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

During the academic year of 2020-21 our college placements are enclosed here

| SNo | Name of student placed and contact details | Program graduated from | Name of the employer with contact details | Pay package at appointment |
|---|---|---|---|---|
| 1 | BURMA SUSHEELA &9573561138 | IV Yr CSE | AAS Technologies Private Limited | 1.2 |
| 2 | GURRALA SRI KANYA &8309500289 | IV Yr CSE | AAS Technologies Private Limited | 1.2 |
| 3 | BODDU ANUSHA &&8096898193 | IV Yr CSE | AAS Technologies Private Limited | 1.2 |
| 4 | ALE SANTHOSH KUMAR &8790314084 | IV Yr ECE | AAS Technologies Private Limited | 1.2 |
| 5 | BOINPALLY ANANYA &7013943835 | IV Yr ECE | AAS Technologies Private Limited | 1.2 |
| 6 | BOLLARAPU AKHILA &9100527320 | IV Yr ECE | AAS Technologies Private Limited | 1.2 |
| 7 | DHUDE BINDU PRIYA & 9121794868 | IV Yr ECE | AAS Technologies Private Limited | 1.2 |
| 8 | GOUNI VARSHA &9398456779 | IV Yr ECE | AAS Technologies Private Limited | 1.2 |
| 9 | KAKARLA BABY LAKSHMI PRIYANKA &8121242763 | IV Yr ECE | AAS Technologies Private Limited | 1.2 |
| 10 | VELAGALA VANITHA &7702232282 | IV Yr ECE | AAS Technologies Private Limited | 1.2 |
| 11 | WEPURI VAISHNAVI & 9391201092 | IV Yr ECE | AAS Technologies Private Limited | 1.2 |
| 12 | KOTHA SRI SAI ROHITH &9493908209 | IV Yr ECE | AAS Technologies Private Limited | 1.2 |
| 13 | KANDUKURI PHANIDEEP & &9912813159 | IV Yr ECE | AAS Technologies Private Limited | 1.2 |
| 14 | KUMARI MEGHA &7013810215 | IV Yr EEE | AAS Technologies Private Limited | 1.2 |
| 15 | PRITI KUMARI &7702182065 | IV Yr EEE | AAS Technologies Private Limited | 1.2 |
| 16 | SUDINI KARTHIK REDDY &9010238481 | IV Yr EEE | AAS Technologies Private Limited | 1.2 |
| 17 | ESHWARE AKSHAYKUMAR | IV Yr CSE | amazon , Ramya G - 7382840888 | 2.26 Lakhs |
| 18 | CHINTAPALLY ANOJ KUMAR | IV Yr CSE | amazon , Ramya G - 7382840888 | 2.26 Lakhs |
| 19 | ANUMALLA PRADEEP KUMAR | IV Yr CSE | amazon , Ramya G - 7382840888 | 2.26 Lakhs |

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|---|---|---|---|---|
| 20 | TULASIGARI BHAVANI | IV Yr CSE | amazon , Ramya G - 7382840888 | 2.26 Lakhs |
| 21 | BANDI ANUSHA | IV Yr ECE | amazon , Ramya G - 7382840888 | 2.26 Lakhs |
| 22 | BOJADLA VENKATA SAIRAM | IV Yr ECE | amazon , Ramya G - 7382840888 | 2.26 Lakhs |
| 23 | GADDAM PAVAN KALYAN GOUD | IV Yr ECE | amazon , Ramya G - 7382840888 | 2.26 Lakhs |
| 24 | ALE DINESH | IV Yr EEE | amazon , Ramya G - 7382840888 | 2.26 Lakhs |
| 25 | AGRARAM SANTHOSHA | IV Yr EEE | amazon , Ramya G - 7382840888 | 2.26 Lakhs |
| 26 | DYAGALA AJAY KUMAR | IV Yr MECH | amazon , Ramya G - 7382840888 | 2.26 Lakhs |
| 27 | TAKUR AJAY | II YR MTECH-CSE | Cognizant - Anusha - 7730091205 | 4.5 Lakhs |
| 28 | AWRAD RAMYA | IV Yr CSE | Cognizant - Anusha - 7730091205 | 4.5 Lakhs |
| 29 | MD WASEEM QURESHI | IV Yr CSE | Cognizant - Anusha - 7730091205 | 4.5 Lakhs |
| 30 | SHAKKARA SRAVANTHI | IV Yr CSE | Cognizant - Anusha - 7730091205 | 4.5 Lakhs |
| 31 | MANCHIKANTI SHRAVANTHI | IV Yr ECE | Cognizant - Anusha - 7730091205 | 4.5 Lakhs |
| 32 | RAMAVATH KRISHNAKUMAR | IV Yr EEE | Cognizant - Anusha - 7730091205 | 4.5 Lakhs |
| 33 | MD ARFAZ | IV Yr MECH | Cognizant - Anusha - 7730091205 | 4.5 Lakhs |
| 34 | GATTU SINDHUJA | II YR MTECH-CSE | CSS CORP - Sneha 9150027183 | 2.5 |
| 35 | RAFEE SHAIK | II YR MTECH-EPS | CSS CORP - Sneha 9150027183 | 2.5 |
| 36 | BALUSANI MARUTHI KUMAR | II YR MTECH-EPS | CSS CORP - Sneha 9150027183 | 2.5 |
| 37 | PANNALA UMA REDDY | IV Yr CSE | CSS CORP - Sneha 9150027183 | 2.5 |
| 38 | SRILEKHA | IV Yr CSE | CSS CORP - Sneha 9150027183 | 2.5 |
| 39 | KALVAKOL MANASA | IV Yr ECE | CSS CORP - Sneha 9150027183 | 2.5 |
| 40 | KOTHURI SAKETH RAM | IV Yr ECE | CSS CORP - Sneha 9150027183 | 2.5 |
| 41 | JAKKULA PAVAN KUMAR | IV Yr ECE | CSS CORP - Sneha 9150027183 | 2.5 |
| 42 | SALLURI SANTHOSH | IV Yr ECE | CSS CORP - Sneha 9150027183 | 2.5 |
| 43 | M GANGA REDDY | IV Yr ECE | CSS CORP - Sneha 9150027183 | 2.5 |
| 44 | ENUGALA JEEVAN JOHN PAUL | IV Yr EEE | CSS CORP - Sneha 9150027183 | 2.5 |
| 45 | MD AHIMADH | IV Yr EEE | CSS CORP - Sneha 9150027183 | 2.5 |
| 46 | BANDAMEEDI RAJU | IV Yr MECH | CSS CORP - Sneha 9150027183 | 2.5 |

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| | | | | |
|---|---|---|---|---|
| 47 | SYED YAKUB PASHA | IV Yr MECH | CSS CORP - Sneha 9150027183 | 2.5 |
| 48 | G CHANDANA REDDY | II YR MTECH-CSE | Eidiko | 1.8 Lakhs |
| 49 | KASTHURI MANEESH | IV Yr CSE | Eidiko | 1.8 Lakhs |
| 50 | U PRASHANTH | IV Yr CSE | Eidiko | 1.8 Lakhs |
| 51 | VISHNUBHOTLA DURGA SRI VALLI | IV Yr CSE | Eidiko | 1.8 Lakhs |
| 52 | GOLLAPELLY NAGENDRA | IV Yr ECE | Eidiko | 1.8 Lakhs |
| 53 | NALLAMALA JASWANTH | IV Yr ECE | Eidiko | 1.8 Lakhs |
| 54 | GURRAM SOWMYA | IV Yr ECE | Eidiko | 1.8 Lakhs |
| 55 | MAALI HARIKA | IV Yr EEE | Eidiko | 1.8 Lakhs |
| 56 | D ASHOK KUMAR REDDY | IV Yr EEE | Eidiko | 1.8 Lakhs |
| 57 | PULI PAVANKALYAN | IV Yr MECH | Eidiko | 1.8 Lakhs |
| 58 | ELIGETI ANIL KUMAR | IV Yr MECH | Eidiko | 1.8 Lakhs |
| 59 | BADISHA VAMSHI | IV Yr MECH | Eidiko | 1.8 Lakhs |
| 60 | JATAVATH RAJENDAR NAIK | II YR MTECH-CSE | GENPACT - Mr. Venkat | 2.3 |
| 61 | SANGEPU RAJESHWARI | II YR MTECH-EPS | GENPACT - Mr. Venkat | 2.3 |
| 62 | BACHANABOINA SRIKANTH | IV Yr CSE | GENPACT - Mr. Venkat | 2.3 |
| 63 | MERUGU SRINATH | IV Yr CSE | GENPACT - Mr. Venkat | 2.3 |
| 64 | GANJA ANEESH | IV Yr CSE | GENPACT - Mr. Venkat | 2.3 |
| 65 | GANDU RAVINDAR | IV Yr CSE | GENPACT - Mr. Venkat | 2.3 |
| 66 | CHINTHAPALLY BINDU | IV Yr ECE | GENPACT - Mr. Venkat | 2.3 |
| 67 | KOLAN MOUNIKA | IV Yr ECE | GENPACT - Mr. Venkat | 2.3 |
| 68 | POTHU DEEPTHI | IV Yr ECE | GENPACT - Mr. Venkat | 2.3 |
| 69 | K NIKHIL REDDY | IV Yr ECE | GENPACT - Mr. Venkat | 2.3 |
| 70 | JUTHUKA MANJULARANI | IV Yr ECE | GENPACT - Mr. Venkat | 2.3 |
| 71 | PUTTA MOHAN | IV Yr ECE | GENPACT - Mr. Venkat | 2.3 |
| 72 | SALLURI MAHESH | IV Yr EEE | GENPACT - Mr. Venkat | 2.3 |
| 73 | BADIGICHALA RAGHAVENDRA | IV Yr EEE | GENPACT - Mr. Venkat | 2.3 |
| 74 | NADIKUDI YASHWANTH | IV Yr EEE | GENPACT - Mr. Venkat | 2.3 |
| 75 | NANDYALA SAI KIRAN REDDY | IV Yr MECH | GENPACT - Mr. Venkat | 2.3 |

