature]*  
**PRINCIPAL**  
Avanhi Institute of Engineering & Technology  
Guntur (V), Rayachoti,  
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)

TCS Confidential

**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: 1800 209 3343 Email: [careers@tcs.com](mailto:careers@tcs.com)

*[Handwritten Signature]*  
**PRINCIPAL**  
Avenit Institute of Engineering & Technology  
Guntapally (V), Nayalwager,  
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

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, No.1 Software Units Layout, Madhavaram, Hyderabad-50 001 India  
Tel: 91 40 8667 2000 Fax: 91 40 8667 2222 Website: www.tcs.com  
Registered Office: Normal Building, 9th Floor, Naraina Point, Mumbai-400 021  
TCS Careers: [careers.tcs.com](http://careers.tcs.com)

*[Signature]*  
PRINCIPAL  
Avanhi Institute of Engineering & Technology  
Gunthapally (V), Hayathnagar,  
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.

**TCS Confidential**

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, No. 1 Software Units Layout, Madhapur, Hyderabad 500 084 India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Normal Building, 9th Floor, Narimann Point, Mumbai 400 071  
TCS Career Services Line: 1800 209 3333 Email: careers@tcs.com

  
**PRINCIPAL**  
Anandhi Institute of Engineering & Technology  
Ganthapally (V), Huzur Taluqa,  
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



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

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Decampark, No.1 Software Park Layout, Madhavaram, Chennai-600 081, India  
Tel: 91 40 6667 2000 / Fax: 91 40 6667 2222 / Website: www.tcs.com  
Registered Office: Normal Building, 9th Floor, Narayan Pet, Madhavaram, Chennai-600 021  
TCS Career Service: 1 800 209 3131 / Email: [careers@tcs.com](mailto:careers@tcs.com)

Principal  
Aavathi Institute of Engineering & Technology  
Guntur (V), Dist: 12  
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>

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Apparapark, No.1 Software Park, Layout, Madhavaram, Hyderabad-500 081 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: 1-800-309-3147 | Email: careers@tcs.com

PRINCIPAL  
Avanathi Institute of Engineering & Technology  
Gunthapally (V), Hayathnagar,  
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, 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 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 III, Pune - 411057, Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Prezid Park, Technipark Campus, Kariyavattom P.O. Trivandrum - 695581, India</p>	

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Technipark, No 1 Software City 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, Narimann Point, Mumbai-400 021  
TCS Careers Service Line: 1 800 209 3333 / Email: care@tcs.com

*Principal*  
Avanhi Institute of Engineering & Technology  
Guntur (V), Rayachoti, 1498,  
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.

**PRINCIPAL**  
Aryachi Institute of Engineering & Technology  
Guntur (V), Nayadiguda,  
Ranga Reddy (15)

**TCS Confidential**

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, No.1 Software District Layout, Madhapur, Hyderabad 500 081 India  
Tel: 91 40 6672 2000 Fax: 91 40 6672 2222 Website: www.tcs.com  
Registered Office: Normal Building, 9th Floor, Nariman Point, Mumbai 400 021  
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.

  
**PRINCIPAL**  
Tata Institute of Engineering & Technology  
Ganthipally (V), Hayathnuguri,  
Ranga Reddy (Dist.)

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, No.1 Software Unit Layout, Madhapur, Hyderabad-500 081 India  
Tel: 91-40-6667 2003 Fax: 91-40-6667 2222 Website: www.tcs.com  
Registered Office: Naraina Building, 9th Floor, Naraina Point, Connaught Place, New Delhi-110 028  
TCS (Canada) Services Inc. (905) 209-3111 Email: can@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.

*[Signature]*  
PRINCIPAL  
Arvind Subramanian & Associates  
Ganeshji (V), Haveli, Vasai,  
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.

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

One Campus, No. 1 Software Units, Vasant Marg, Marol Bhayander, Mumbai - 400 088 (India)  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2122 Website: www.tcs.com  
Registered Office: Normal Building, 9th Floor, Nariman Point, Mumbai - 400 021  
TCS Career Service Line: 1800 209 3311 | [mail@careers.tcs.com](mailto:mail@careers.tcs.com)

  
PRINCIPAL  
Authorized Signatory  
Embassy to the Government  
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.

  
Rangappa V. Kuvallangudi  
Ranga Reddy (Dist)

TCS Confidential

19

**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.

*[Handwritten Signature]*  
TCS  
All forms of IT, Learning & Technology  
Consulting (V), Hyderabad,  
Bangalore (India)

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Technology Park, 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: Normal Building, 9th Floor, Naraina Point, 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 &

Manager,  
Tata Consultancy Services Limited,  
Consultancy (V), Hyderabad,  
Banga Roady (Dist.)

TCS Confidential



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.

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

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Decoran Park, No 1 Software Units Layout, Madhuvanahally, Hyderabad 500 081 India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2227 Web: [www.tcs.com](http://www.tcs.com)  
Registered Office: Narva Building, 9th Floor, Narva Road, Mumbai 400 021  
TCS Career Service Line: 1800 209 3111 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 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:

  
PRINCIPAL  
Avadh Institute of Engineering & Technology  
Gunthapally (V), Huzurthodur,  
Rang Reddy (Dist.)

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

One Campus, No.1 Software Dists Layout, Madhapur, Hyderabad-500 081 India  
Tel: +91 40 6667 2009 Fax: +91 40 6667 2222 Web: www.tcs.com  
Registered Office: North Building, 5th Floor, Naraina Point, Mumbai 400 025  
TCS Career Service Line: +91 020 93111 E-mail: 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)

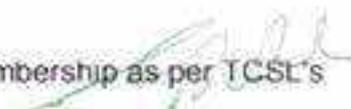
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of `250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed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

  
PRINCIPAL  
Aerial Institute of Engineering & Technology  
Guntur (V), Hoyalthapur,  
Ranga Reddy (Dist.)

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No.1 Software Sreebhavan Layout, Madhapur, Hyderabad-500 080 India

Tel: 91 40 6657 2000 Fax: 91 40 6657 2222 Website: www.tcs.com

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

TCS Careers Service Line: 1800 201 3311 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.

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

(McCoolpark), No. 1 Software Units Layout, Marolli Nagar, Hyderabad-500 081 India

Tel: 91 40 6697 2000 Fax: 91 40 6667 2223 Website: www.tcs.com

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

TCS Careers ServiceLine: 1800 209 3411 | Email: careers@tcs.com

PRINCIPAL  
Arunth Institute of Engineering & Technology  
Ganthapally (V), Hayathnagar,  
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

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Decompark, 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: Nirmal Building, 6th Floor, Nariman Point, Mumbai-400 021

TCS Careers Service Line: 1 800 209 3111 Email: careers@tcs.com

*Ranga Reddy*  
Ranga Reddy (Chis)  
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

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, No.1, Software Units Layout, Madhapur, Hyderabad 500 081 India  
Tel: 91 40 6672 2000 Fax: 91 40 6672 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Career Services: 1 800 204 3111 Email: careers@tcs.com

Nirmal Institute of Science & Technology  
Ganhapati (V), Huzurpeta,  
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

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

*[Signature]*  
PRINCIPAL  
Amal Institute of Engineering & Techno  
Ganthapally (V), Hayathnagar,  
Bangalore (Karnataka)

Head Office: No. 1 Software Technology Park, Hyderabad - 500 081 India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 www.tcs.com  
Registered Office: Nandan Road, 9th Floor, Nandanam Place, Mumbai - 400 021  
TCS Careers Service: Tel: 1800 209 3311 Email: 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 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)

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Registered Office: No. 1 Software Sirohi Layout, Madhapur, Hyderabad 500 081 India

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

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

TCS Career Service: Tel: 1800 209 3111 Email: careers@tcs.com

*[Handwritten Signature]*  
Principal  
Arvid Institute of Engineering & Technology  
Guntapally (V), Nayabpally,  
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

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

ElectraPark, No.1 Software Parks Layout, Madhavpur, Hyderabad 500 081 India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Narval Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Service Line: 1 800 209 3111 Email: careers@tcs.com

*Handwritten signature and stamp:*  
10  
Ranga Reddy District



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.

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No.1, Software Garden, Laxmi, Malabar Hill, Hyderabad-500 011 India  
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 Careers Service Line: 1 800 209 8111 Email: careers@tcs.com

*[Handwritten Signature]*  
Arun/Anita/K. Srinivas A Technology  
Company (V. Rajasekar  
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



End: 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

Decorapark, No 1 Software Units Layout, Madhapur - Hyderabad 500 081 India  
Tel: (+) 40 667 2000 Fax: (+) 40 6667 222 Website: www.tcs.com  
Registered Office: Normal Building, 9th Floor, Narayana Point, Mumbai 400 021  
TCS Careers Service Centre: 1800 209 3111 Email: careers@tcs.com

Regional Director  
Tata Consultancy Services Limited  
Customer Support, Hyderabad  
Ranga Reddy (Sri.)



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

PRINCIPAL  
Avanthi Institute of Engineering & Technology  
Gunthapally (V), Hayathnagar,  
Ranga Reddy (Dist.) 13

TCS Confidential

**TATA CONSULTANCY SERVICES**  
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, Nannava Road, 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>	

**TCS Confidential**

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Dracopark, No.1 Software City 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 Services: 1800 209 3111 Email: careers@tcs.com

*(Signature)*  
PROVISIONAL  
Asstt. Institute of Engineering & Technology  
Ganthongy (V), Kalyandurg,  
Rang Reddy (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.

  
PRINCIPAL  
Andhra Institute of Engineering & Technology  
Guntur (V), Rayachoti,  
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.

  
PRINCIPAL  
Aravali Institute of Engineering & Technology  
Gunthapally (V), Hayathnagar,  
Ranga Reddy (Dist.) 16

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Decapark, 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: Normal Building, 9th Floor, Narimann Point, Mumbai 400 021  
TCS Career Services: 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.

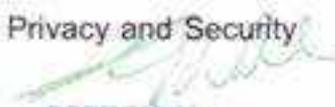
**4. Working in SBWS Framework:**

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.

  
PRINCIPAL  
Aventis Institute of Engineering & Technology  
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.

PRINCIPAL  
Tata Consultancy Services Limited  
Ranga Reddy (R&R)

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark (No.1 Software Units Layout, Madhapur) Hyderabad-500 081 India  
Tel: 91 40 667 2000 Fax: 91 40 667 2222 Website: www.tcs.com  
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.

  
PRINCIPAL  
Arun21 Institute of Engineering & Technology  
Gundruply (V), Hajechnagar,  
Pune Road (Dist.)

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Decorapark, No. 1 Software Tech Park, Madhapur, Hyderabad 500 081 India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2122 www.tcs.com  
Registered Office: Normal Building, 4th Floor, Naraina Point, Mumbai 400 021  
TCS CAREER SERVICE LINE: 1800 209 333 | 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.

  
PRINCIPAL  
Tata Consultancy Services & Technology  
Guhanthony D. Jayaraman  
Ranga Raddy (Dist)

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Paradeepk, No.1 Software Units Estate, Madhapur, Hyderabad 500 081 India

Tel: 91 40 6667 2000 Fax: 91 40 6667 2223 Website: www.tcs.com

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 &

**PRINCIPAL**  
Tata Institute of Engineering & Technology  
Gunthopty (V), Hyyothihagar,  
Ranga Reddy (Dist)

**TCS Confidential**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Decorapark, 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: Narval Building, V/5, Hoop Narvaas Point, Mumbai 400 021

TCS Career Service Line: 1 800 409 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.

PRINCIPAL

Department of Engineering & Technology  
Sinhgalli (V), Hingoli District  
Sinhgalli (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:

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No.1 Software Units Layout, Madhuvan, Hyderabad-500 081 India

Tel: 91 40 6662 2000 Fax: 91 40 6662 222 Website: www.tcs.com

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

TCS Career ServiceLine: 1 800 201 3333 Email: careers@tcs.com

PRINCIPAL

Department of Engineering & Technology

Gandhopy (V), Rayachoti,

Rang 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.