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| | | | | |
|---|---|---|---|---|
| 76 | ANNA HARISH | IV Yr MECH | GENPACT - Mr. Venkat | 2.3 |
| 77 | RAMAVATH ANITHA | IV Yr MECH | GENPACT - Mr. Venkat | 2.3 |
| 78 | MADGANI SRINATH | IV Yr MECH | GENPACT - Mr. Venkat | 2.3 |
| 79 | D VENKATESH | IV Yr MECH | GENPACT - Mr. Venkat | 2.3 |
| 80 | BADUGU PAVAN KUMAR | II YR MTECH-CSE | GLOBUS SOFT | 1.8 |
| 81 | KONDAGADUPULA SUNIL KUMAR | II YR MTECH-EPS | GLOBUS SOFT | 1.8 |
| 82 | BAITHI NAGARANI | IV Yr CSE | GLOBUS SOFT | 1.8 |
| 83 | KONDETI SRAVAN REDDY | IV Yr CSE | GLOBUS SOFT | 1.8 |
| 84 | PANDAL RAVI CHANDRA | IV Yr CSE | GLOBUS SOFT | 1.8 |
| 85 | MYGAPU VENKATA SAI PRADEEPTHI | IV Yr CSE | GLOBUS SOFT | 1.8 |
| 86 | K PHANINDRA | IV Yr ECE | GLOBUS SOFT | 1.8 |
| 87 | YATA AKSHITHA | IV Yr ECE | GLOBUS SOFT | 1.8 |
| 88 | NIDAMANURI YASWANTH | IV Yr EEE | GLOBUS SOFT | 1.8 |
| 89 | GUNDA HIMAKAR RAJU | IV Yr EEE | GLOBUS SOFT | 1.8 |
| 90 | GARDAS RAMU | IV Yr MECH | GLOBUS SOFT | 1.8 |
| 91 | PISARI NAVEEN | IV Yr MECH | GLOBUS SOFT | 1.8 |
| 92 | JANAPATI SANDEEP | IV Yr MECH | GLOBUS SOFT | 1.8 |
| 93 | K NARESH GOUD | II YR MTECH-EPS | HCL - Siddartha - 9100405921 | 3.3 Lakhs |
| 94 | CHOWTAKURI NIKHITHA | II YR MTECH-EPS | HCL - Siddartha - 9100405921 | 3.3 Lakhs |
| 95 | GOPU VIKAS | IV Yr CSE | HCL - Siddartha - 9100405921 | 3.3 Lakhs |
| 96 | MOODUDHUDLA SAAKETH | IV Yr CSE | HCL - Siddartha - 9100405921 | 3.3 Lakhs |
| 97 | ARJILLI HARISH-9441353822 | IV Yr CSE | HCL - Siddartha - 9100405921 | 3.3 Lakhs |
| 98 | GURRAM NIHARIKA | IV Yr ECE | HCL - Siddartha - 9100405921 | 3.3 Lakhs |
| 99 | SAYA MANISH | IV Yr ECE | HCL - Siddartha - 9100405921 | 3.3 Lakhs |
| 100 | EMMADI DEEPA | IV Yr ECE | HCL - Siddartha - 9100405921 | 3.3 Lakhs |
| 101 | CHOLLETI SHASHANK | IV Yr MECH | HCL - Siddartha - 9100405921 | 3.3 Lakhs |
| 102 | SANDEEP GUPTA | IV Yr MECH | HCL - Siddartha - 9100405921 | 3.3 Lakhs |
| 103 | ALURU HARSHAVARDHAN REDDY | II YR MTECH-CSE | IBeON Infotech PVT LTD | 2.0 to 3.0 |

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| | | | | |
|---|---|---|---|---|
| 104 | SANTOSH BANDA | II YR MTECH-CSE | IBeON Infotech PVT LTD | 2.0 to 3.0 |
| 105 | DUDDEDA RAJU | II YR MTECH-EPS | IBeON Infotech PVT LTD | 2.0 to 3.0 |
| 106 | GANTLA ACHYUTHA REDDY | IV Yr CSE | IBeON Infotech PVT LTD | 2.0 to 3.0 |
| 107 | KOTTALA PRAGNA | IV Yr CSE | IBeON Infotech PVT LTD | 2.0 to 3.0 |
| 108 | CHADA SAI VAISHNAVI | IV Yr CSE | IBeON Infotech PVT LTD | 2.0 to 3.0 |
| 109 | GANGINENI SAI KIRAN | IV Yr ECE | IBeON Infotech PVT LTD | 2.0 to 3.0 |
| 110 | YADLAPALLI AVINASH | IV Yr ECE | IBeON Infotech PVT LTD | 2.0 to 3.0 |
| 111 | AMGOTH BALAKOTI | IV Yr ECE | IBeON Infotech PVT LTD | 2.0 to 3.0 |
| 112 | BATTULA KASTHURI | IV Yr ECE | IBeON Infotech PVT LTD | 2.0 to 3.0 |
| 113 | SILVERU RAVI KUMAR | IV Yr EEE | IBeON Infotech PVT LTD | 2.0 to 3.0 |
| 114 | KANDIVALASA SURENDRA | IV Yr EEE | IBeON Infotech PVT LTD | 2.0 to 3.0 |
| 115 | DUGGURWAR ABHISHEK | IV Yr MECH | IBeON Infotech PVT LTD | 2.0 to 3.0 |
| 116 | YALAMADDI VAMSHI | IV Yr MECH | IBeON Infotech PVT LTD | 2.0 to 3.0 |
| 117 | MARIYAMMA SRIRAMA | II YR MTECH-CSE | IIT LABS | 1.9 |
| 118 | NADIMPALLY ANUSHA | II YR MTECH-EPS | IIT LABS | 1.9 |
| 119 | M CHAITANYA REDDY | IV Yr CSE | IIT LABS | 1.9 |
| 120 | PRATHIKANTAM NIKITH RAJU | IV Yr CSE | IIT LABS | 1.9 |
| 121 | NAYIKOTI RAMKUMAR | IV Yr CSE | IIT LABS | 1.9 |
| 122 | DEGALA YESASWINI | IV Yr CSE | IIT LABS | 1.9 |
| 123 | ANUMULA MANISHA | IV Yr ECE | IIT LABS | 1.9 |
| 124 | KARMOLLA GOPAL | IV Yr EEE | IIT LABS | 1.9 |
| 125 | BATHINI GOPI | IV Yr EEE | IIT LABS | 1.9 |
| 126 | SOURABH PATEL | IV Yr MECH | IIT LABS | 1.9 |
| 127 | CHINNI SAI VIKAS | IV Yr MECH | IIT LABS | 1.9 |
| 128 | SAPPIDI KARTHIK | IV Yr MECH | IIT LABS | 1.9 |
| 129 | RAMAVATH RAVI KUMAR | IV Yr MECH | IIT LABS | 1.9 |
| 130 | MANKENA UDAY BHANU | II YR MTECH-CSE | Infoane Technologies- Mr. Krishna - 9959414904 | 2.2 |