TCS Confidential

**TATA CONSULTANCY SERVICES**

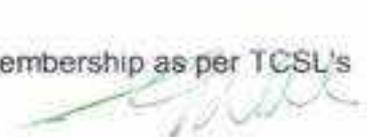
Tata Consultancy Services Limited

Electronics Park, No.1 Software Units, Jayashree Madhuvanji, Hyderabad-500 081 India

Tel: (91) 41 6667 2000 Fax: (91) 40 666 72222 Website: www.tcs.com

Registered Office: Normal Building, 5th Floor, Nariman Point, Mumbai-400 021

TCS Careers Service Line: 1 800 209 3333 | Email: careers@tcs.com

  
FINANCIAL  
Head of Finance & Technology  
Ganapathy V. Rajan  
Bilal Rajan (DCA)



## 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.

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Decorapark, No.1 Software Units Layout, Madhavara, Hyderabad 500081 India  
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 Service Line: 1 800 209 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

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

One Campus, No. 1 Software Units Layout, Malabar Hill, Hyderabad 500 034 (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

Sanjiv V. Reddy  
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

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Decorapark, No. 1 Software Parks Layout, Marolli Nagar, Hyderabad-500 081 India  
Tel: 91 90 6667 2000 Fax: 91 90 6667 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Naraula Road, Mumbai-400 033  
TCS Career Services: 1 800 209 3111 Email: careers@tcs.com

7  
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

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Office: Park No. 1 Software (India) Layout, Madhav Nagar, Hyderabad 500 081 India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Normal Building, 5th Floor, Normal Park, Mumbai 400 021  
TCS Career Services: 1800 204 1111 Email: careers@tcs.com

*[Handwritten signature]*  
Girish Kumar (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)

TCS Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccan Road, No.1 Software Units Layout, Madhuvan, Hyderabad 500 081 India

Tel: +91 40 6657 2100 Fax: +91 40 6657 2222 Website: www.tcs.com

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

TCS Careers ServiceLine: 1 800 268 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

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Decampost, No 1 Software Skills Layout, Madhapur, Hyderabad 500 058 India  
Tel: 91 40 6657 2000 Fax: 91 40 6657 2222 Website: www.tcs.com  
Registered Office: Naraina Complex, 9th Floor, Naraina, New Delhi - 110 028  
TCS Career Services: 1-800-209-3111 Email: career@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.

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Dehranpark, No 1 Software Units Layout, Madhavpur, Hyderabad-500084 India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Nandini Building, 9th Floor, Naraina Point, Mumbai-400071  
TCS Career Service Line: 1800 209 3311 Email: careers@tcs.com

FRINGEVA  
www.fringeva.com  
Gentleddy (P) Private Limited  
Ranga Reddy (Tel.)



**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

22ccampark, Nis 4 Software Units Layout, Madhapur, Hyderabad 500 081 India  
Tel: 91 40 9667 2000 Fax: 91 40 9667 2222 Website: www.tcs.com  
Registered Office: Nandal Building, 9th Floor, Naraina Point, Mumbai 400 025  
TCS Careers Service Line: 1800 209 8111 | Email: careers@tcs.com

12  
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>

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, No.1 Software Units Layout, Madhavur, Hyderabad 500 084 India  
Tel: 91 40 9667 2000 Fax: 91 40 9667 2222 Website: www.tcs.com  
Registered Office: Normal Building, 9th Floor, Naraina Point, Mumbai 400 021  
TCS Career Service Line: 1800 209 3111 Email: career@tcs.com

*Handwritten signature*  
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]*  
Authorized Representative  
Rajesh Modi (SIT)



## 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.

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

One, Conquest, No. 1, Software House Layout, Madhavara, Hyderabad-500 081 India  
Tel: 91 40 5607 2000 Fax: 91 40 0067 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.

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, No.1 Software Units Layout, Madhapur, Hyderabad-500 081, India  
Tel: 91 40 6657 2000 Fax: 91 40 6657 2722 Web: [www.tcs.com](http://www.tcs.com)  
Registered Office: Normal Building, 9th Floor, Nariman Point, Mumbai-400 021  
TCS Career Service Email: [1800-209-3111](mailto:1800-209-3111) / [careers@tcs.com](mailto:careers@tcs.com)

PRINCIPAL  
Averdi Institute of Engineering & Technol  
Gunthepliy (V), Rajgurunagar-17,  
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.

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanquay, No.1 Software Units Layout, Marolli Nagar, 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 Services: 1 800 209 3137 E-mail: 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 of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

TCS Confidential

**TATA CONSULTANCY SERVICES**  
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 294 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)

  
PRINCIPAL  
Tata Institute of Engineering & Technology  
Srinthipaly (V), Kalyan  
E-mail: tcs@tcs.com

TCS Confidential

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Decapark, No. 1, Software Tech Layout, Madhavu, Hyderabad 500 081 (INDIA)  
Tel: 91 40 667 2000 Fax: 91 40 667 2222 Website: www.tcs.com  
Registered Office: Nimra Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Career Services: 1 800 201 3311 E-mail: careers@tcs.com

20



**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 **₹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  
Amal Institute of Engineering & Technology  
Shri Chaitanya (V), Hoshiyanganur,  
Ponnur Taluk (Dist.)

TCS Confidential  
TCSL/DT20224223935

**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 | Site: www.tcs.com  
Registered Office: Normal Building, 901 Floor, Narvesh Point, Mumbai 400 021  
TCS Careers Service Line: 1(800) 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.

TCS Confidential  
TCSL/DT20224223935

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Chennai Park, No. 1 Software Units Layout, Madhavur, Hyderabad 500 081 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 Career Services Line: 1 800 269 3111 Email: talcareer@tcs.com

  
PRINCIPAL  
NITAM 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:

TCS Confidential

TCSLDT20224223935

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No.1 Software Hub Layout, Marolundhi, Mumbai-400 022 India

Tel: +91 40 667 20000 Ext: 91 40 6667 2222 (M-F, 9AM - 6PM IST)

Registered Office: Normal Building, 9th Floor, Naraina Point, Mumbai-400 025

TCS Careers Service Line: 1800 894 311 | Email: careers@tcs.com

PERSONAL  
Announcing the Role of Engineering & Technology  
in Industry 4.0. Ppt 3 slides  
Date: 21/07/2022



## 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.

TCS Confidential

TCSL/DT20224223935

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

[Mumbai] Park Road, Software Units Layout, Madhavan - Hyderabad | Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 | www.tcs.com  
[Registered Office] Nivali Building, 9th Floor, Mumbai Port, Mumbai 400 021  
TCS Careers ServiceLine: 1800 209 4111 | Email: careers@tcs.com

Approved by  
Association of Engineers & Technicians  
Sanjay P. Kulkarni  
2022-2024



## 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.

TCS Confidential

TCSL/DT20224223935

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Decorampur, No.1 Software Park Layout, Madhavaram, Hyderabad-500 084 India  
Tel: (+91) 40 6657 2000 Fax: (+91) 40 6657 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nirmal Park, Hyderabad-500 021  
TCS Career Service Line: 1 800 209 3111 Email: careers@tcs.com

Principal  
5  
Raddy



## 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

TCS Confidential

TCSL/DT20224223935

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Chennai: Park Road, No. 1, Software Units Layout, Madhavai, Chennai-600 016 India

Tel: (+91) 40 9867 2000 Fax: (+91) 40 9867 2222 Website: www.tcs.com

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

TCS Careers ServiceLine: 1 800 209 3111 (email: careers@tcs.com)

*[Handwritten signature]*  
Principal  
Arushi Mehra of Engineering & Technology  
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

TCS Confidential  
TCSL/DT20224223935

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, No.1 Software Units Layout, Marhathur, Hyderabad-500 081 India  
Tel: 91-40-6667-2000 / Fax: 91-40-6667-2222 / Website: www.tcs.com  
Registered Office: Narva Building, 9th Floor, Narva Park, Mumbai-400 021  
TCS Career Service No: 1-800-209-3111 | Email: careers@tcs.com

*Handwritten notes:*  
7  
Anshu Institute of Design & Technology  
Gurgaon, Haryana  
Date: 22/07/2022



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

TCS Confidential

TCSL/DT20224223935

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Decorapark, No.1 Software Street, Jayapuri, Madhavaram - Hyderabad 500 084 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: 1 800 299 3111 Email: 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 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)

TCS Confidential  
TCSL/DT20224223935

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No.1 Software Units Layout, Madhapur, Hyderabad-500 081 India  
Tel: 91 40 6657 20025 (x 91 40 6657 2222) Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nirmal Point, Mumbai-400 021  
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

TCS Confidential  
TCSL/DT20224223935

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Decampus R, No 1 Software Chitra Layout, Madhavur, Hyderabad 500 081 India  
Tel: 91 44 6657 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 209 9111 | 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, 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.

TCS Confidential  
TCSL/DT20224223935

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Electronpark, No.1, Software Units Layout, Marol Nagar, Hyderabad 500 081 India  
Tel: 91 40 6662 2000 Fax: 91 40 6662 2222 Website: www.tcs.com  
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

TCS Confidential  
TCSL/DT20224223935

**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, 5th Floor, Nariman Point, Mumbai-400 021  
TCS Career ServiceLine: 1800-209-0111 Email: careers@tcs.com

PRINCIPAL  
Talent Acquisition & Technology  
Tata Consultancy Services Limited, Hyderabad,  
Pratigya Bhavan (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>

TCS Confidential  
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  
Mumbai





## 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.)

TCS Confidential  
TCSL/DT20224223935

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, 7th Floor Software Units Layout, Marolli 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), Huzurthangal,  
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  
Gouthpally (V), Hayathnagar,  
Ranga Reddy (Dist.)

**TCS Confidential**  
**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 2522 website: www.tcs.com  
Registered Office: Narman Building, 4th Floor, Narman Point, Mumbai 400 021  
TCS Careers/Services/Info: 1800 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.

TCS Confidential

TCSL/DT20224223942

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No.1 Software Units Layout, 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, Nariman Point, Mumbai-400 021

TCS Career Service Line: 1 800 209 3313 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:

*Principal  
Principal Institute of Engineering & Technology  
Sunderbani (M), Kanyakumari  
Ranga Reddy (Dist.)*

TCS Confidential  
TCSL/DT20224223942

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, No.5 Software Units Layout, Madhavara, Hyderabad-500 081 India  
Tel: 91 40 6607 2000 Fax: 91 40 6607 2221 Website: www.tcs.com  
Registered Office: National Building, 9th Floor, Nariman Point, Mumbai-400 021  
TCS Career Service Line: 1800 209 5111 Email: [careers@tcs.com](mailto: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.

TCS Confidential

TCSL/DT20224223942

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, No.1 Software Units Layout, Malabar Hill, Hyderabad-500 081 India  
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, Email: [careers@tcs.com](mailto:careers@tcs.com)

*[Handwritten Signature]*  
PRINCIPAL  
Annual Institute of Engineering & Technology  
Guntur (M. Narayana Rao)  
Ranga Reddy (M.T.S.)



## 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.

TCS Confidential

TCSL/DT20224223942

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No.1 Software Units Layout, Madhavara, Hyderabad-500080  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Narval Building, 9th Floor, Nariman Point, Mumbai-400 021  
TCS Careers Service Line: 1800 209 5111 Email: careers@tcs.com

PRINCIPAL  
General Manager of Engineering & Technology  
Tata Consultancy Services Limited  
Deccanpark, No.1 Software Units Layout, Madhavara, Hyderabad-500080



## 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

TCS Confidential  
TCSL/DT20224223942

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No.1 Software Sights Layout, Marolli Nagar, Hyderabad  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2122 Website: www.tcs.com  
Registered Office Normal Building, 9th Floor, Naraina Park, Mumbai-400 075  
TCS Careers Service Centre: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

PRINCIPAL  
Institute of Engineering & Technology  
Ranga Reddy (G.O.)  
Hyderabad



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

TCS Confidential  
TCSL/DT20224223942

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, 7th Floor, Software Units Layout, Marol Nagar, Mumbai - 400022  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Normal Building, 5th Floor, Nariman Point, Mumbai - 400021  
TCS Career Services line: 1800 209 3313 Email: career@tcs.com

PRINCIPAL  
Associate Institute of Engineering & Technology  
Services (I), Kalyan Nagar, Pune



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)

TCS Confidential

TCSL/DT20224223942

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, No 1, Software Units Layout, Madhavaram, Hyderabad-500 071  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Normal Building, 9th Floor, Narayana Park, Madhavaram, Hyderabad-500 071  
TCS Career Service Line: +810 209 3113 Email: careers@tcs.com

PRINCIPAL  
Association of Engineering & Technology  
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

TCS Confidential  
TCSL/DT20224223942

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Decorumpark, 2nd Floor, Software Units Layout, Madhavaram, Hyderabad 500 016 India  
Tel: 91-40-6667 2000 Fax: 91-40-6667 2222 Website: www.tcs.com  
Registered Office: Normal Building, 9th Floor, Nanaman Point, Mumbai 400 011  
TCS Career Service Line: 1800 209 333 | 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.

TCS Confidential  
TCSL/DT20224223942

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, No. 1 Software Units Layout, Madhapur, Hyderabad - 500080  
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 Services Helpline: 1001 009 3031 Email: careers@tcs.com





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]*  
 TCS CONSULTANCY SERVICES  
 TCS Career Services  
 TCS Learning Incentive

TCS Confidential  
 TCSL/DT20224223942

**TATA CONSULTANCY SERVICES**  
 Tata Consultancy Services Limited

One Campus, No 1 Software Units Layout, Mulbagh, Hyderabad 500034 India  
 Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
 Registered Office: Nilambur Building, 9th Floor, Naraina Point, Mumbai-400 021  
 TCS Career Service Helpline: 1800 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>	

TCS Confidential  
TCSL/DT20224223942

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No 1, Software Units Layout, Madhapur - Hyderabad - 500080  
Tel: (+91) 00 9667 2000 Fax: (+91) 00 4657 2222 Website: www.tcs.com  
Registered Office: Nirmaal Building, 9th Floor, Narimann Point, Mumbai 400 021  
TCS Career Services: 1800 209 3111 Email: career@tcs.com

*[Handwritten Signature]*  
PRINCIPAL  
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.