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| | | | | |
|---|---|---|---|---|
| 131 | BOYAPALLY ANITHA | II YR MTECH-EPS | Infoane Technologies-Mr. Krishna - 9959414904 | 2.2 |
| 132 | BODDUPALLY SAIKIRAN | IV Yr CSE | Infoane Technologies-Mr. Krishna - 9959414904 | 2.2 |
| 133 | KODAPARTHY HEMANTH | IV Yr CSE | Infoane Technologies-Mr. Krishna - 9959414904 | 2.2 |
| 134 | NIKHAR JAISWAL | IV Yr CSE | Infoane Technologies-Mr. Krishna - 9959414904 | 2.2 |
| 135 | NUCHU MOUNIKA &8639437355 | IV Yr CSE | Infoane Technologies-Mr. Krishna - 9959414904 | 2.2 |
| 136 | THORLIKONDA R SLOKA &8978611584 | IV Yr CSE | Infoane Technologies-Mr. Krishna - 9959414904 | 2.2 |
| 137 | YELMA SHARANYA REDDY | IV Yr CSE | Infoane Technologies-Mr. Krishna - 9959414904 | 2.2 |
| 138 | VARALA BHARATH REDDY-9848394903 | IV Yr CSE | Infoane Technologies-Mr. Krishna - 9959414904 | 2.2 |
| 139 | BALLA SHIVA KRISHNA &739667227 | IV Yr CSE | Infoane Technologies-Mr. Krishna - 9959414904 | 2.2 |
| 140 | KALIKAR MONIKA &8919045544 | IV Yr CSE | Infoane Technologies-Mr. Krishna - 9959414904 | 2.2 |
| 141 | KANDHAKATLA BHARGAVI &9347567966 | IV Yr CSE | Infoane Technologies-Mr. Krishna - 9959414904 | 2.2 |
| 142 | MANDALOJU SRAVANI &9640617638 | IV Yr CSE | Infoane Technologies-Mr. Krishna - 9959414904 | 2.2 |
| 143 | GARLAPATI SAIKIRAN REDDY | IV Yr CSE | Infoane Technologies-Mr. Krishna - 9959414904 | 2.2 |
| 144 | CHERVIRALLA SAI TEJA | IV Yr ECE | Infoane Technologies-Mr. Krishna - 9959414904 | 2.2 |
| 145 | GURRAM DINESH KUMAR | IV Yr ECE | Infoane Technologies-Mr. Krishna - 9959414904 | 2.2 |
| 146 | PATNAM RAMYA | IV Yr ECE | Infoane Technologies-Mr. Krishna - 9959414904 | 2.2 |
| 147 | SHIVA SAI KULKARNI &9603650803 | IV Yr ECE | Infoane Technologies-Mr. Krishna - 9959414904 | 2.2 |
| 148 | VINJAMURI NAVEEN KUMAR & 9177575403 | IV Yr ECE | Infoane Technologies-Mr. Krishna - 9959414904 | 2.2 |

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|---|---|---|---|---|
| 149 | GUNDALA NAVEEN | IV Yr ECE | Infoane Technologies-Mr. Krishna - 9959414904 | 2.2 |
| 150 | K NANDINI & 9347735465 | IV Yr ECE | Infoane Technologies-Mr. Krishna - 9959414904 | 2.2 |
| 151 | BERA MAHESH | IV Yr EEE | Infoane Technologies-Mr. Krishna - 9959414904 | 2.2 |
| 152 | BARLA SHAILAJA | IV Yr EEE | Infoane Technologies-Mr. Krishna - 9959414904 | 2.2 |
| 153 | MADDULA RANJITH | IV Yr EEE | Infoane Technologies-Mr. Krishna - 9959414904 | 2.2 |
| 154 | JADAV KIRAN | IV Yr MECH | Infoane Technologies-Mr. Krishna - 9959414904 | 2.2 |
| 155 | NALLABATI SAI CHARAN | IV Yr MECH | Infoane Technologies-Mr. Krishna - 9959414904 | 2.2 |
| 156 | POLE PRANAYVARDHAN | IV Yr MECH | Infoane Technologies-Mr. Krishna - 9959414904 | 2.2 |
| 157 | PONNALA SRIKANTH | IV Yr MECH | Infoane Technologies-Mr. Krishna - 9959414904 | 2.2 |
| 158 | CHERUKU PRUDHVI | IV Yr ECE | K Tree Computer Solutions India (P) Ltd. | 3 Lakhs |
| 159 | ARKATALA BHARGAV SAI | IV Yr ECE | K Tree Computer Solutions India (P) Ltd. | 3 Lakhs |
| 160 | NAKIREKANTI SANDEEP | IV Yr ECE | K Tree Computer Solutions India (P) Ltd. | 3 Lakhs |
| 161 | MUDHIREDDY PRAVEEN REDDY | IV Yr EEE | K Tree Computer Solutions India (P) Ltd. | 3 Lakhs |
| 162 | GOLLAPALLY SAIKUMAR | IV Yr EEE | K Tree Computer Solutions India (P) Ltd. | 3 Lakhs |
| 163 | MAIDAM SHYALAJA | IV Yr EEE | K Tree Computer Solutions India (P) Ltd. | 3 Lakhs |
| 164 | VAKITI SRIKANTH REDDY | IV Yr EEE | K Tree Computer Solutions India (P) Ltd. | 3 Lakhs |
| 165 | CHILAKA PRAVEEN KUMAR | IV Yr MECH | K Tree Computer Solutions India (P) Ltd. | 3 Lakhs |
| 166 | RECHAVENI NAVEEN | IV Yr MECH | K Tree Computer Solutions India (P) Ltd. | 3 Lakhs |
| 167 | JAKKULA NARESH | II YR MTECH-EPS | Maha Electronics | 1.23 |
| 168 | MUSHAM DEEPIKA | II YR MTECH-EPS | Maha Electronics | 1.23 |
| 169 | MAMIDALA NAGARAJU | IV Yr ECE | Maha Electronics | 1.23 |
| 170 | MOOLA ABHISHEK | IV Yr ECE | Maha Electronics | 1.23 |

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| | | | | |
|---|---|---|---|---|
| 171 | NANDIKONDA MEGHANA | IV Yr ECE | Maha Electronics | 1.23 |
| 172 | RAMAVATH VINOD NAIK | IV Yr ECE | Maha Electronics | 1.23 |
| 173 | VADDEPALLY CHARAN SAGAR | IV Yr ECE | Maha Electronics | 1.23 |
| 174 | VANGALA SPANDANA | IV Yr ECE | Maha Electronics | 1.23 |
| 175 | DESHAM DIVYA GOUD | IV Yr ECE | Maha Electronics | 1.23 |
| 176 | KOTLA HARSHAVARDHAN | IV Yr ECE | Maha Electronics | 1.23 |
| 177 | RUDRARAM KEERTHI | IV Yr ECE | Maha Electronics | 1.23 |
| 178 | JELLA VAMSHI KRISHNA | IV Yr ECE | Maha Electronics | 1.23 |
| 179 | DHONDI AKHIL | IV Yr ECE | Maha Electronics | 1.23 |
| 180 | CHERUKUPALLY RAJU | IV Yr ECE | Maha Electronics | 1.23 |
| 181 | KASAM AKHIL REDDY | IV Yr EEE | Maha Electronics | 1.23 |
| 182 | POLURI NAGA SAI HARISH | IV Yr EEE | Maha Electronics | 1.23 |
| 183 | GANGULA BHARATH CHANDRA | IV Yr EEE | Maha Electronics | 1.23 |
| 184 | RAYALA NUTHANA | IV Yr EEE | Maha Electronics | 1.23 |
| 185 | BANOTH PREMKUMAR | IV Yr EEE | Maha Electronics | 1.23 |
| 186 | DEVARAKONDA RAJITHA | IV Yr EEE | Maha Electronics | 1.23 |
| 187 | ERABATHULA JAGADHISHKUMAR | IV Yr EEE | Maha Electronics | 1.23 |
| 188 | PAYYAVULA PAVANKUMAR | IV Yr EEE | Maha Electronics | 1.23 |
| 189 | SATHYAMOLLA HARISH GOUD | IV Yr EEE | Maha Electronics | 1.23 |
| 190 | METTU RAVI KUMAR | IV Yr MECH | Maha Electronics | 1.23 |
| 191 | SOMU SAITEJA REDDY | IV Yr MECH | Maha Electronics | 1.23 |
| 192 | BOYA SAI KUMAR | IV Yr MECH | Maha Electronics | 1.23 |
| 193 | SETTI PAVAN | IV Yr MECH | Maha Electronics | 1.23 |
| 194 | JAIDI SRAVANTHI &8096737698 | II YR MTECH-CSE | NTT Data-Mr. Nidamarthy Prashanth7022692907 | 3.5 |
| 195 | BURMA SUSHEELA &9573561138 | IV Yr CSE | NTT Data-Mr. Nidamarthy Prashanth7022692907 | 3.5 |
| 196 | K GIRISH &9010416348 | IV Yr ECE | NTT Data-Mr. Nidamarthy Prashanth7022692907 | 3.5 |
| 197 | P ANAND &7702282441 | IV Yr ECE | NTT Data-Mr. Nidamarthy Prashanth7022692907 | 3.5 |