PRINCIPAL  
Anand Institute of Engineering & Technology  
Bharathiar University, Mysore  
Dr. Roddy (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.

*8/8/2022*  
*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.

  
Rajesh Chavhan  
Assistant Institute of Engineering & Technology  
Gurhe Road, Neral, Maharashtra  
Pune Road (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  
Tata Institute of Engineering & Technology  
Guwahati (V. Haveli Nagar,  
Ranga Roady (Dist.)

TCS Confidential  
TCSL/DT20224223942

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deshpark, No. 1 Software Techs Layout, Mysapur, 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 Park, Mumbai 400 071  
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.

**TCS Confidential**  
**TCSL/DT20224223942**

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, No.1 Software Units Layout, Mulund West, Maharashtra 400058 India  
Tel: 91 40 6672 2000 Fax: 91 40 6672 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nirmal Point, Mumbai 400 021  
TCS Careers Service line: 1800 209 3143 Email: careers@tcs.com



**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 **₹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 &

  
Manda Kalyan Reddy  
Assistant System Engineer-Trainee  
Grade Y (Dtl.)

TCS Confidential  
TCSL/DT20224223922

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, 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: Nivala Building, 9th Floor, Naraina Point, Mumbai 400 021  
TCS Career Service Line: 1800 209 3333 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.

TCS Confidential  
TCSL/DT20224223922

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

One Campus, No. 1 Software Units Layout, Marolli Nagar, Hyderabad 500 081 India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Web: [www.tcs.com](http://www.tcs.com)  
Registered Office: Nirmal Building, 9th Floor, Nirmal Point, Mumbai 400 021  
TCS Career Service Line: 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:

TCS Confidential  
TCSL/DT20224223922

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

One Campus, No.1 Software Sifts Layout, Marthapur, Hyderabad-500 081 India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Normal Building, 9th Floor, Naraina Point, New Delhi-110029  
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.

TCS Confidential

TCSL/DT20224223922

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, No 1 Software Units Layout, Madhavai, Hyderabad 500 081, India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Normal Working, 9th Floor, Narayana Plaza, Madhavai 400 021  
TCS Career Service Line: 1800 209 3111 Email: careers@tcs.com

Authorized Signatory & Director  
Guilty by (M) Hyderabad  
Ranga Reddy (DTSC)



## 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.

TCS Confidential

TCSL/DT20224223922

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, 26/3 Software Units Layout, Madhapur, Hyderabad-500 081, India  
Tel: 91-40-6667 2000 Fax: 91-40-6667 2722 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nandanam Road, Mumbai-400 021  
TCS Career Service Email: 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

TCS Confidential  
TCSLDT20224223922

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpall: No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India  
Tel: 91 40 6627 2000 Fax: 91 40 666 7222 Website: www.tcs.com  
Registered Office: Nariman Point, 9th Floor, Nariman Point, Mumbai 400 021  
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

TCS Confidential  
TCSL/DT20224223922

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Decampark, No.1 Software Units Layout, Madhavaram, Chennai - 600 036  
Tel: 91 40 657 2000 Fax: 91 40 666 1 222 Website: www.tcs.com  
Registered Office: Nirmal Building, 5th Floor, Naraina Point, Mumbai - 400 071  
TCS Career ServiceLine: 1 800 209 31 11 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

TCS Confidential  
TCSL/DT20224223922

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Decampark, No.1 Software Units Layout, Madhavaram, Hyderabad-500042  
Tel: (91) 80 0667 2000, Fax: (91) 49 0667 0222, Website: www.tcs.com  
Registered Office: Nivala Building, 9th Floor, Nariman Point, Mumbai 400 025  
TCS Career Service Line: 1 800 209 3111, Email: careers@tcs.com

*[Handwritten Signature]*  
**PRINCIPAL**  
Awards 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)

TCS Confidential  
TCSL/DT20224223922

**TATA CONSULTANCY SERVICE**  
Tata Consultancy Services Limited

Deccanpark, No.1 Software Units Layout, Madhapur, Hyderabad-500080  
Tel: 91 40 6672 2000 Fax: 91 40 6697 2222 Website: www.tcs.com  
Registered Office: Narmad Building, 9th Floor, Naraina Point, Mumbai-400 075  
TCS Career Service: Hot: 1800 201 3111 Email: care@tcs.com

  
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

TCS Confidential  
TCSL/DT20224223922

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

(Deccanpark, No.1, Software Chhatra Layout, Madhapur, Hyderabad, India)  
Toll Free: 1800 401 2000 Fax: 91 40 6601 2222 Website: www.tcs.com  
Registered Office: Narmada Building, 5th Floor, Nariman Point, Mumbai 400 021  
TCS Career Service Line: 1800 209 5111 Email: careers@tcs.com

PRINCIPAL  
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 :

- \*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

TCS Confidential  
TCSL/DT20224223926

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Occanpark, No.1 Software Chits Layout, Marolpur, Mumbai - 400 057  
Tel: 91 40 6697 20002 ex: 91 40 6697 2222 Website: [www.tcs.com](http://www.tcs.com)  
Registered Office: Normal Building, 9th Floor, Nambur Point, Mumbai 400 021  
TCS Career Services: 1401 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

PRINCIPAL

Principal, Engineering & Technology  
TCSL (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

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)

TCS Confidential  
TCSL/DT20224223926

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Head Office: 15th Floor, Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
Tel: 91 20 2657 2000 Fax: 91 20 2657 2222 Website: [www.tcs.com](http://www.tcs.com)  
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Career Services (in): +91 20 265 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

PRINCIPAL  
Branch Head of Engineering & Technology  
Mumbai (M), Hyderabad  
Sangee 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

TCS Confidential

TCSL/DT20224223926

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Decapark, No.1 Software Hub, Laxmi, Marolli, Hyderabad  
Tel: +91 40 6667 2000 Fax: +91 40 6667 2222 Website: www.tcs.com  
Registered Office: Nivala Building, 9th Floor, Nariman Point, Mumbai-400 021  
TCS Career Service Line: 1800 209 3333 Email: careers@tcs.com

*[Handwritten Signature]*  
PRINCIPAL  
Alkanti Institute of Engineering & Technology  
Gurubandily (V), Rajaltheerthi  
Mangal Residy, (Qadab)



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

TCS Confidential  
TCSL/DT20224223926

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No.1 Software Units Layout, Mysore (Karnataka)  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Normal Building, 9th Floor, Narayan Pet, Mumbai 400 023  
TCS Careers Service Line: 1800 709 3113 Email: careers@tcs.com

*Handwritten signature and stamp:*  
APPROVED  
TCSL  
Anzali Institute of Engineering & Technology  
Mysore (K), Karnataka  
Roshan Roddy (Dial)





## 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.

TCS Confidential  
TCSL/DT20224223926

**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: Naraina Building, 9th Floor, Naraina Point, Mumbai 400 071  
TCS Career ServiceLine: 1 800 209 1110 Email: careers@tcs.com

PRINCIPAL  
Avanhi Institute of Engineering & Technology  
Guntur (V), Rayachoti, Guntur  
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.

TCS Confidential  
TCSL/DT2022423926

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Decamp/Wk 100-1 Software House Layout, Marthapur, Hyderabad - 500080  
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

PRINCIPAL  
Aravali 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:

TCS Confidential  
TCSLDT20224223926

**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.



**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 &

**TCS Confidential**  
**TCSL/DT20224223926**

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Decorampark, No. 1 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  
Guntur (V), Hyderabad.  
Kanta Reddy (Q12)



(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**  
Ayazul 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.

TCS Confidential  
TCSL/DT20224223922

**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, Narayana Point, Mumbai 400 021  
TCS Careers Service: 1800 209 3111 | Email: careers@tcs.com

PRINCIPAL  
Anandhi Institute of Engineering & Technology  
Guntur (V), Rayachoti Road,  
Nanga 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  
Avanti Institute of Engineering & Technology  
Guntur (V), Nayanadri,  
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  
Rajesh K. Srinivasan  
Rajesh K. Srinivasan



**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>	

TCS Confidential  
TCS/DT20224223922

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, No.1 Software Parks Layout, Marolli Nagar, Hyderabad-500081 India  
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

Principal  
Ganesh Institute of Engineering & Technology  
Guntur (V), Tirupati District,  
Andhra Pradesh (Dist.)  
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, Marthahalli, Hyderabad 500 084 India  
Tel: 91-40-6667 2000 Fax: 91-40-6667 2222/2001/2002 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

TCS Confidential  
TCSL/DT20224223922

**TATA CONSULTANCY SERVICE**  
Tata Consultancy Services Limited

Chennai Park, No.1 Software Units Layout, Madhavaram - 600036, India  
Tel: 91 40 9667 2000 Fax: 91 40 6607 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  
Sri Lanka Institute of Engineering & Technology  
Galle City (Sri Lanka)  
Sanga Roddy (Dial)



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.

TCS Confidential  
TCSLDT20224223922

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, 5th Floor, Software Units Layout, Malviya Nagar, 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-400 021  
TCS Careers Service Line: 1800 209 5141 Email: careers@tcs.com

PRINCIPAL  
Asst. Prof. Institute of Engineering & Technology  
Guntur (V), Rayachoti,  
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

**TCS Confidential**  
**TCSL/DT20224223926**

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, No. 1 Software Units Layout, Marhasset, Hyderabad 500 081 India  
Tel: 91 40 667 2000 Fax: 91 40 667 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>

TCS Confidential  
TCSL/DT20224223926

**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, Mitsan-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>	

TCS Confidential  
TCSL/DT20224223926

**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

CONFIDENTIAL  
Tata Consultancy Services & Technology  
Confidentiality (V), Hyderabad  
Panda Road (East)



**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  
For the use of Engineering & Technology  
Company No. Bangalore  
Bangalore Region



## 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  
Associate of Engineering & Technology  
Ganapathy (V), Havelkesar,  
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.

TCS Confidential  
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: 1 800 209 3111 Email: careers@tcs.com

  
PRINCIPAL  
Associate of Engineering & Technology  
Guntur (V), Hyderabad  
Ranga Reddy (Circle)



## 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.



(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.

TCS Confidential  
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 &

TCS Confidential  
TCSL/DT20224223978

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Decorum Park, No. 1 Software Units Layout, Madhapur, Hyderabad  
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 & 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.

TCS Confidential  
TCSL/DT20224223978

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Microcampus, 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 400 025  
TCS Career Services: 1800 209 3111 Email: careers@tcs.com

PRINCIPAL  
Narain Institute of Engineering & Technology  
Guntur City (V), Nellore District  
Guntur Ready (Dist) JNTU



## 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:

TCS Confidential  
TCSL/DT20224223978

**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 41 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  
AVSNT 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.

TCS Confidential  
TCSL/DT20224223978

**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: Nariman 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

TCS Confidential  
TCSL/DT20224223978

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Decanpark, No.1 Software Units Layout, Madhapur, Hyderabad, India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: [www.tcs.com](http://www.tcs.com)  
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai - 400 021  
TCS Career Services: 1 800 709 3111 Email: [career@tcs.com](mailto:career@tcs.com)

PRINCIPAL  
TCSL/DT20224223978  
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

TCS Confidential  
TCSL/DT20224223978

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Decapark, No.1 Software Units Layout, Marthalli, Hyderabad - 500080  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Regional Office/Nirmal Building, 9th Floor, Nirmal Point, Mumbai-400 051  
TCS Career Service/Hot: 1-800-209 3111 Email: careers@tcs.com

7  
PATRICIAL  
Personal Institute of Engineering & Technology  
Mumbai (V), Maharashtra  
Patrol Rany, 1/1/2022



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

TCS Confidential  
TCSL/DT20224223978

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, No.1, Software Units Layout, Madhuvanahalli, Hyderabad-500080  
Tel: (91) 40 6867 2089 Fax: (91) 40 6867 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai-400 071  
TCS Career Service Line: 1800 209 3111 Email: 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 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)

TCS Confidential  
TCSL/DT20224223978

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Decorum Park, No 1 Software Triangle Layout, Madhavara, Hyderabad  
Tel: 91 40 6657 2000 Fax: 91 40 6657 2227 Website: www.tcs.com  
Registered Office: Neema Building, 9th Floor, Narayan Pet, Mumbai 400 052  
TCS Career Service Line: 1800 209 3211 Email: careers@tcs.com

PRINCIPAL  
Annex Building of Engineering & Technology  
Rajiv Gandhi Institute of Technology  
K. J. Somaiya Institute of Technology & Management  
Mumbai



- 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.

TCS Confidential  
TCSL/DT20224223978

**TATA CONSULTANCY SERVICES**  
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)





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]*

*[Stamp: PRINCIPAL, Avanathi Institute of Engineering & Technology, Rangareddy District]*



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-Sez, 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>	

PRINCIPAL  
Regional Institute of Engineering & Technology  
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.

  
PRINCIPAL  
Tata Institute of Engineering & Technology  
Ghatge Road, Kalyanapur,  
Mumbai-400015



## 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.

TCS Confidential  
TCSL/DT20224223978

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

(Incorporated in India) No. 1 Software Technology Park, Madhapur, Hyderabad, TS  
Tel: 91 40 6657 2000 Fax: 91 40 6657 2232 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Narayan Plant, Madhapur 400 075  
TCS Career Service for: 1800 209 3111 | Email: careers@tcs.com

*PRINCIPAL*  
*Amal Institute of Engineering & Technology*  
*Chennai (V), Hojai 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.



(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.

  
Principal  
Kalyan Institute of Systems & Technology  
Ghatghar (W), Kalyan  
Ranga Road, Kalyan



**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  
Sankar M. Jayaraman  
Vivek Reddy (Dial)



(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.

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

  
RECEIVED  
TCS  
MUMBAI  
2022-04-22  
10:30 AM



(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.

TCS Confidential  
TCSL/DT20224223978

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Electronics Park, No.1 Software Unity Layout, Madhapur, Hyderabad-500081  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Nariman Point, 9th Floor, Nariman Point, Mumbai-400021  
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.



PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
M-Model, VI, Indiranagar (IND), RS-11

## 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) P O T-1

- 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.



PRINCIPAL  
Avanithi Institute of Engg. & Tech.  
Gundlupet, Mysore  
Achy Chandiya 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.**  
 Gunthakal, (P) Adurajapuram (Tal.) R. 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: 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. Sathubamel (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.



PRINCIPAL  
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.



PRINCIPAL

Avanika Institute of Engg. & Tech.  
 15/55 Park Woods Circle  
 Suite 702, Alpharetta  
 Georgia, 30005-2453 US  
 Ph: +1 770-609-3217  
 info@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, #5007  
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, G.O. Dist.

## MSYS TECH INDIA PRIVATE LTD

A5V Chandilya 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

*Kathirvel Ayyasamy*  
Ayyasamy  
Aventhi Institute of Engg. & Tech.  
Chennai, Tamil Nadu, India

Signature and date  
(Employee)

  
Principal  
Anand Institute of Engg. & Tech.  
Guntur  
MS & Tech Tada Private Limited  
Chandiva Towers, 8th Floor, #5-587  
Raj Gandhi Sagar (GMR), Orissam  
Thirupakkal, 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.  
Srinivas (A), Andhra Pradesh (A), R.R. 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 INSTITUTION OF ENGR & TECH.  
General  
MSys TECH India Private Limited,  
30V Chandra Towers, 3rd Floor, #3/397,  
Rajiv Gandhi Sala, (OAR), Chikyan,  
Thiruvananthapuram, Kerala - 690 595  
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), Pudukottai District, Tamil Nadu

## 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  
Avanith Institute of Engg & Tech  
Guntur Road IV, Abulhasanpet, 27.07

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 / Engg. & Tech.  
General Manager

## 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 Institute in Engg. & Tech.  
 C/o MSys Tech India Private Limited  
 ADV Chandiya Towers, 8th Floor, #5-097  
 Rajiv Gandhi Salai, (O.M.R.), Okkyam,  
 Thiruvallur, Chennai - 600 095  
 Ph: +91 44 32127015  
 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**

<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.

  
 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 AI, Bangalore, India, 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;

- 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, 14055972000 Private Limited.  
ADV Chandiya Towers, 9th Floor, #B-997,  
Rajiv Gandhi Salai (OMR), Coimbatore,  
Tamil Nadu, 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>
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.**  
 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)

  
Avanthy Institute of Engg. & Tech.  
Gundacheri (V), Abbiyapattanam (M), Chennai - 600 096.  
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*  
Avanithi 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;

  
 Avanthi Institute of Engg. & Tech.  
 Guduvanchery (V), Arakkonam - 601 101, R.J. Road  
 MSys Tech India Private Limited  
 8th Floor, 45/59T  
 Raju Gandhi Sada (OMR), Orogan  
 Thirupakkam, 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 Subramanian  
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.



P. Srinivas  
Avanathi Institute of Engg. & Tech.  
Gandhinagar (P.O.), Gudalur Taluk, 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*  
Avanti Institute of Engg & Tech.  
Gandhinagar (V), Adambakkam (West), Chennai - 600 096

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  
Gurthasally (T), Andhra Pradesh (India), 500 090

## 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), Chokkikulam,  
Thozhakkalam, Chennai - 600 095  
Ph. : +91 44 32187015  
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.

- 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

## 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: 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 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)



Ayyasamy, Kathirvel Engg. & Tech.  
Gandhi Salai, Okkiyam Thoraipakkam, Chennai - 600 096

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.  
Gurugram - 122002  
MSys Tech India Pvt. Ltd.  
ADP Mahindra Towers, 9th Floor, #5-091  
Ray Dandi Gate (DMR), Gurgaon,  
Haryana - 122002  
Ph: +91 44 39167015  
www.mysystech.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;



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 English & Tech  
Guntur, AP, India

MSys Tech India Private Limited  
82V Chandelis Towers, 8th Floor, #5397,  
Rajiv Gandhi Salai (O.M.R.), Coimbatore,  
Tamil Nadu, Chennai - 600 068  
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

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.

  
Avinash, 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  
 Gurpreet (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  
Avanathi Institute of Engrg. & Tech.  
Genthagudi (V), Andhulavaram, 2<sup>nd</sup> Floor, Sec

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,  
Gurupelah (V), Anandapuram (Tal), R.R. Nagar

## 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;



Avasthi, ...  
Gurpreet Singh, ...

- 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 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.

  
 Avanthi Kulkarni  
 General Manager of ENR & TQM

- 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  
MSys Tech India Private Limited  
MSV Chandraya Towers, 8th Floor, #8-087,  
Raw Gandhi Salai (OMR), Chokkikulam,  
Thirupakkam, Chennai - 600 092.  
Ph: +91 44 24167015  
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**  
**Avanhi Institute of Engg & Tech.**  
Avanhi Institute of Engineering & Technology,  
 4th Floor, 2nd Floor, 3rd Floor, 4th Floor,  
 Ray's Gandhi Sala, OMR, Chokkiam,  
 Thorapakkam, Chennai - 600 098  
 Ph - +91 44 36187035  
 www.msys technologies.com



Mar 21, 2022

MSys / Offer Letter/ HR

### OFFER OF EMPLOYMENT

Dear PERUMALLA MANISAI,

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) - 600092, 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  
Avinash MSys Technologies Private Limited  
ADP Chandiv Tower, 8th Floor, #5000CH  
Gandhinagar, Rajiv Gandhi Sala, (DMR) Division,  
Thiruvananthapuram, Chennai - 600 095, 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  
Gurthodiy (MSys Tech India Private Limited)  
A22 Chandya Towers, 8th Floor, #5/201,  
Rajiv Gandhi Sala (CMR), Okkyam,  
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  
MSys Tech India Private Limited  
Chandraya Towers, 8th Floor, #5-367,  
Rajiv Gandhi Salai (OMR), Chokkikulam,  
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.**  
 Guntur, Andhra Pradesh, India

## MSYS TECHINDIA PRIVATE LTD

ASV Chandriva 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  
Avanthy  
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 / Enrol. & Tech  
Chennai - 600 095  
Ph: +91 84 35 1870 15

## 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.

- 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.



PRINCE  
Avanthi Institute of Engg. & Tech.  
Gurthi  
MSys Tech India Private Limited  
ADV Chandika Towers, 8th Floor, #8/907,  
Rajiv Gandhi Sala, (DMR), Okkyam,  
Thoraickkam, 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.

  
 Avanithi Institute of Engg. & Tech  
 Chennai



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  
Avanathi Institute of Engineering & Technology  
Guntur, 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;



ORIGINAL  
Aventhi Institute of Engg. & Tech.  
Gunthakota (V), Andhra Pradesh 501 007

- 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.  
 Gundlupeta, M.S. and Secunderabad, T.X. 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), Abulapuram (AS), 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 - 585101

- 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]*  
PRINCIPAL  
Avanith Institute of Engg. & Tech,  
Gundlupeta (M. A. Road) - 515 101, AP, INDIA

- 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, Gu. Alapattur, Chennai - 600 095

MSys Tech India Private Limited  
MSY Chandra Towers, 9th Floor, #5/207,  
Rajiv Gandhi Sala (DMP), Cooyar,  
Thirupakkam, Chennai - 600 095  
Ph: +91 44 26167015  
www.msys technologies.com



**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.

  
 PRINCIPAL  
 Avanthi Institute of Engg & Tech  
 Gunthakurichi, Chennai

MSys Tech India Private Limited  
 A/D/ Chandras Towers, 8th Floor, #5/97,  
 Raja Gandhi Salai (GMR), Chokkikulam,  
 Thorapakkam, Chennai - 600 095.  
 Ph: +91 44 32167015  
 www.mysystech.com

## MSYS TECHINDIA PRIVATE LTD

ASV Chandiya Towers,  
8<sup>th</sup> Floor, # 5097, Rajiv Gandhi Salai (GMR),  
Okkiam Thoralpakkam,  
Chennai - 600 096  
Tel No: 044 30167015  
[www.msys technologies.com](http://www.msys technologies.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  
Ayyasamy      by Kathirvel  
Ayyasamy

Mar 21, 2022

Human Resources  
I have read the above and accept the same

Signature and date  
(Employee)

  
Avanhi Institute of Engg & Tech  
Guntur (V) - 522 002, Andhra Pradesh, India  
MSys Tech India Private Limited  
ASV Chandiya Towers, 8th Floor, #5097,  
Rajiv Gandhi Salai (GMR), Okkiam  
Thoralpakkam, Chennai - 600 096  
Ph: +91 44 30167015  
[www.msys technologies.com](http://www.msys technologies.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 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]*  
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 - 600 095.  
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**  
**Avanthe Institute of Engg & Tech.**  
 Gunsharni, T. N. ...  
 ... Tech. ... Private Limited.  
 ... Towers, 8th Floor, #5197,  
 ... Sankar ...  
 ... Chennai - 600 086.  
 Ph: +91 44 34187010  
 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.



**ANNEXURE**

**NAME: DARAM MAMATHA**

**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.

  
 HR/HRD  
 Avanti HR/HRD  
 Gunthakota  
 MSys Tech India Private Limited,  
 401 Chandiya Towers, 9th Floor, #5/9A,  
 Raju Gandhi Sagar (OMR), Olayam,  
 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.mysystechnologies.com](http://www.mysystechnologies.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

Avanthy 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.mysystechnologies.com](http://www.mysystechnologies.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 Road IV, MSys Tech India Private Limited  
AGV Chandraya Towers, 8th Floor, 48/241,  
Rajiv Gandhi Salai (O.M.R.) - Coovim,  
Thiruvallur, Chennai - 600 005.  
Ph: +91 44 36107015  
www.msys.com



**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.

## MSYS TECHINDIA PRIVATE LTD

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

**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  
Avanith Institute of Engg. & Tech  
Gudalur, Tamil Nadu  
MSys Tech India Private Limited  
ASV Chandiya Towers, 8th Floor, #5/397,  
Rajiv Gandhi Salai (OMR), Okkiam  
Thoralpekkam, Chennai - 600 096  
Ph: +91 44 39167015  
[www.msystechnologies.com](http://www.msystechnologies.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.

**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.msys technologies.com

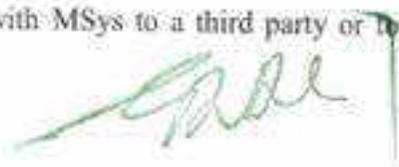
- a) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder 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

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.  
Gunpowder (T), Kumbakonam (IND), 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, 45/307  
Rajiv Gandhi Salai (O.M.R.), Chennai  
Tamil Nadu, Chennai - 600 096  
Ph: +91 44 36187018  
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 setexpectations 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.

  
PRINCEAL  
Avanhi Institute of Engg. & Tech.  
Guntur (A), Andhra Pradesh (M.S.), 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.

## 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.msystechnologies.com](http://www.msystechnologies.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

**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  
Avanathi Institute of Engg. & Tech.  
Guntur Road (N), Madhavaram (East), P.R. Dist

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;

  
 Avani Institute of Engineering & Technology  
 45V Chandra Toser, 6th Floor, #5/57  
 New Gandhi Sala (DMR) Ootyam,  
 Thiruvananthapuram, Kerala - 695 095  
 Ph. +91 44 30157015  
 www.higittechnologies.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.