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| | | | | |
|---|---|---|---|---|
| 198 | PUPALA LAKSHMAN KUMAR | IV Yr ECE | NTT Data-Mr. Nidamarthy Prashanth7022692907 | 3.5 |
| 199 | MAKTHA RESHMA | IV Yr ECE | NTT Data-Mr. Nidamarthy Prashanth7022692907 | 3.5 |
| 200 | BONGU RAMYA | II YR MTECH-EPS | PalleTechnology | 2.5 |
| 201 | BALJAPALLI SHIVA KUMAR | II YR MTECH-EPS | PalleTechnology | 2.5 |
| 202 | DOMMATI SAI TEJA | IV Yr CSE | PalleTechnology | 2.5 |
| 203 | YEDLA NAVEEN KUMAR | IV Yr CSE | PalleTechnology | 2.5 |
| 204 | BEERAM BHARGAV REDDY | IV Yr ECE | PalleTechnology | 2.5 |
| 205 | AKULA KIRANMAI | IV Yr ECE | PalleTechnology | 2.5 |
| 206 | AMBATI MANOJ | IV Yr ECE | PalleTechnology | 2.5 |
| 207 | VADITHYA PAVAN | IV Yr MECH | PalleTechnology | 2.5 |
| 208 | MADURI RAKESH | IV Yr MECH | PalleTechnology | 2.5 |
| 209 | RAVVA SHASHIDHAR | IV Yr MECH | PalleTechnology | 2.5 |
| 210 | VANKUDOTHU SHANKAR | II YR MTECH-EPS | QuEST | 3 |
| 211 | MITTAPALLY SAI RAM | IV Yr CSE | QuEST | 3 |
| 212 | DEVI REDDY POOJA | IV Yr CSE | QuEST | 3 |
| 213 | VISHWANATHAM SHIREESHA | IV Yr CSE | QuEST | 3 |
| 214 | MARTHA PRANEETH | IV Yr CSE | QuEST | 3 |
| 215 | SUTHRALA SUSHITH KUMAR | IV Yr CSE | QuEST | 3 |
| 216 | BAKKATHATLA KIRAN MAHESH | IV Yr ECE | QuEST | 3 |
| 217 | BOMMARATHI NAGARAJU | IV Yr ECE | QuEST | 3 |
| 218 | VENNA GOPAL REDDY | IV Yr ECE | QuEST | 3 |
| 219 | RAIKINDI SAI KUMAR | IV Yr EEE | QuEST | 3 |
| 220 | GUDURU VIKRAM REDDY | IV Yr MECH | QuEST | 3 |
| 221 | NALLABELLI PRASHANTH | IV Yr MECH | QuEST | 3 |
| 222 | PASHAM PRANAY | IV Yr MECH | QuEST | 3 |
| 223 | PULLURI PRADESH | IV Yr MECH | QuEST | 3 |
| 224 | SAJJANAPU PRAVEEN KUMAR | IV Yr MECH | QuEST | 3 |
| 225 | SYED ABDUL RAHMAN | IV Yr MECH | QuEST | 3 |

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| | HADI | | | |
| 226 | JYOTHI NIMMALA | II YR MTECH-CSE | SUTHERLAND | 2.8 |
| 227 | APOORI SRILATHA | II YR MTECH-EPS | SUTHERLAND | 2.8 |
| 228 | PRATHIKANTAM NIKITH RAJU | II YR MTECH-EPS | SUTHERLAND | 2.8 |
| 229 | MEKALA HARI KRISHNA | IV Yr CSE | SUTHERLAND | 2.8 |
| 230 | PAKALA SRIKANTH | IV Yr CSE | SUTHERLAND | 2.8 |
| 231 | AYUSH KUMAR JAIN | IV Yr ECE | SUTHERLAND | 2.8 |
| 232 | MADDELA ARAVIND | IV Yr ECE | SUTHERLAND | 2.8 |
| 233 | M D AMEER SOHAIL | IV Yr EEE | SUTHERLAND | 2.8 |
| 234 | GANGI DAVEED | IV Yr MECH | SUTHERLAND | 2.8 |
| 235 | CHERUPALLY LAVANYA & 7989860384 | IV Yr CSE | TCS - Ms Sriharsha-9985560085 | 3.36 |
| 236 | KANDEPU SAI DIVYA & 7032160807 | IV Yr CSE | TCS - Ms Sriharsha-9985560085 | 3.36 |
| 237 | KONDAVEETI TIRUVENKATA S M SAITEJA | IV Yr CSE | TCS - Ms Sriharsha-9985560085 | 3.36 |
| 238 | VEERAMALLA REVATHI & 9505292782 | IV Yr CSE | TCS - Ms Sriharsha-9985560085 | 3.36 |
| 239 | GANOJU RAHUL &9703959688 | IV Yr CSE | TCS - Ms Sriharsha-9985560085 | 3.36 |
| 240 | SANA & 9573715591 | IV Yr CSE | TCS - Ms Sriharsha-9985560085 | 3.36 |
| 241 | AVULA KARTHIK &8897982926 | IV Yr CSE | TCS - Ms Sriharsha-9985560085 | 3.36 |
| 242 | KAIRAMKONDA ASHRITHA &7075700426 | IV Yr CSE | TCS - Ms Sriharsha-9985560085 | 3.36 |
| 243 | PUTCHAKATLA UDAY KIRAN | IV Yr ECE | TCS - Ms Sriharsha-9985560085 | 3.36 |
| 244 | SRINIVAS RAMGIRI | II YR MTECH-CSE | TekWorks | 2.6 |
| 245 | KALYANAPU NAGENDRABABU | IV Yr CSE | TekWorks | 2.6 |
| 246 | KURADA SAI PHANI BHARGHAVI | IV Yr CSE | TekWorks | 2.6 |
| 247 | JABBU SHIVAKUMAR | IV Yr CSE | TekWorks | 2.6 |
| 248 | AKSHINTHALA SUPRIYA | IV Yr EEE | TekWorks | 2.6 |
| 249 | SIRRA PRUTHVI GOUD | IV Yr EEE | TekWorks | 2.6 |
| 250 | MERUGU BHANU | IV Yr MECH | TekWorks | 2.6 |
| 251 | D E S CHANDRA DILEEP | II YR MTECH-CSE | TRIPOD - Mr. Pratap - 8790325033 | 2 |
| 252 | KATHIK CHARY | II YR | TRIPOD - Mr. Pratap | 2 |

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|---|---|---|---|---|
| | | MTECH-CSE | 8790325033 | |
| 253 | KUNSOTH PRIYANKA | II YR MTECH-EPS | Tripod- Mr Pratap - 8790325026 | 3.4 |
| 254 | AKULA RAJKUMAR | II YR MTECH-EPS | TRIPOD - Mr. Pratap - 8790325033 | 2 |
| 255 | KATHI ANIL REDDY | IV Yr CSE | TRIPOD - Mr. Pratap - 8790325033 | 2 |
| 256 | SHANIGARAPU SANDHYA &7893439711 | IV Yr CSE | Tripod- Mr Pratap - 8790325026 | 3.4 |
| 257 | KASTURI PHANEENDRA-9951939570 | IV Yr CSE | Tripod- Mr Pratap - 8790325026 | 3.4 |
| 258 | BETHU DILEEPKUMAR | IV Yr CSE | TRIPOD - Mr. Pratap - 8790325033 | 2 |
| 259 | PARUPALLI SHIVANE &9948472657 | IV Yr CSE | Tripod- Mr Pratap - 8790325026 | 3.4 |
| 260 | DYAVARISETTI HARIKA | IV Yr ECE | TRIPOD - Mr. Pratap - 8790325033 | 2 |
| 261 | BYRAMPALLI SHAILAJA | IV Yr ECE | TRIPOD - Mr. Pratap - 8790325033 | 2 |
| 262 | SIDDULA SAI TEJA | IV Yr ECE | TRIPOD - Mr. Pratap - 8790325033 | 2 |
| 263 | V SRILAXMI &9912930500 | IV Yr ECE | Tripod- Mr Pratap - 8790325026 | 3.4 |
| 264 | BONTHA SRIKANTH | IV Yr EEE | TRIPOD - Mr. Pratap - 8790325033 | 2 |
| 265 | CHIRRA SAIKUMAR | IV Yr MECH | TRIPOD - Mr. Pratap - 8790325033 | 2 |
| 266 | KOKKULA VISHNU VARDHAN | IV Yr CSE | XPLORE INFORMATION TECHNOLOGY PRIVATE LIMITED | 90000 |
| 267 | ARRA ANOOP REDDY &9490016691 | IV Yr ECE | XPLORE INFORMATION TECHNOLOGY PRIVATE LIMITED | 90000 |
| 268 | CHAPPIDI SRIKANTH REDDY | IV Yr ECE | XPLORE INFORMATION TECHNOLOGY PRIVATE LIMITED | 90000 |
| 269 | GANJI VAMSHI | IV Yr ECE | XPLORE INFORMATION TECHNOLOGY PRIVATE LIMITED | 90000 |
| 270 | VEMPARALA SRI HARSHA | IV Yr MECH | XPLORE INFORMATION TECHNOLOGY PRIVATE LIMITED | 90000 |
| 271 | K SURESH | IV Yr MECH | XPLORE INFORMATION TECHNOLOGY PRIVATE LIMITED | 90000 |
| 272 | GADU RAHUL | IV Yr MECH | XPLORE INFORMATION TECHNOLOGY | 90000 |