## 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: \_\_\_\_\_

*Kathirvel Ayyasamy*  
Kathirvel  
Ayyasamy  
Aayathi Institute of Engg. & Tech.  
Guntur (V) Dist. Nellore, Andhra Pradesh, India  
MSys Chandiya Towers, 4th Floor, #5/247,  
Rajiv Gandhi Salai (O.M.R.), Dindivanur,  
Thiruvananthapuram, Chennai - 600 095,  
IN. +91 44 30107019  
www.msys technologies.com

**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  
 Gundlupudi (M), Abdulajjampur (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)

*[Handwritten Signature]*  
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 - 44 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.

*[Handwritten Signature]*  
PRINCIPAL  
Avanmi Institute of Engg & Tech  
Chennai  
MSys Tech India Private Limited  
Rajiv Gandhi Sala (6th Floor), 45/287  
Tharambakkam, 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  
Avanhi  
Guntur (V)

- 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.



Avanthi M.  
Geethapathy 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 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  
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 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.

  
 Avanti, Institute of Engg & Tech  
 Ganeshpally, Mysore Tech Park Private Layout,  
 Chandra Towers, 6th Floor, #5/99,  
 Raju Gandhi Sala, (OMR), Dargam,  
 Tharapakkam, Chennai - 600 095,  
 Ph. : +91 44 30107010  
 www.mysystechologies.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



**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.



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.



Avantni Institute of Engg & Tech  
Guntur (V), West of Tech India Private Limited:

MSV Chendrya Towers, 8th Floor, #5/39T,  
Rajiv Gandhi Salar (DMR) - Okoyam,  
Thiruvalluram, Chennai - 600 055  
Ph: +91 44 32187015  
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 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 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.



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 - 522 002

MSys Tech India Private Limited  
A2V Chandra Towers, 8th Floor, #5/281  
Rajiv Gandhi Salai (O.M.R.), Chennai  
Tamil Nadu - 600 092  
Ph: +91 44 32187018  
www.mysystech.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**

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.





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

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**  
Avanthi Institute of Engg. & Tech.  
Gunthasipaly (M), Abdulapurmet (M), R.R. Dist.



**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

TCS Confidential  
TCSL/DT20222

**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

PRINCIPAL  
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.

TCS Confidential  
TCSL/DT20222

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No.1, Software Units Layout, Madhavapur,  
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 | Email: careers@tcs.com

PRINCIPAL  
Avanthi Institute of Engg. & Tech.  
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.

TCS Confidential  
TCSL/DT20222

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No.1 Software Dots Layout, Madhuvanagar, Hyderabad - 500016, India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Web: [www.tcs.com](http://www.tcs.com)  
Registered Office: Nandgaon Building, 5th Floor, Nariman Point, Mumbai 400 021  
TCS Career Service Line: 1800 269 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

PRINCIPAL  
Avanthi Institute of Engg. & Tech.  
Guntur Road, Abulhasanpet (Mol.), 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/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.



## 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.

TCS Confidential  
TCSL/DT2022z

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, Fra 1 Software Units Layout, Madhapur, 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)

PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
Chittoor (N), Chittoor District (N), 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.

TCS Confidential  
TCSL/DT20222

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Driving Park, 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, Narayana  
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  
Hyderabad - 500031  
Ph: 98491 20021



### 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.

TCS Confidential  
TCSL/DT20222

**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 - 400 021, India  
TCS Career Service Line: 1-800-299-3111 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.

TCS Confidential

TCSL/DT20222

**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, Abhishekpuri (Mol), 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



[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

TCS Confidential  
TCSL/DT20222

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

One Campus, No. 1 Software Units Layout, Madhavaram, Chennai 600 036  
Tel: 91-40-6667 2100 Fax: 91-40-6667 2222 Website: www.tcs.com  
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), Abdulapurmet (Md.), P.R. Dist



GROSS SALARY SHEET

Annexure 1

Name	Abhiram Mailaram
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

TCS Confidential  
TCSL/DT20222

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services

Avanthy's Syntific Academy & Syntific Institutions  
Ganeshpur, Akhola, Pune (M.S.), R.R. Dist.  
TCS Campus, No. 1 Software Units Layout, Marol Nagar, Andheri West, Mumbai 400 092 India  
Tel: 91-20-5652 2000 Fax: 91-20-6857 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, Pokhara 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.

TCS Confidential  
TCSL/DT2022

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Decorahpark, No. 1 Software Units Layout, Malabar Road, Bangalore - 560 081, India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 4th Floor, Nariman Point, Mumbai-400 021  
TCS Career Service Line: 1800 208 3131; Email: [careers@tcs.com](mailto:careers@tcs.com)

PRINCIPAL  
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.

TCS Confidential  
TCSL/DT2022

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Decorum Park, No. 1 Software Units Layout, Madhapur, Hyderabad 500 080 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 ServiceLine: 1 800 209 3011 Email: careers@tcs.com

PRINCIPAL  
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 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.

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.  
Kandamallur, Tal: Alandipuzha (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 **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>	
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 (V), Abdullapurmet (M), 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.

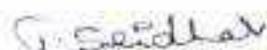
This letter of intent is made to you based on your performance in our Assessment and final round of interview. You are required to undergo our intense 6-month, **Training Program**. Post the successful completion of the Training, you will be hired as a full-time employee of **TekWorks**. You will be 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**  
Avanathi 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.

TCS Confidential  
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, Narayan Pet, Mambur 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.

TCS Confidential  
TCSL/DT20662

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Chennai: No. 1 Software Units Layout, Madhavpur, T. Nagar, Chennai 600 088 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  
Avanti Institute of Engg. & Tech  
Gandhinagar (M), Abdulgumil (M), R.R. Diat



## 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  
TCS/DT20662

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No.1 Software Units Layout, Marolapuri, New Goregaon, Mumbai 400 091 (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

*[Signature]*  
PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
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.

TCS Confidential  
TCSL/DT20662

**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: Nilmal Building, 9th Floor, Narayan

TCS Careers Service Line: 1800 269 3611 Email: [careers@tcs.com](mailto:careers@tcs.com)

 13

PRINCIPAL  
Avanthi Institute of Engg. & Tech.  
Guntur (V. Appala Rao) R.R. Dist.  
Guntur (V. Appala Rao) 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.

TCS Confidential  
TCSL/DT20662

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

(Incorporated in India)  
Registered Office: 13th Floor, Software Park, 1st Stage, Main Road, Electronic City, Bangalore 560 082, 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

PRINCIPAL  
Avanthy Institute of Engg. & Tech.  
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.

TCS Confidential  
TCSL/DT20662

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Thiruvananthapuram, No. 1 Software Units Layout, Madhavapur, IT Park, Thiruvananthapuram, Kerala, India  
Tel: 91 49 6667 2000 Fax: 91 49 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)

  
PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
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.

TCS Confidential  
TCSL/DT20662

TATA CONSULTANCY SERVICES

Tata Consultancy Services Ltd.

(2000 Park, No. 1, Software Units Layout, Madhavai, 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: 1800 209 3111 Email: careers@tcs.com

PRINCIPAL

Avanti Institute of Engg. & Tech. 13  
Gandhinagar (M), Abulhasanpet (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.

TCS Confidential  
TCSL/DT20662

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

(Decampark, 1st & 2nd 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, Narayana Point, Mumbai 400 021  
TCS Career ServiceLine: 1800 209 3111 Email: careers@tcs.com

PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Gunthasally (V), Abdulapurmet (M), 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.

TCS Confidential  
TCSL/DT20662

**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

Avanhi Institute of Enigg. & Tech.  
Gandhapathy (V), Abdullapurmet (Mk.), R.R. Dist. 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

TCS Confidential  
TCSL/DT20662

**TATA CONSULTANCY SERVICES PRINCIPAL**

Tata Consultancy Services Limited

Deccanpark, No 1 Software Units Layout, Madhavaram, Chennai - 600 036  
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

TCS Confidential  
TCSL/DT20662

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, 46/1 Software/IT/IT Layout, Madhavai, Hyderabad - 500080

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

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

TCS Careers: Service@tcs.com | 1 800 209 3111 | Email: careers@tcs.com

PRINCIPAL

Avanthy Institute of Engg. & Tech.  
Suburban Road, Suburban, Mumbai - 400 021



## 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 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>	

TCS Confidential  
TCSL/DT20662

### TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Decoranpark, No 1 Software Units Layout, Marolli Nagar, 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, Nariman Point, Mumbai 400 021  
TCS Career Service Line: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

*(Signature)*  
**PRINCIPAL**  
Avanathi Institute of Engg. & Tech.  
Gunthabally 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 400 071  
TCS Career Service Line: 1800 209 3511 Email: careers@tcs.com

  
PRINCIPAL  
Avanthi Institute of Engg. & Tech.  
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.  
Gandhinagar (V), Abdulgummi (M), R.R. Dist.

Principal  
Avanhi Institute of Engg. & Tech.  
Guntur, N. Andhra Pradesh, India. For Date



(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.  
Gunthapally (V), Abulgaouhar (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.

**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

**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**

w  
w  
w.  
ei  
di  
ko  
.c  
o

+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), Abudapuram (M), R.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: U66010MD12009PLC197134

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](mailto: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 (V), Abdulapurmet (M), R.R. Dist.

w  
w  
w  
e  
i  
d  
i  
k  
o  
.  
c  
o  
m



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**

w  
w  
w  
e  
i  
d  
i  
k  
o  
.  
c  
o  
m

+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, Kurla Road, Kurla (W), Mumbai - 400018



PRINCIPAL

Avanthi 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 (Mdl), R.P. Dist.



## PROVISIONAL OFFER LETTER

**College Name:** Avanthi 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**  
Avanthe 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 or 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:** Avanathi 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.

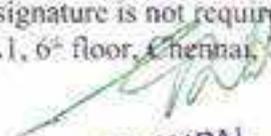
We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers is up to 2.50 LPA - The package differs based on the Client, the individual's skill set, and various other selection parameters. Your association 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.

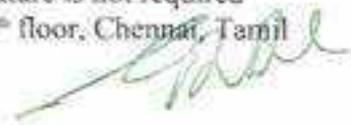
We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers is up to 2.50 LPA - The package differs based on the Client, the individual's skill set, and various other selection parameters. Your association 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

TCS Confidential  
TCSL/DT22002

**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](http://www.tcs.com)  
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)

13



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.

TCS Confidential

TCSL/DT22002

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

1000 Park Road, Software Units Layout, Mysore, Karnataka 560 075 (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

Swathi Institute of Engg. & Tech  
Gurugram, Haryana, India

13



#### 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.

TCS Confidential  
TCSL/DT22002

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Decorum Park, 9th Floor, Software Units Layout, Madhavaram, Hyderabad - 500081  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nanamangal, Madhavaram, Hyderabad-500071  
TCS Career Service Line: 1800 209 3111 Email: careers@tcs.com

  
PRINCIPAL

13

Avanathi Institute of Engg. & Tech.

(V. Abdulgourner (Aot), 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.

TCS Confidential  
TCSL/DT22002

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Decoy Park, No 1 Software Units Layout, Madhavar, Hyderabad

Tel: 91 40 667 2000 Fax: 91 40 667 2222 Website: www.tcs.com

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

TCS Careers Service Line: 1800 209 8111 Email: careers@tcs.com

  
13  
PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
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.

TCS Confidential  
TCSL/OT22002

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No. 1, Software Parks Layout, Madhapur, Hyderabad 500 082 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 209 3311 | Email: careers@tcs.com

PRINCIPAL

13

Avanathi Institute of Engg. & Tech.  
Gundlupally (V), Abudulapurmet (M.D.), R.P. 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.

TCS Confidential  
TCSLDT22002

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

OneStopPark, No.1, Software Units Layout, Madhavapur, 15<sup>th</sup> Cross,  
Bellary Road, Bengaluru - 560075, Karnataka, India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 5<sup>th</sup> Floor, Nariman Point, Mumbai 400 021  
TCS Careers ServiceLine: 1800 209 5111 Email: careers@tcs.com

  
PRINCIPAL

Avanathi Institute of Engg. & Tech.  
Guntur (V), AbduCapunnet (Mdl.), 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.

TCS Confidential  
TCSL/DT22002

13

**TATA CONSULTANCY SERVICES** **Avanathi Institute of Engg. & Tech.**  
Tata Consultancy Services Limited Gunthepally (V), Abulapuram (Mtl.), R.R. Dist.

Deccanpark, No.1 Software Units 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, 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.