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| | | | PRIVATE LIMITED | |
| 273 | ERUGU SAIKUMAR | II YR MTECH-CSE | YESPEAL TECHNOLOGIES PVT LTD - Mr. K Raghavendra - 998912673 | 4 |
| 274 | KASANI SRIKANTH | II YR MTECH-EPS | YESPEAL TECHNOLOGIES PVT LTD - Mr. K Raghavendra - 998912673 | 4 |
| 275 | AMALLA VARSHITHA REDDY | IV Yr CSE | YESPEAL TECHNOLOGIES PVT LTD - Mr. K Raghavendra - 998912673 | 4 |
| 276 | KOMURAVELLI SRI LAXMI & 9912930500 | IV Yr CSE | YESPEAL TECHNOLOGIES PVT LTD - Mr. K Raghavendra - 998912673 | 4 |
| 277 | YEDAMAKANTI NAVEEN KUMAR REDDY | IV Yr CSE | YESPEAL TECHNOLOGIES PVT LTD - Mr. K Raghavendra - 998912673 | 4 |
| 278 | VEERAMALLA AKHIL | IV Yr CSE | YESPEAL TECHNOLOGIES PVT LTD - Mr. K Raghavendra - 998912673 | 4 |
| 279 | KOTA SANDEEP | IV Yr CSE | YESPEAL TECHNOLOGIES PVT LTD - Mr. K Raghavendra - 998912673 | 4 |
| 280 | KURA SHIVA PRASAD | IV Yr ECE | YESPEAL TECHNOLOGIES PVT LTD - Mr. K Raghavendra - 998912673 | 4 |
| 281 | POTHARAJULA SHANKARA SHESHANKA KIREETI | IV Yr EEE | YESPEAL TECHNOLOGIES PVT LTD - Mr. K Raghavendra - 998912673 | 4 |
| 282 | GUGULOTH BINDU | IV Yr EEE | YESPEAL TECHNOLOGIES PVT LTD - Mr. K Raghavendra - 998912673 | 4 |
| 283 | VANGARA SANDEEP | IV Yr MECH | YESPEAL TECHNOLOGIES PVT LTD - Mr. K | 4 |

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|---|---|---|---|---|
| | | | Raghavendra - 998912673 | |
| 284 | KOYYA NANDHINI | IV Yr MECH | YESPEAL TECHNOLOGIES PVT LTD - Mr. K Raghavendra - 998912673 | 4 |
| 285 | VEESAM JESHWANTH KUMAR | IV Yr MECH | YESPEAL TECHNOLOGIES PVT LTD - Mr. K Raghavendra - 998912673 | 4 |
| 286 | VADTHYAVATH CHANDRASHEKHAR | IV Yr MECH | YESPEAL TECHNOLOGIES PVT LTD - Mr. K Raghavendra - 998912673 | 4 |
| 287 | MADAKA RAJU 9059106604 | MBA | SUTHERLAND | 2.5 |
| 288 | BATHULA SULOCHANA 9177606841 | MBA | TekWorks | 2.5 |
| 289 | CHANDAGALLA RAJESH 7981726444 | MBA | SUTHERLAND | 2.5 |
| 290 | CHOUDOJU MOUNIKA 6301529100 | MBA | SUTHERLAND | 2.5 |
| 291 | DASARI SAINATH 9553625856 | MBA | SUTHERLAND | 2.5 |
| 292 | DEVARAKONDA SRAVANI 9848705305 | MBA | SS&c | 2.8 |
| 293 | ENTHALA LAHARI 9121477243 | MBA | SS&c | 2.8 |
| 294 | ETIKALA RANJITH 9705796513 | MBA | SS&c | 2.8 |
| 295 | GOLUSULA RAMESH 9505981758 | MBA | SUTHERLAND | 2.5 |
| 296 | GUNTI MAHESH CHARY 9010796986 | MBA | SS&c | 2.8 |
| 297 | GAJJELA SRILATHA 8919326968 | MBA | TekWorks | 2.5 |
| 298 | KASOJU PADMINI 9490592873 | MBA | TekWorks | 2.5 |
| 299 | KODAGANDLA RAMESH 7036060877 | MBA | SS&c | 2.8 |
| 300 | KOORA SAIKUMAR 7013190865 | MBA | TekWorks | 2.5 |
| 301 | MOHAMMED NASREEN 9381789091 | MBA | SS&c | 2.8 |
| 302 | NAKKA ANIL 9247457918 | MBA | SS&c | 2.8 |
| 303 | P SWATHIREDDY 8341465363 | MBA | SS&c | 2.8 |
| 304 | PISKA KARUN 9704646988 | MBA | SS&c | 2.8 |

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|---|---|---|---|---|
| 305 | POLOJU VIKAS 9705558810 | MBA | SS&c | 2.8 |
| 306 | POONDRA ANJALI 8074923932 | MBA | SS&c | 2.8 |
| 307 | RACHERLA SOWMYA 9618877896 | MBA | SS&c | 2.8 |
| 308 | RANGA SHIVANI 8790366829 | MBA | SS&c | 2.8 |
| 309 | REETESH KUMAR MEHTA 9701588420 | MBA | SS&c | 2.8 |
| 310 | S SHEKAR 9346614447 | MBA | SS&c | 2.8 |
| 311 | YARRAMATI HARISH 9603630050 | MBA | SS&c | 2.8 |
| 312 | MEDIPALLY POOJA 9502417018 | MBA | SS&c | 2.8 |
| 313 | RAKASHI MANISH REDDY 79869996904 | MBA | SS&c | 2.8 |
| 314 | SURAPALLY SAI KUMAR 9381568131 | MBA | SS&c | 2.8 |
| 315 | PAPPULA NARAYANA REDDY 9640789300 | MBA | SS&c | 2.8 |
| 316 | D LAXMANUDU 9347029489 | MBA | SUNVIi ENGG | 2.7 |
| 317 | PULLA SWETHA 8186943662 | MBA | SUNVIi ENGG | 2.7 |
| 318 | M NAGESHWARRAO 9505031130 | MBA | SUNVIi ENGG | 2.7 |
| 319 | BALLA BHANU 9394523511 | MBA | SUNVIi ENGG | 2.7 |
| 320 | BODISE SONI 9505036459 | MBA | SUNVIi ENGG | 2.7 |
| 321 | D RAMUDU 9704504044 | MBA | SUNVIi ENGG | 2.7 |
| 322 | DASARI ANUSHA 7893923558 | MBA | PALLE TECHNOLOGIES | 2.5 |
| 323 | NEELAM NEELIMA 9553414641 | MBA | PALLE TECHNOLOGIES | 2.5 |
| 324 | VYASABHATTU PAVANRAJ 8639317806 | MBA | SUTHERLAND | 2.5 |
| 325 | MITAI SANDHYA 6300593099 | MBA | SUTHERLAND | 2.5 |
| 326 | KATTA NARESH 9505234726 | MBA | SUTHERLAND | 2.5 |

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3/05/2021

# Letter of Intent –Free Training and Placement under CSR

**Dear Akula Kiranmai (Avanthi Institute of Engineering And Technology )**

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

By Palle Technologies, Bangalore.