TCS Confidential  
TCSL/DT22002

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Decorumpark, No-1 Software Units Layout, Mediapark, Hyderabad  
Tel: 91 40 6657 2000 Fax: 91 40 6657 3272 Website: [www.tcs.com](http://www.tcs.com)  
Registered Office: Nirvana Building, 9th Floor, Nariman Point, Mumbai-400 021  
TCS Careers Service Line: 1800 204 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

  
PRINCIPAL 13  
Avanhi Institute of Engg. & Tech.  
Guneshapathy (M), Abdullapurmat (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



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.

TCS Confidential  
TCSL/DT22002

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

1 Deccanpark, No. 1, Software Units Layout, Madhavu, Hyderabad  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: [www.tcs.com](http://www.tcs.com)  
Registered Office: Nilmal Building, 9th Floor, Nariman Point, Mumbai 400 025  
TCS Careers ServiceLine: 1800 204 3111 | Email: [careers@tcs.com](mailto:careers@tcs.com)

  
PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
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.

TCS Confidential  
TCSL/DT22002

**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 Pet, Hyderabad - 500 081

TCS Career Service Line: 1 800 269 4444 | Email: [careers@tcs.com](mailto:careers@tcs.com)

 13  
PRINCIPAL  
Avanthi Institute of Engg. & Tech.  
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

TCS Confidential  
TCSL/DT22002

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

One Campus, No. 1 Software Units Layout, Hitech Park, Hyderabad  
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

PRINCIPAL 13  
Avanhi Institute of Engg. & Tech.  
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>

TCS Confidential  
TCSL/DT22002

  
PRINCIPAL 13

**TATA CONSULTANCY SERVICE** Avanthi Institute of Engg. & Tech.

Tata Consultancy Services Limited Gunthapally (V), Adulapuram (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 209 3111 Email: careertcs@satyam



**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.



**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**  
Avenhi Institute of Engg. & Tech.  
Guntur (V. Abayachandrababu Naidu), 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.



(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/DT2200

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Decorative Park, No. 1, Software Units Layout, Madhavara, 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, Narayan Road, Madhavara-500 080  
TCS Career Service Line: 1800 209 311 | Email: [careers@tcs.com](mailto:careers@tcs.com)

 20  
PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Guntur, A.P.



**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

**TCS Confidential**  
**TCSLDT20222**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No.1 Software Units Layout, Madhavaram, Chennai - 600 031  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222  
Registered Office: Nirmal Building, 9th Floor, Narayana Hills, Hyderabad-500 017  
TCS Career Service Line: 1800 209 3111 Email: careers@tcs.com

**PRINCIPAL**

Avanthy 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.

TCS Confidential  
TCSLDT20222

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Decorum Park, No. 1 Software Units Layout, Madhavapur, 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

PRINCIPAL

Avanith Institute of Engg. & Tech. 1  
Guntur (N), Andhra Pradesh (N), 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.

TCS Confidential  
TCSL/DT20222

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Decentralized, No. 3 Software Units Layout, Madhav Nagar, Electronic City, Bangalore 560 091, India  
Tel: 91 40 6677 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 5th Floor, Nariman Point, Mumbai 400 021  
TCS Careers ServiceLine: 1800 266 1111 Email: [careers@tcs.com](mailto:careers@tcs.com)

*[Signature]*  
PRINCIPAL  
Tata Institute of Engg. & Tech.  
Mumbai, Maharashtra  
1



## 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  
TCSL/DT20222

**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, 99/1, Loc. Nariman Point, Mumbai 400 021

TCS Careers ServiceLine: 1800 309 3111 Email: careers@tcs.com

  
PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
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.

TCS Confidential  
TCSLDT20222

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Decorum Park, No. 1, Software Units Layout, Malabar Road,  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222  
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Service Line: 1800 209 8111 Email: careers@tcs.com

*[Signature]*  
**Avanishi Institute of Engg. & Tech.**  
Gandhinagar (M), Abulghani Road, DR. 024 1



## 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.

TCS Confidential  
TCSL/DT20222

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

1000 Lakeside, No. 1 Software Units Layout, Madhavadrao, Hyderabad 500 081 India

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

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

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

PREPARED BY  
Aranhi Institute of Engg. & Tech  
Aranhi (V), Andolapuram (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.

TCS Confidential  
TCSL/DT20222

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Ltd.

Deccanpark, No.1 Software Units Layout, Mahalaxmi,  
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

TCS Confidential  
TCSL/DT20222

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Chittoor Park, 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, 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

TCS Confidential  
TCSLDT2022

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Delhi Campus: No-1 Software Units, Lajpat, Midhazari  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Web: www.tcs.com  
Registered Office: Naraina Building, 9th Floor, Naraina Pocket, Malviya 400 021  
TCS Careers Service: 1 800 209 3111 Email: careers@tcs.com

*Principal*  
Principal  
Avanathi Institute of Engg. & Tech. 1  
Gundlupally (M), Abudulapurmet (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.

TCS Confidential  
TCSL/DT20222

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Therapark, No.1 Software Units Layout, Malleshwari, Bangalore  
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-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.

TCS Confidential  
TCSL/DT20222

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

One Campus, No. 1 Software Units Layout, Mithalapur, Hyderabad, India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Web: www.tcs.com  
Registered Office: Narmada Building, 9th Floor, Narmada Road, Mumbai 400 621  
TCS Careers Service Line: 1800 299 3111 Email: careers@tcs.com

*[Signature]*  
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

TCS Confidential  
TCSL/DT20222

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

100 Connaught Place, No. 1 Software Units Layout, Marolli Nagar - 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

PRINCIPAL

Avanish Institute of Engg. & Tech.

Guilford Road, Adityapuram (M) R.S. Rd



GROSS SALARY SHEET

Annexure 1

Name	Abhiram Mailaram
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

TCS Confidential  
TCSL/DT20222

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Decorumpark, No. 7 Software Units Layout, Madhavara, Hyderabad

TEL: 91 40 6667 2000 Fax: 91 40 6667 2522 Web: www.tcs.com

Registered Office: Normal Building, 9th Floor, Narayana

TCS Careers Service Line: 1800 204 1111 | Email: careers@tcs.com

PRINCIPAL  
Avanthy Institute of Engg. & Tech.  
Gandhinagar (M), Abudusammet (Med), R.T. Dist.  
Ph: 9849306021



## 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>	

TCS Confidential  
TCS/DT20222

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

DocuCamp, No 1 Software finite Layout, Madhapur, Hyderabad - 500081 India  
Tel: 91 40 6677 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.

  
PRINCIPAL  
K. V. R. Institute of Engg. & Tech  
Completed by:  R. H. Ude



## 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.

*[Handwritten Signature]*  
PRINCIPAL  
Vijay Institute of Engg. & Tech.  
Gandhinagar, Bangalore (KAR) H.R. Oct 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  
Avanthi 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

TCS Confidential  
TCSL/DT20442

**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  
Avanathi 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.

TCS Confidential  
TCSL/DT20442

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services

Doccenter Park, No. 7 Software Units Layout, Madhavara, Bangalore - 560 081, India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Narayana Point, Madhavara (560 022)  
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

*(Signature)*  
**PRINCIPAL**  
Avanhi Institute of Engg. & Tech.  
Gunthapally (P), Abdulapurmet (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.

TCS Confidential

TCSL/DT20442

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Employees' Welfare Trust

Deccanpark, No.1 Software Hub Layout, Mulbagh, Bangalore  
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 400021  
TCS Careers Service Line: 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.

TCS Confidential  
TCSL/DT20442

**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, Nirmal House, Mumbai 400 021  
TCS Careers: Service Line: 1800 209 3111 | Email: careers@tcs.com

**PRINCIPAL**  
**Avanhi Institute of Engg. & Tech.** 13  
Ganthapally (P.O. Abulhasanpet (M.T.), P.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.

TCS Confidential  
TCSL/DT20442

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Hebbalpur, No.1 Software Units Layout, Marthalli

Tel: 91 40 6667 2000 Fax: 91 40 6667 2222

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

TCS Career Service Line: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

*[Signature]*  
PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Guntur (A), Andhra Pradesh, India, R.S. 522 002



**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,  
Chennai - 600 023





## 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/DT2044

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Discampark, No 1 Software Parks Layout, Mysore  
Tel: 91 40 6667 2000 Fax: 91 40 6657 2227/2568  
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.

TCS Confidential  
TCSL/DT2044

**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  
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

TCS Confidential  
TCSL/DT20442

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

(Pocampark, No.11, Software Units Layout, Madhav Nagar, Bangalore - 560075)  
Tel: 91-40-2667 2000 Fax: 91-40-2667 2001  
Registered Office: Nirmal Building, 5th Floor, Nirmal Point, Madhav Nagar, Bangalore - 560075  
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

**TCS Confidential**  
**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.

TCS Confidential  
TCSLDT21332

**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*  
**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.

TCS Confidential  
TCSL/DT21332

TATA CONSULTANCY SERVICES

Tata Consultancy Services

Deccanpark, No 1, Software Units Layout, Madhav Nagar, Bangalore-560078, India  
Tel: 91 49 6697 2000 Fax: 91 49 6697 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 5th Floor, Nariman Point, Mumbai-400 021  
TCS Career ServiceLine: 1800 209 3111 Email: careers@tcs.com

*[Signature]*  
PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
Gunshapaly (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.

TCS Confidential  
TCSL/DT21332

**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

PRINCIPAL

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.

TCS Confidential  
TCSLDT21332

**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  
Avanathi 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.

TCS Confidential  
TCSL/DT21332

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Decorumpak, 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

TCS Careers ServiceLine: 1800 209 1111 Email: careers@tcs.com

  
PRINCIPAL  
Avanthi Institute of Engg. & Tech.  
Guntur (V), Abdulapuram (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.

TCS Confidential  
TCSL/DT21332

**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)

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

TCS Confidential  
TCSL/DT21332

**TATA CONSULTANCY SERVICES** PRINCIPAL

Tata Consultancy Services Limited

Decampark, 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: Normal Building, 9th Floor, Narayan Road, Mumbai - 400 021

TCS Careers ServiceLine: 1800 209 9181 Email: careers@tcs.com

Principal  
Avanhi Institute of Engg. & Tech.  
Gunthepally (V), A.D. Jagannadrapuram, West, N.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.

TCS Confidential  
TCSL/DT21332

  
PRINCIPAL  
**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Aswathi Institute of Engg. & Tech.  
Sunguvinayam, Abulgasim (Mdl.), R.R. Dist.

13



GROSS SALARY SHEET

Annexure 1

Name	Ch.Venu Gopal
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



## 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-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>	

TCS Confidential  
TCS/DT21332

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Technology Park, 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, Aboligummet (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.

TCS Confidential  
TCSL/DT2133

  
PRINCIPAL  
Ayanthi Institute of Engg. & Tech.  
Gumthala, Abdulapuram (Maj), R.R. Dist.  
TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

(Head Office) No. 1 Software Units Layout, Midc, Powai, 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: 1 800 204 3111 Email: careers@tcs.com



**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**  
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), Abbulapurem (Mdl.), 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.

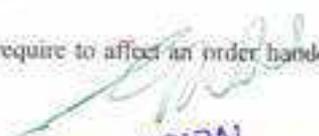
**Leave & Other Benefits:** You will be eligible for leave and other such benefits in accordance with Company's rules and regulations. The perquisites applicable to your grade are subject to alteration & s amendment, and you will be entitled to the same as per the rules of the Company.

**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 22688982/22621180, Fax: +91 44 32786177

  
**PRINCIPAL**  
Avanathi Institute of Engg. & Tech,  
Gundlupet, (P), Abbotpet (Tal), 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 # U72200TG2000RPT70034124

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), Andampuzha, 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

**TCS Confidential**  
**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

**PRINCIPAL**  
Avanish Institute of Engg. & Tech. 1  
Contractually (V), Addulajjapurat (KOT), 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.

TCS Confidential

TCSL/DT20552

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Decorum Park, No. 1 Software Units Layout, Malabar Hill,  
Mumbai 400 057, India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222  
Registered Office: Nirmal Building, 5th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Service No: 1800 209 3111 Email: careers@tcs.com

*Principal*  
Aventhi Institute of Engg. & Tech.  
Guntur Road, Acharyaapuram (M.D.), R.R. Dist  
Guntur, Andhra Pradesh, India  
www.tcs.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.

TCS Confidential

TCSL/DT20552

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Eloccanpark, No. 1 Software Units Layout, Madhavara  
Tel: 91 40 2607 2000 Fax: 91 40 6607 2222 www.tcs.com  
Registered Office: Nirmal Building, 91, Finsia, Naraina Point, Mumbai 400 021  
TCS Careers Service Line: 1800 303 3111 Email: careers@tcs.com

*Handwritten signature*  
Advanced 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.

TCS Confidential

TCSL/DT20552

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

1000 Park, 9th Floor, Software Parks Layout, 6th Stage, Bellary 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

PRINCIPAL  
Avantih Institute of Engg. & Tech.  
Gandhinagar (M), Abdulapurmet (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.