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

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

Program features:

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

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

Mandatory Requirements while joining:

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

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

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LEADERS IN TECHNOLOGY TRAINING

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ISO 9001 : 2015 CERTIFIED & NASSCOM MEMBER

3/05/2021

# Letter of Intent –Free Training and Placement under CSR

**Dear Ambati Manoj (Avanthi Institute of Engineering And Technology )**

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

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

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# Letter of Intent –Free Training and Placement under CSR

**Dear Baljapalli Shiva 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.

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

Mandatory Requirements while joining:

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

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3/05/2021

# Letter of Intent –Free Training and Placement under CSR

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

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

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Ranga Reddy (Dist.)

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

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

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

3/06/2021

# Letter of Intent –Free Training and Placement under CSR

**Dear Bongu Ramya (Avanthi Institute of Engineering And Technology )**

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

By Palle Technologies, Bangalore.

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

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

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

3/06/2021

# Letter of Intent –Free Training and Placement under CSR

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

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

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**HR Team**
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Gunthapily (V), Hayathnagar,
Ranga Reddy (Dist.)

3/05/2021

# Letter of Intent –Free Training and Placement under CSR

**Dear Maduri Rakesh (Avanthi Institute of Engineering And Technology )**

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

By Palle Technologies, Bangalore.

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

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

Program features:

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

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

Mandatory Requirements while joining:

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

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

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

Palle® Technologies

LEADERS IN TECHNOLOGY TRAINING

SOFTWARE TRAINING | OUT SOURCING | SOLUTION

ISO 9001 : 2015 CERTIFIED & NASSCOM MEMBER

3/05/2021

# Letter of Intent –Free Training and Placement under CSR

**Dear Ravva Shashidhar (Avanthi Institute of Engineering And Technology )**

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

By Palle Technologies, Bangalore.

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

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

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

Mandatory Requirements while joining:

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

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

PRINCIPAL
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3/05/2021

# Letter of Intent –Free Training and Placement under CSR

**Dear Vadithya Pavan (Avanthi Institute of Engineering And Technology )**

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

By Palle Technologies, Bangalore.

**The program will begin from (November) 3/06/2021 Course Duration (3.5 month)The Mode of Training will be Online – Using Zoom App.**
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10. If student misses any one class during training period, then student will be dropped from the program and will not be eligible for free training and placements.
11. If student has not attended any interview scheduled by Palle Technologies, then student will be disqualified from the program and will not be eligible for free training and placements.
12. Student must clear mock interview to apply for our client companies.

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

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

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(4) Student has to send photo copy of college ID proof
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**We look forward to welcome you on board.Sincerely,**
**HR Team**
**Palle Technologies**

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

Palle Technologies

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ISO 9001 : 2015 CERTIFIED & NASSCOM MEMBER

3/06/2021

# Letter of Intent –Free Training and Placement under CSR

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

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

By Palle Technologies, Bangalore.

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

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

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

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(3) Student has to send photo copy of Aadhar card
(4) Student has to send photo copy of college ID proof
(5) Student has to send his or her pass port size photo

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

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

amazon® | Development Centre (India) Private Limited

## LETTER OF INTENT

**Date:** 02-07-2021

**Name:** Gaddam pavan kalyan Goud

Dear

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

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

You are required to submit the following documents:

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

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

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

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

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

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

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

Yours sincerely,

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

Ramya Galla
Recruitment Manager

**ACCEPTANCE OF LOI**

I accept the terms set forth in this letter:

P K Chand
Signature

02-07-2021
Date

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

amazon® | Development Centre (India) Private Limited

**LETTER OF INTENT**

**Date:** 02-07-2021

**Name:** Ale Dinesh

Dear

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

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

You are required to submit the following documents:

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

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

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

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

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

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

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

Yours sincerely,

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

Ramya Galla
Recruitment Manager

**ACCEPTANCE OF LOI**

I accept the terms set forth in this letter:

Signature _____ Date 02/07/2021

PRINCIPAL
Ayanthi Institute of Engineering & Technology
Kandadhi (V), Ibrahimpatnagar,
Ranga Reddy (Dist.)

amazon® | Development Centre (India) Private Limited

**LETTER OF INTENT**

**Date:** 02-07-2021

**Name:** Agaram Santhosh

Dear

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

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

You are required to submit the following documents:

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

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

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

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

Yours sincerely,

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

Ramya Galla
Recruitment Manager

**ACCEPTANCE OF LOI**

I accept the terms set forth in this letter:

Santhosh

Signature

02/07/2021

Date

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

amazon® | Development Centre (India) Private Limited

**LETTER OF INTENT**

Date: 2nd July 2021

Name: B. Venkata Sai Ram,

Dear

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

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

You are required to submit the following documents:

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

amazon® | Development Centre (India) Private Limited

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

Yours sincerely,

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

Ramya Galla
Recruitment Manager

**ACCEPTANCE OF LOI**

I accept the terms set forth in this letter:

B. Venkata Sai Ram — 02-07-2021

Signature Date

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

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**LETTER OF INTENT**

Date: 02-07-2021

Name: Dyagala Ajay Kumar,

Dear

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

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

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

amazon® | Development Centre (India) Private Limited

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

Yours sincerely,

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

Ramya Galla
Recruitment Manager

**ACCEPTANCE OF LOI**

I accept the terms set forth in this letter:

D. Ajay kumar
Signature

02-07-2021
Date

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

amazon® | Development Centre (India) Private Limited

**LETTER OF INTENT**

Date: 2nd July 2021

Name: T. BHAVANI,

Dear

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

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- Last payslip from the previous employer/s (if applicable)
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PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

amazon® | Development Centre (India) Private Limited

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

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

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

Yours sincerely,

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

Ramya Galla
Recruitment Manager

**ACCEPTANCE OF LOI**

I accept the terms set forth in this letter:

T Bharani
Signature

2nd/July/2021
Date



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

amazon® | Development Centre (India) Private Limited

**LETTER OF INTENT**

**Date:** 2nd July 2021

**Name:** A. Pradeep kumar,

Dear

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

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

You are required to submit the following documents:

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

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

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

amazon® | Development Centre (India) Private Limited

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

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

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

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

Yours sincerely,

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

Ramya Galla
Recruitment Manager

**ACCEPTANCE OF LOI**

I accept the terms set forth in this letter:

Signature pradeep Date 02/07/2021

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

amazon® | Development Centre (India) Private Limited

**LETTER OF INTENT**

**Date:** 2nd July 2021

**Name:** C. Anoj Kumar,

Dear

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

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

You are required to submit the following documents:

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

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

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

amazon® | Development Centre (India) Private Limited

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

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

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

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

Yours sincerely,

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

Ramya Galla
Recruitment Manager

**ACCEPTANCE OF LOI**

I accept the terms set forth in this letter:

G. Anoj kumar
Signature

Date 2 July 2021

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

amazon® | Development Centre (India) Private Limited

**LETTER OF INTENT**

**Date:** 2nd July 2021

**Name:** E. Akshay kumar

**Dear**

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

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

You are required to submit the following documents:

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

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

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

amazon® | Development Centre (India) Private Limited

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

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

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

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

Yours sincerely,

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

Ramya Galla
Recruitment Manager

**ACCEPTANCE OF LOI**

I accept the terms set forth in this letter:

Signature _____ Date 2/7/2021

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

# Offer of Employment

**March 16, 2021**

**Dear** Akula Rajkumar,

**Congratulations!**

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

**Trainee Engineer – Phases of Learning at Tripod:**

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

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

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

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

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

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

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

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

**Employment Commencement Date:**

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

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



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

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

**Compensation:**

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

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

**Other Perks and Benefits:**

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

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

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

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



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

Sincerely,

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

## Acceptance of Offer of Employment:

I have read and accept the Offer of Employment.

Signature : _____

Name : _____

Acceptance Date : _____

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

# Offer of Employment

**March 16, 2021**

**Dear** Bethu Dileepkumar,

**Congratulations!**

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

**Trainee Engineer – Phases of Learning at Tripod:**

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

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

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

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

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

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

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

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

**Employment Commencement Date:**

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

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

PRINCIPAL
Institute of Engineering & Technology
Ranga Reddy Dist.)

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

## Compensation:

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

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

## Other Perks and Benefits:

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

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

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

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

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

Sincerely,

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

## Acceptance of Offer of Employment:

I have read and accept the Offer of Employment.