**TCS Confidential**  
**TCSLDT20552**

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services

Deccanpark, No.1 Software Units Layout, Madhav Nagar, Hyderabad 500 088 India  
Tel: +1 408667 2000 Fax: +1 408667 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.

TCS Confidential  
TCSL/DT20552

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

One Campus, No. 1 Software Units Layout, Madhavara, Bengaluru 560075, 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.

TCS Confidential  
TCSLDT20552

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.) R.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.

TCS Confidential  
TCSL/DT20552

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

*[Handwritten Signature]*  
PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Gandhinagar (W), Amboli, Mumbai (M.C.), 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

TCS Confidential

TCSL/DT20552

**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: Nivali 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), Adduripalem (M.S.), 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.

TCS Confidential  
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 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.

TCS Confidential  
TCSL/DT20552

**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.  
K. J. Somaiya Road, Akhadasa (Mumbai), 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

**TCS Confidential**  
**TCSL/DT20552**

**TATA CONSULTANCY**  
Tata Consultancy Services Limited

(Rescanpark, No.1 Software Units 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*  
**Avanathi 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>

TCS Confidential

TCSL/DT20552

**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: Normal Building, 9th Floor, Narayan Pet, Muluboli, 400 021  
TCS Careers ServiceLine: 1800 209 3111 Email: careers@tcs.com

*Pr...*  
Avanthy Institute of Engg. & Tech.  
Guntur (V), Abudalapurmet (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  
Avanthy Institute of Engg. & Tech.  
Gundhampally (V), Abudhanaspet (P.O.), R.R. 103



**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.  
Guntur (M), Andhra Pradesh (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 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.  
Guntharajpet, Abdulapurmet (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>	

TCS Confidential  
TCSL/DT20552

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Plot Campus, No 1 Software Units Layout, Marhagur,  
Tel: 91 40 6567 2000 Fax: 91 40 6567 2422 Website: www.tcs.com  
Registered Office: Narim Point Building, 9th Floor, Narim Point, Mumbai 400021  
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.

  
Gunthapati M. Abdulgumbar (Mtl), 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 Nagar, 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

*[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.  
Ganapathy, M.S. Abdulapurmet (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, Nariman Point, Mumbai 400 021  
TCS Careers Service Line: 1800 209 31 15 | Email: careers@tcs.com

*Abdul Samad*  
**PRINCIPAL**  
Avanishi Institute of Engg. & Tech.  
Guntur (V), Abdulapurmet (Dist), 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) (Aut.) R.R. Ltd

**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**

HR Executive



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

Avanhi Institute of Engg. & Tech.  
Gundhapaty (V), Abdulapurmet (M.L.), 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.  
Mangammanapalya, Bengaluru - 560 068

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.  
Gumbapally (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 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 (M), 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

## 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), Abudisapuram (M.D.), 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**

HR Executive



Signature

**Gudugu Keerthana**

## 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

**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

## 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**  
Engg. & 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

# 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.  
Mysuru (M), Abbulapurna (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
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**  
Avanthi Institute of Engg. & Tech.  
Ganesh M, Abdullapurmet (Mdl), 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 | website : www.techpalle.com



## PROVISIONAL OFFER LETTER

**College Name:** Avanthi 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.

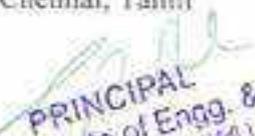
We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers is up to 2.50 LPA - The package differs based on the Client, the individual's skill set, and various other selection parameters. Your association 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  
Avanathi 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.

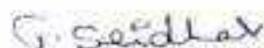
This letter of intent is made to you based on your performance in our Assessment and final round of interview. You are required to undergo our intense 6-month, **Training Program**. Post the successful completion of the Training, you will be hired as a full-time employee of **TekWorks**. You will be 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:** Avanthi 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  
Avanithi 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 Technology India Private Limited)  
Registered Office:  
Unit 13, Tower A, DLF Building, Gurgaon - 122002  
Ph: +91 44 2268088/2268188, Fax: +91 44 22788177

  
**PRINCIPAL**  
Avanathi Institute of Engg. & Tech.  
Gunahatipati (V), Abdulapurmet (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

**TCS Confidential**  
**TCSL/DT2055:**

**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, Nandanam Road, Chennai-600028

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.

TCS Confidential  
TCSL/DT2055

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No. 1, Software Units Layout, Adambazar,  
Tel: 91 40 6667 2010 Fax: 91 40 6667 2222/2000  
Registered Office: Narimani Point, 5th Floor, Narimani Point, Mumbai 400 075  
TCS Career Service Line: 1800 209 3333 Email: careers@tcs.com

  
**PRINCIPAL**  
Avenhi Institute of Engg. & Tech.  
Guntur, (V.V. Subudhanagar (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.

TCS Confidential

TCSL/DT2055:

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Decampark, No.1 Software Units Layout, 5th Mile,  
Bellary Road, Bangalore 560074, India  
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

PRINCIPAL  
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.

TCS Confidential

TCSL/DT2055:

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Registered Office: Normal Building, 5th Floor, Naraina, New Delhi - 110028  
TCS Career Services: 1800 209 1111 Email: careers@tcs.com

*[Signature]*  
PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Guntur (V), Abulapure (M), R.R. Dist.  
Guntur (V), Abulapure (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/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.

TCS Confidential  
TCSL/DT2055:

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No.1 Software Units Layout, Madhapur, Hyderabad - 500081  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nirmalanagar, Madhavaram, Chennai 600 021  
TCS Career Service Line: 1800 209 1111 Email: [careers@tcs.com](mailto:careers@tcs.com)

*[Signature]*  
PRINCIPAL  
Awanthi Institute of Engg. & Tech.  
Gundlupet (V), Abbiyapalem (M.D.), R.R. Dist  
7



## 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.

TCS Confidential

TCSL/DT2055:

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

One Campus, No.1, Software Units Layout, IIT Madras, Chennai - 600 075, 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 265 3111 | Email: careers@tcs.com

*(Signature)*  
PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Gushasipalya 03, Abdulapurmet (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

TCS Confidential

TCSL/DT2055:

**TATA CONSULTANCY SERVICES**

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. Dist)  
1





## 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.

TCS Confidential  
TCSL/DT2055:

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

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 Careers: www.tcs.com 1800 365 3611 Email: careers@tcs.com

*Principal*  
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.

TCS Confidential  
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**  
Avanathi 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.

TCS Confidential  
TCSL/DT2055

**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

  
PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
Guntur (V), Guntur (Dist), 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

TCS Confidential  
TCSL/DT2055:

**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, Madurai 625 021  
TCS Careers: [www.tcs.com/careers](#) | Email: [careers@tcs.com](#)

**PRINCIPAL**  
**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>	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

TCS Confidential  
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 7311 | Email: careers@tcs.com

PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
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>	

TCS Confidential  
TCSL/DT2055

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, No-1 Software Units Layout, Madhav  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Narmada Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Service: 1800 209 3111 Email: careers@tcs.com

PRIN...  
Avanthy Institute of Engg. & Tech.  
Gumthangy (M), Abudulapurna, (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.

TCS Confidential  
TCSL/DT205E

**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

  
PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
Guntur (V), Abulapurmet (Mtl), R.R. Dist  
20

PRINCIPAL  
Institute of Engg. & Tech.  
Abulapurmet (Mtl), R.R. 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.

TCS Confidential  
TCSL/DT205E

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

File: C:\park\No.1 Software Units Layout, Madhavali, Hyderabad 500 081-3123  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nirmal Park, Madhavali, Hyderabad 500 081  
TCS Career Service Hot: 1800 209 3143 Email: careers@tcs.com

  
**PRINCIPAL**  
Aavathi 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.

TCS Confidential  
TCSL/DT205E

**TATA CONSULTANCY SERVICES LIMITED**  
Tata Consultancy Services Limited

(Decorapark, Bn 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 201 3111 Email: careers@tcs.com

*Abh*  
**PRINCIPAL**  
**Avanhi Institute of Engg. & Tech.**  
Guntur, Dist. 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.

TCS Confidential  
TCSL/DT2055

**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: 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.

TCS Confidential  
TCSL/DT205E

**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: Nirmal Building, 9th Floor, Narayana Point, Marolli Nagar, Mumbai 400 021  
TCS Careers Service Line: 1 800 209 7111 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 affect an order handover your duties and responsibilities to any individual appointed by the Company.

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

SSetech.Com

  
**PRINCIPAL**  
**Avanhi Institute of Engg. & Tech.**  
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**

Avanithi Institute of Management & Tech.  
Guntur (V), Abdulapurmet (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# UT2200TG30000PTC034234

SSctech.Com

  
Avanthy & Tech.  
Gandhapally (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**

w  
w  
w.  
ei  
di  
ko  
:c  
o

+91 40-33182600

info@eidiko.com



**PRINCIPAL**  
**Avanhi 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



## 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

  
Avanthe Institute of Engg. & Tech.  
Gundhampally (V), Abdullapurmet (Mdl), R.R. Dist.

16/11/2022

## Letter of Intent –Free Training and Placement under CSR

Dear KunapaReddy Sony (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) 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





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.  
Guntur (M. Abdulgummat (Prin.), R.R. C.

w  
w  
w  
e  
i  
d  
i  
k  
o  
.  
c  
o  
m



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**

w  
w  
w  
e  
i  
d  
i  
k  
o  
.  
c  
o  
m

+91 40-33182600

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 # UT2200TG2000097C034124

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  
Avanthy 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**

w  
w  
w  
e  
i  
d  
i  
k  
o  
.  
c  
o  
m

+91 40-33182600

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.



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

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**

w  
w  
w  
e  
i  
d  
i  
k  
o  
.c  
o  
m

+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

w  
w  
w  
e  
i  
d  
i  
k  
o  
.c  
o  
m

+91 40-33182600

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.  
Gentaship (V), Aced. Department (Wd.), F.R. Road



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**

w  
w  
w  
.  
e  
i  
d  
i  
k  
o  
.  
c  
o  
m

+91 40-33182600

info@eidiko.com

  
**PRINCIPAL**  
**Avanthi Institute of Engg. & Tech.**  
Gunthapalle (V), Abdulgumma (Meds), 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.S.), 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



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:

  
PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Gundlupet, M.J. Subbaramaiah (M.D.), 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

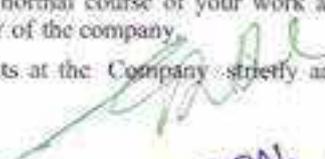
- You will be imparted training on-the-job and periodically when the training programs will be organized. The Company lays high importance when the training its employees and spends considerable resources on it. A full commitment from employee side is expected during the training period.

## 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.  
AVS Compound, 4th Block, 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 - 162001  
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), R.R. Dist.  
13



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.

TCS Confidential

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 6667 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

  
**PRINCIPAL**  
Avanathi Institute of Engg. & Tech.  
Gunthasally (M), Adulapammet (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.

TCS Confidential  
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, Madhavu 406 621  
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.

TCS Confidential

TCSL/DT20332

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Delcam Park, No.1 Software Units Layout, Madhapur, Hyderabad  
Tel: 91 40 6672 2000 Fax: 91 40 6672 2222 Website: www.tcs.com  
Registered Office: Normal Building, 9th Floor, Nallamilli Road, Madhapur-500 072  
TCS Careers Service Line: 1800 200 1111 Email: careers@tcs.com

PRINCIPAL  
Avanathi Institute of Engg & Tech.  
Guntur District, Guntur, Andhra Pradesh, India  
Dr. V. Abdulrasheed (Ph.D.), 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.

TCS Confidential  
TCSL/DT20332

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

One Campus, No 1 Software Units Layout, Mail Road, ITZ, Electronic City, Bengaluru  
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.

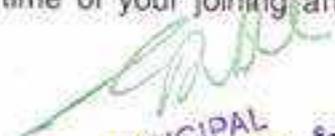
After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory 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

TCS Confidential  
TCSL/DT20772

**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, Banjara Hills, Mumbai 400 071  
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.

TCS Confidential  
TCSL/DT20772

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Decampark, No 1 Software Units Layout, Madhavara, Hyderabad  
Tel: 91 40 6667 2300 Fax: 91 40 6667 2322 Website: www.tcs.com  
Registered Office: Nivala Building, 9th Floor, Nariman Point, Mumbai 400021  
TCS Careers ServiceLine: 1800 264 2111 | Email: careers@tcs.com

  
PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
Guntur District, Abulhasanpet (Dist.) A.P. 521104



#### 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.

TCS Confidential  
TCSL/DT20772

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Chancanpark, 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 204 311 | Email: careers@tcs.com

  
PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
Gundlupaly, N. Andhra Pradesh (AP) 523 001  
138 Crd



## 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

TCSL/DT20772

**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.

### 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.

TCS Confidential  
TCSL/DT20772

**TATA CONSULTANCY SERVICES**

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 209 311 | Email: careers@tcs.com

  
PRINCIPAL  
Nirmal Institute of Engg & Tech  
Nirmal Institute of Management (NIM), R.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.  
Gachibowli (M. Mandapam) (S&T) 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. Abdullapuram), 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), Abdulgummet (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 (Mtd.), 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)

- 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.
- You shall not keep any copies of these items in any form whatsoever.
- Violation of this clause may invite legal action.

  
PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Gundlupaly (V), Abdulapurmet (M.E.), 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

  
**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

TCS Confidential  
TCSL/DT21255

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Deccanpark, No.1 Software Units Layout, Madhapur, 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.

TCS Confidential  
TCSL/DT21255

**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 (S)*  
Ganthapally (M), Abdulqumari (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.

TCS Confidential  
TCSL/DT21255

**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, Nariman Point, Mumbai - 400 021  
TCS Careers Service Line: 1800 709 3111. Email: [careers@tcs.com](mailto:careers@tcs.com)

  
PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
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.

TCS Confidential  
TCSL/DT21255

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, Jew 1, Software Units Layout, Madhavaram, Hyderabad

Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website:

Registered Office: Nirmal Building, 9th Floor, Nariman Point

TCS Careers ServiceLine: 1800 204 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

  
13  
PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Guntur (A), Andhra Pradesh (M.D.), R.R. Dist  
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.

TCS Confidential  
TCSL/DT21255

**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

PRINCIPAL  
Avanathi Institute of Engg. & Tech  
Gunthapally (V), 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**  
Avanithi Institute of Engg. & Tech.  
Gurubhapaty (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



PRINCIPAL  
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**



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), Abulajapurmet (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 24488823/244739, Fax: +91 44 2776177

  
— PRINCIPAL  
Avanhi 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

w  
w  
w.  
e  
i  
d  
i  
k  
o  
.c  
o  
m



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**

w  
w  
w.  
ei  
di  
ko  
.c  
o  
m

+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 Road, 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.

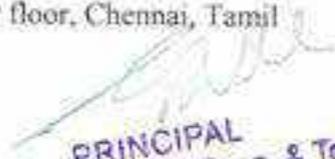
We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers is up to 2.50 LPA - The package differs based on the Client, the individual's skill set, and various other selection parameters. Your association 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), Abdulsapurmet (Mol.), 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 22668621/2167193, 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), Abkalaspetmet (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  
Avanathi 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  
Avanathi Institute of Engg. & Tech.  
Guntur - 522 002, Andhra Pradesh (INDIA)



**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

**TCS Confidential**

**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: 1 800 209 311 | Email: [careers@tcs.com](mailto:careers@tcs.com)

PRINCIPAL  
Avanathi 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.

TCS Confidential

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**  
Avanthi 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.

TCS Confidential

TCSL/DT21232

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No.1 Software Units Layout, Madhav Nagar,  
Tel: 91 40 6697 2000 Fax: 91 40 6697 3022  
Registered Office: Nirmal Building, 9th Floor, Maratha 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, Madhavai, 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, Madhavai (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.



# 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, (M), Andhra Pradesh, India. 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 400042

  
**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), Abudlakurmet (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.

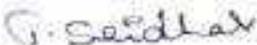
This letter of intent is made to you based on your performance in our Assessment and final round of interview. You are required to undergo our intense 6-month, **Training Program**. Post the successful completion of the Training, you will be hired as a full-time employee of **TekWorks**. You will be 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), Abudulapurmet (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)



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.  
Guntur, (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), Abdolapurmet (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, 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)

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), Abudisarcumet (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 (M), 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

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  
Avanathi Institute of Engg. & Tech.  
Gunthapally (V), Abulapurmet (M.D.), R.R. Dist.



## 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), Abdulrasoolpet (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

TCS Confidential  
TCSL/DT20332

**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

**PRINCIPAL**  
**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.

TCS Confidential  
TCSL/DT20332

**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.

TCS Confidential  
TCSL/DT20332

**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 2322 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

**PRINCIPAL**  
Avanhi Institute of Engg. & Tech.  
Guntur (N), Andhra Pradesh (Mh.), R. Pr Datt



## 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  
TCSL/DT20332

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No.1 Software Park Layout, Malabar Hill, Mumbai - 400021

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 3111 Email: careers@tcs.com

PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
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.

TCS Confidential  
TCSL/DT20332

**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

**PRINCIPAL**  
**Avanhi Institute of Engg. & Tech**  
Guntur (N), Abdullapurmet (MD), 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.

TCS Confidential  
TCSL/DT20332

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

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: Nirma Building, 101, Elmhurst, Nariman Point, Mumbai 400 021  
TCS Careers Service Line: 1800 209 3119 Email: careers@tcs.com

PRINCIPAL  
Avanthy Institute of Engg. & Tech.  
Guntur (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.

TCS Confidential  
TCSL/DT20332

**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 400 671  
TCS Career Service Line: 1800 204 3111 Email: careers@tcs.com

Avanathi Institute of Engineering & Tech.  
Guntur (V), Abulhasanpet (M.D.), R.R. Dist.  
7



### 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.

TCS Confidential  
TCSL/DT20332

**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

PRINCIPAL  
Avanthi Institute of Engg. & Tech.  
Gurushapathy (V), Abdulsapurmet (Mk.), 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

TCS Confidential  
TCSL/DT20332

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Onecon Park, 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, 5th Floor, Naraina P.O., New Delhi 110028  
TCS Career Service Line: 1800 209 3111 | Email: [careers@tcs.com](mailto:careers@tcs.com)

PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Gudhapaty (M), Adilshahpet (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.

TCS Confidential  
TCSL/DT20332

**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)

PRINCIPAL  
Avanthi Institute of Engg. & Tech.  
Gunshapally (V), Abbulapet (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.

TCS Confidential  
TCSL/DT20332

**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)

PRINCIPAL  
Avanishi Institute of Engg. & Tech.  
Guntur (V), Andhra Pradesh (India), 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

TCS Confidential  
TCSL/DT20332

**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](http://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](mailto:careers@tcs.com)

**PRINCIPAL**  
**Avanathi Institute of Engg. & Tech.**  
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

TCS Confidential  
TCSL/DT20332

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No 1 Software Parks Layout, Madhapur, Hyderabad 500 080

Tel: 91 40 6672 2000 Fax: 91 40 6672 2272 Website: www.tcs.com

Registered Office - Normal Building, 9th Floor, National Centre

TCS Career Service Tel: 1800 309 1111 Email: careers@tcs.com

PRINCIPAL  
Avanthi Institute of Engg. & Tech.  
Guntur (V), Alchutturpet (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>	

TCS Confidential  
TCSLDT20332

**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

**PRINCIPAL**  
**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.

Avanthi Institute of Engg. & Tech.  
Gunthapally (R), Abulapurmet (M.D.), 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.



# 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, 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)



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  
Avanthy Institute of Engg. & Tech.  
Gurthipaly (V), Alandapuram (M), A.P. 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)

- 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  
Avanthy Institute of Engg. & Tech.  
Guntur (M), Andhra Pradesh (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)



## 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 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

PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Ganeshpaly (N. Addurajpuram (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)

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.  
Guntur (M. Abdulaziz (M.A.), 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.,

*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

PRINCIPAL  
Avanthi Institute of Engg. & Tech.  
Gunturapally (M), Abdulapurnet (Wol.), R.R. Dist.

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

PRINCIPAL  
Avanthi Institute of Engg. & Tech.  
Gunturpally (V), Abdulapurmet (Mof), R.R. Dist



**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

TCS Confidential  
TCSL/DT21552

**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 31 | E-mail: careers@tcs.com

PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
Gundlupoth, 07, Abdullapurmet (M.D.), 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.

TCS Confidential  
TCSL/DT21552

**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)

PRINCIPAL  
Avanith Institute of Engg. & Tech.  
Ganthapalle, H.P. A.S. Road, Bangalore (Karnataka) - 560 077  
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.

TCS Confidential  
TCSL/DT21552

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

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)

PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
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.

**TCS Confidential**

**TCSLDT21552**

**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](http://www.tcs.com)  
Registered Office: Normal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Serviceline: 1800 269 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

PRINCIPAL  
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.

**TCS Confidential**  
**TCSL/DT21552**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Descarpark, 49/1 Software Units Layout, 4th Floor,  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222  
Registered Office: Nirmal Building, 9th Floor, Naraina, New Delhi, India  
TCS Careers Service Box: 1800 204 1111 Email: [careers@tcs.com](mailto:careers@tcs.com)

**PRINCIPAL**  
**Avanthi Institute of Engg. & Tech.**  
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.

TCS Confidential  
TCSLDT21552

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No.1 Software Units Layout, Malleshwari, 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, Nanaman Point, Chennai-600 021  
TCS Careers: [www.tcs.com](http://www.tcs.com) / [www.tcs.com/careers](http://www.tcs.com/careers) / [careers@tcs.com](mailto:careers@tcs.com)

PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
Gundlupeta (M), Anantapur (Dist), 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.

TCS Confidential  
TCSL/DT21552

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanpark, No.1 Software Exports Layout, Malabar Hill, Hyde  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: [www.tcs.com](http://www.tcs.com)  
Registered Office: Normal Building, 5th Floor, Nariman Point, Mumbai 400 021.  
TCS Careers Service Line: 1 800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Guntur (N. Abulnigam (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.

TCS Confidential  
TCSL/DT21552

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Decorum Park, No. 1, Software Units Layout, Madhapur, Hyderabad 500 080, India.  
(Tel: 91-40-6667 2000 Fax: 91-40-6667 2222 Website: www.tcs.com)  
Registered Office: Normal Building, 9th Floor, Narayana Point, Mumbai 400 021  
TCS Careers ServiceLine: 1-800-209-3111 Email: careers@tcs.com

PRINCIPAL  
Avanishi Institute of Engg. & Tech.  
Guntur (M), Andhra Pradesh (M.S.), 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

TCS Confidential  
TCSL/DT21552

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Deccanapark, 1st Software Units Layout, Andhapur, Hyderabad-500080  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: [www.tcs.com](http://www.tcs.com)  
Registered Office: Nirmal Building, 9th Floor, Naraina Point, Mumbai 400021  
TCS Careers ServiceLine: 1 800 705 31 11 Email: [careers@tcs.com](mailto:careers@tcs.com)

PRINCIPAL  
Avanhi Institute of Engg. & Tech.  
Guntur (V), Andhra Pradesh (500021), R.A. Dipti



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.

TCS Confidential  
TCSL/DT21552

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

Excelsarpark, 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: Normal Building, 9th Floor, Nariman Point, Mumbai-400 021  
TCS Career Serviceline: 1800 209 3113 Email: careers@tcs.com

PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
Guntur (V), Abulhasanpet (M), 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.

TCS Confidential  
TCSL/DT21552

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Excelerpark, No.1, Software Parks Layout, Madhapur, Hyderabad - 500081 (India)  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com  
Registered Office: Nirmal Building, 5th Floor, Narayan Pet, Mumbai - 400 021  
TCS Careers Service Line: 1800 206 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
Gandhinagar (V), 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



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

TCS Confidential  
TCSL/DT21552

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

One of our offices: No.1 Software Units Layout, Madhavapur, Hyderabad  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Web: [www.tcs.com](http://www.tcs.com)  
Registered Office: Nilmal Building, 90's Floor, Narayana  
TCS Careers Service Line: 1 800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

**PRINCIPAL**  
Avanhi Institute of Engg. & Tech.  
Guntur (M), Andhra Pradesh (M.D.), 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>

TCS Confidential  
TCSL/DT21552

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

One World Park, No.1 Software Giant's Elysium, Madhapur, Hyderabad, India  
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: [www.tcs.com](http://www.tcs.com)  
Registered Office: Normal Building, 5th Floor, Nariman Point, Mumbai, India. Phone: 022 2354 0000  
TCS Careers Service Helpline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

**PRINCIPAL**  
Avanthy Institute of Engg. & Tech.  
Guntur (V), Andhra Pradesh (India), P.R. D&T



## 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, Wandereis 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 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.



(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 Centre: 1 800 209 3111 Email: careers@tcs.com

PRINCIPAL

Avanhi Institute of Engg. & Tech. 20  
Gunthapally (V), Abulapuram (M.S.), 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 - 400 075, 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 Career Service Line: 1800 204 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

PRINCIPAL  
Avanathi Institute of Engg. & Tech.  
Gunthasipaty (M), Akkulapalle (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 (Mad), 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
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  
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  
Avanhi Institute of Engg. & Tech.  
Gudhapaty (V), Abbiyapuri (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
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

PRINCIPAL  
Avadh Institute of Engg. & Tech.  
Gandhinagar (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 1, Wing 'B', Kuberco City, Hazrat Nizam Road, Jubilee Hills, Hyderabad - 500020

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