Signature : _____

Name : _____

Acceptance Date : _____

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

# Offer of Employment

**March 16, 2021**

**Dear** Bontha Srikanth,

**Congratulations!**

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

### Trainee Engineer – Phases of Learning at Tripod:

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

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

PRINCIPAL
Rvs Institute of Engineering & Technology
Sunthaneni Cross Road, Vijayawada.

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

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

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

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

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

**Employment Commencement Date:**

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

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

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

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

**Compensation:**

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

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

**Other Perks and Benefits:**

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

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

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

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

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

Sincerely,

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

## Acceptance of Offer of Employment:

I have read and accept the Offer of Employment.

Signature : _____

Name : _____

Acceptance Date : _____

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

# Offer of Employment

**March 16, 2021**

**Dear** Byrampalli Shailaja,

**Congratulations!**

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

**Trainee Engineer – Phases of Learning at Tripod:**

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

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

PRINCIPAL
Narasimha Reddy Engineering College
Gundlapally (V), Hayathnagar,
Ranga Reddy (Dist.)

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

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

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

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

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

**Employment Commencement Date:**

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

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

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

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

**Compensation:**

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

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

**Other Perks and Benefits:**

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

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

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

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

Sincerely,

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

## Acceptance of Offer of Employment:

I have read and accept the Offer of Employment.

Signature : _____

Name : _____

Acceptance Date : _____

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

# Offer of Employment

**March 16, 2021**

**Dear** Chirra Saikumar,

**Congratulations!**

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

**Trainee Engineer – Phases of Learning at Tripod:**

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

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

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

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

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

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

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

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

**Employment Commencement Date:**

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

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

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

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

**Compensation:**

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

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

**Other Perks and Benefits:**

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

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

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

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

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

Sincerely,

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

## Acceptance of Offer of Employment:

I have read and accept the Offer of Employment.

Signature : _____

Name : _____

Acceptance Date : _____

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

# Offer of Employment

**March 16, 2021**

**Dear D E S Chandra Dileep,**

**Congratulations!**

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

## Trainee Engineer – Phases of Learning at Tripod:

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

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

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

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

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

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

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

**Employment Commencement Date:**

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

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

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

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

**Compensation:**

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

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

**Other Perks and Benefits:**

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

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

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

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

Sincerely,

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

## Acceptance of Offer of Employment:

I have read and accept the Offer of Employment.

Signature : _____

Name : _____

Acceptance Date : _____

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

# Offer of Employment

**March 16, 2021**

**Dear** Dyavarisetti Harika,

**Congratulations!**

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

## Trainee Engineer – Phases of Learning at Tripod:

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

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

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

**Compensation:**

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

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

Sincerely,

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

## Acceptance of Offer of Employment:

I have read and accept the Offer of Employment.

Signature : _____

Name : _____

Acceptance Date : _____

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

# Offer of Employment

**March 16, 2021**

**Dear** Kasturi Phaneendra,

**Congratulations!**

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

## Trainee Engineer – Phases of Learning at Tripod:

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

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

PRINCIPAL
Avanthi Institute of Engineering & Technology
Cuntimaddugu (Post), Narsipatnam,
Visakha Reddy (Dist.)

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

**Compensation:**

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

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

**Other Perks and Benefits:**

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

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

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

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

Sincerely,

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

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Name : _____

Acceptance Date : _____

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

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## Compensation:

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

# Offer of Employment

**March 16, 2021**

**Dear** Kathi Anil Reddy,

**Congratulations!**

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

**Trainee Engineer – Phases of Learning at Tripod:**

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

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

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

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

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

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

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

**Employment Commencement Date:**

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

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

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

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

**Compensation:**

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

| **Monthly Gross Salary** | **₹ 15,000/-** |
|---|---|
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| **Annual Retention Bonus** | **₹ 20,000/-** |
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**Other Perks and Benefits:**

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

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

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

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

Sincerely,

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

## Acceptance of Offer of Employment:

I have read and accept the Offer of Employment.

Signature : _____

Name : _____

Acceptance Date : _____

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

# Offer of Employment

**March 16, 2021**

**Dear** Kathik Chary,

**Congratulations!**

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

## Trainee Engineer – Phases of Learning at Tripod:

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

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

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

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

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

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

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

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

**Employment Commencement Date:**

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

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

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

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

## Compensation:

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

| **Monthly Gross Salary** | **₹ 15,000/-** |
|---|---|
| Basic | ₹ 6000/- |
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## Other Perks and Benefits:

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

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

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

Sincerely,

Viswamitra Chevendra,
Vice President, India Operations,
Tripod Software Solutions (P) Ltd
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## Acceptance of Offer of Employment:

I have read and accept the Offer of Employment.

Signature : _____

Name : _____

Acceptance Date : _____

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

# Offer of Employment

**March 16, 2021**

**Dear** Kunsoth Priyanka,

**Congratulations!**

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

**Trainee Engineer – Phases of Learning at Tripod:**

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

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

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

**Compensation:**

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

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

Sincerely,

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

## Acceptance of Offer of Employment:

I have read and accept the Offer of Employment.

Signature : _____

Name : _____

Acceptance Date : _____

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

# Offer of Employment

**March 16, 2021**

**Dear** Parupalli Shivane,

**Congratulations!**

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

## Trainee Engineer – Phases of Learning at Tripod:

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

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

PRINCIPAL
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Gunthapally, Hayathnagar,
Ranga Reddy (Dist.)

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

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

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

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

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

**Employment Commencement Date:**

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

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

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

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

**Compensation:**

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

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

**Other Perks and Benefits:**

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

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

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

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

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

Sincerely,

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

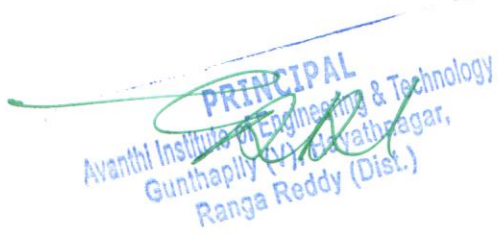
## Acceptance of Offer of Employment:

I have read and accept the Offer of Employment.

Signature : _____

Name : _____

Acceptance Date : _____



# Offer of Employment

**March 16, 2021**

**Dear** Shanigarapu Sandhya,

**Congratulations!**

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

## Trainee Engineer – Phases of Learning at Tripod:

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

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

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

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

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

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

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

**Employment Commencement Date:**

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

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

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

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

## Compensation:

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

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

## Other Perks and Benefits:

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

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

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

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

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

Sincerely,

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

## Acceptance of Offer of Employment:

I have read and accept the Offer of Employment.

Signature : _____

Name : _____

Acceptance Date : _____

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

# Offer of Employment

**March 16, 2021**

**Dear** Siddula Sai Teja,

**Congratulations!**

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

**Trainee Engineer – Phases of Learning at Tripod:**

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

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

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

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- Terms of Separation are detailed in the "Letter of Appointment" that will be issued to you prior to your date of joining with Tripod.

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

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

**Employment Commencement Date:**

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

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

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

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

## Compensation:

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

| **Monthly Gross Salary** | **₹ 15,000/-** |
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| Basic | ₹ 6000/- |
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| **Annual Gross Salary** | **₹ 1,80,000/-** |
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| **Annual CTC** | **₹ 2,00,000/-** |

## Other Perks and Benefits:

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

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

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

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

Sincerely,

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

## Acceptance of Offer of Employment:

I have read and accept the Offer of Employment.

Signature : _____

Name : _____

Acceptance Date : _____

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

# Offer of Employment

**March 16, 2021**

**Dear** V Srilaxmi,

**Congratulations!**

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

**Trainee Engineer – Phases of Learning at Tripod:**

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

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

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

**Compensation:**

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

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

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

Sincerely,

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

## Acceptance of Offer of Employment:

I have read and accept the Offer of Employment.

Signature : _____

Name : _____

Acceptance Date : _____

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

Maha Electronics

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

Letter of Intent

May 20, 2021

Dear SETTI PAVAN,

Congratulations!

We are pleased to inform that you have been selected for the position of **Trainee Service Engineer** in our Service & Installation department. You will be paid an annual salary of Rs.1,23,000/- ( One Lakh Twenty Three Thousands only) which excludes other benefits like Food expenses & TA/DA allowance.

The employee will be on "Probation" for the first 6 months of employment. Upon successful completion of the Probation period, you will be issued a "Letter of Employment Confirmation".

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For Maha Electronics

(G. Pavan Kishore)
Leader - IT & Infrastructure

PRINCIPAL
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Ranga Reddy (Dist.)

Maha Electronics

Corporate Office:
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2nd Floor
Golden Edifice
Khairatabad
Hyderabad - 500004

Letter of Intent

May 20, 2021

Dear BOYA SAI KUMAR,

**Congratulations!**

We are pleased to inform that you have been selected for the position of **Trainee Service Engineer** in our Service & Installation department. You will be paid an annual salary of Rs.1,23,000/- ( One Lakh Twenty Three Thousands only) which excludes other benefits like Food expenses & TA/DA allowance.

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Letter of Intent

May 20, 2021

Dear SOMU SAITEJA REDDY,

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Letter of Intent

May 20, 2021

Dear METTU RAVI KUMAR,

**Congratulations!**

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Letter of Intent

May 20, 2021

Dear **SATHYAMOLLA HARISH GOUD**,

**Congratulations!**

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Letter of Intent

May 20, 2021

Dear PAYYAVULA PAVANKUMAR,

**Congratulations!**

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Letter of Intent

May 20, 2021

Dear ERABATHULA JAGADHISHKUMAR,

**Congratulations!**

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Letter of Intent

May 20, 2021

Dear DEVARAKONDA RAJITHA,

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May 20, 2021

Dear BANOTH PREMKUMAR,

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May 20, 2021

Dear RAYALA NUTHANA,

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Letter of Intent

May 20, 2021

Dear GANGULA BHARATH CHANDRA,

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Letter of Intent

May 20, 2021

Dear **POLURI NAGA SAI HARISH,**

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May 20, 2021

Dear KASAM AKHIL REDDY,

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Letter of Intent

May 20, 2021

Dear CHERUKUPALLY RAJU,

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May 20, 2021

Dear DHONDI AKHIL,

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For Maha Electronics

(G. Pavan Kishore)
Leader - IT & Infrastructure

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

Maha Electronics

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

Letter of Intent

May 20, 2021

Dear JELLA VAMSHI 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.1,23,000/- ( One Lakh Twenty Three Thousands only) which excludes other benefits like Food expenses & TA/DA allowance.

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Letter of Intent

May 20, 2021

Dear RUDRARAM KEERTHI,

**Congratulations!**

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Letter of Intent

May 20, 2021

Dear KOTLA HARSHAVARDHAN,

**Congratulations!**

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Letter of Intent

May 20, 2021

Dear DESHAM DIVYA GOUD,

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Letter of Intent

May 20, 2021

Dear VANGALA SPANDANA,

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Letter of Intent

May 20, 2021

Dear VADDEPALLY CHARAN SAGAR,

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May 20, 2021

Dear **RAMAVATH VINOD NAIK,**

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May 20, 2021

Dear NANDIKONDA MEGHANA,

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Letter of Intent

May 20, 2021

Dear MOOLA ABHISHEK,

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Letter of Intent

May 20, 2021

Dear MAMIDALA NAGARAJU,

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May 20, 2021

Dear MUSHAM DEEPIKA,

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May 20, 2021

Dear JAKKULA NARESH,

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Date:19-MAY-2021

Dear GADU RAHUL,

Hearty welcome to family of Xplore Information Technology Private Limited.

On the basis of particulars furnished in your bio-data of your application and the subsequent test and personal interview with us, we are pleased to inform you that you have been selected to be trained as a "SOFTWARE TRAINEE" in our organization subject to your acceptance to the "Terms and Conditions" furnished in the Annexure.

You will be a Trainee for a period not exceeding six months form the date of joining () and on successful and satisfactory completion of your training, you will be eligible, subject to your acceptance of your offer and subject to availability of regular vacancies, to be appointed to the position for which you have been trained. Your initial salary would be of Rs. 96000/- per annum. You will be in Monitor of your performance for three months by the Corporate Trainers.

Your date of birth as per our records is 21.06.2021

Yours Sincerely

For XPLORE INFORMATION TECHNOLOGY PRIVATE LIMITED

CHENNAI 600 017

HEAD – Human Resources & Management

Administrative Office : #39, Railway Station Road, Alandur, Chennai - 600 016.
Corporate Office : #8/23-B, Ground Floor, Dhandapani Street, T Nagar, Chennai - 600 017.
Phone : 86081 41133/44/55 E.Mail Id : hr@xploreinformationtechnology.com
Web Site : www.xploreinformationtechnology.com

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Date:19-MAY-2021

Dear K SURESH,

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Phone : 86081 41133/44/55 E.Mail Id : hr@xploreinformationtechnology.com
Web Site : www.xploreinformationtechnology.com

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

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Date:19-MAY-2021

Dear VEMPARALA SRI HARSHA,

Hearty welcome to family of Xplore Information Technology Private Limited.

On the basis of particulars furnished in your bio-data of your application and the subsequent test and personal interview with us, we are pleased to inform you that you have been selected to be trained as a "SOFTWARE TRAINEE" in our organization subject to your acceptance to the "Terms and Conditions" furnished in the Annexure.

You will be a Trainee for a period not exceeding six months form the date of joining () and on successful and satisfactory completion of your training, you will be eligible, subject to your acceptance of your offer and subject to availability of regular vacancies, to be appointed to the position for which you have been trained. Your initial salary would be of Rs. 96000/- per annum. You will be in Monitor of your performance for three months by the Corporate Trainers.

Your date of birth as per our records is 21.06.2021

Yours Sincerely

For XPLORE INFORMATION TECHNOLOGY PRIVATE LIMITED

XPLORE INFORMATION TECHNOLOGY PRIVATE LIMITED CHENNAI 600 017

HEAD – Human Resources & Management

Administrative Office : #39, Railway Station Road, Alandur, Chennai - 600 016.
Corporate Office : #8/23-B, Ground Floor, Dhandapani Street, T Nagar, Chennai - 600 017.
Phone : 86081 41133/44/55 E.Mail Id : hr@xploreinformationtechnology.com
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Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

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Date:19-MAY-2021

Dear GANJI VAMSHI,

Hearty welcome to family of Xplore Information Technology Private Limited.

On the basis of particulars furnished in your bio-data of your application and the subsequent test and personal interview with us, we are pleased to inform you that you have been selected to be trained as a "SOFTWARE TRAINEE" in our organization subject to your acceptance to the "Terms and Conditions" furnished in the Annexure.

You will be a Trainee for a period not exceeding six months form the date of joining () and on successful and satisfactory completion of your training, you will be eligible, subject to your acceptance of your offer and subject to availability of regular vacancies, to be appointed to the position for which you have been trained. Your initial salary would be of Rs. 96000/- per annum. You will be in Monitor of your performance for three months by the Corporate Trainers.

Your date of birth as per our records is 21.06.2021

Yours Sincerely

For XPLORE INFORMATION TECHNOLOGY PRIVATE LIMITED

XPLORE INFORMATION TECHNOLOGY PRIVATE LIMITED CHENNAI 600 017

HEAD – Human Resources & Management

Administrative Office : #39, Railway Station Road, Alandur, Chennai - 600 016.
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Date:19-MAY-2021

Dear CHAPPIDI SRIKANTH REDDY,

Hearty welcome to family of Xplore Information Technology Private Limited.

On the basis of particulars furnished in your bio-data of your application and the subsequent test and personal interview with us, we are pleased to inform you that you have been selected to be trained as a "SOFTWARE TRAINEE" in our organization subject to your acceptance to the "Terms and Conditions" furnished in the Annexure.

You will be a Trainee for a period not exceeding six months form the date of joining () and on successful and satisfactory completion of your training, you will be eligible, subject to your acceptance of your offer and subject to availability of regular vacancies, to be appointed to the position for which you have been trained. Your initial salary would be of Rs. 96000/- per annum. You will be in Monitor of your performance for three months by the Corporate Trainers.

Your date of birth as per our records is 21.06.2021

Yours Sincerely

For XPLORE INFORMATION TECHNOLOGY PRIVATE LIMITED

CHENNAI 600 017

HEAD – Human Resources & Management

Administrative Office : #39, Railway Station Road, Alandur, Chennai - 600 016.
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Date:19-MAY-2021

Dear ARRA ANOOP REDDY,

Hearty welcome to family of Xplore Information Technology Private Limited.

On the basis of particulars furnished in your bio-data of your application and the subsequent test and personal interview with us, we are pleased to inform you that you have been selected to be trained as a "SOFTWARE TRAINEE" in our organization subject to your acceptance to the "Terms and Conditions" furnished in the Annexure.

You will be a Trainee for a period not exceeding six months form the date of joining () and on successful and satisfactory completion of your training, you will be eligible, subject to your acceptance of your offer and subject to availability of regular vacancies, to be appointed to the position for which you have been trained. Your initial salary would be of Rs. 96000/- per annum. You will be in Monitor of your performance for three months by the Corporate Trainers.

Your date of birth as per our records is 21.06.2021

Yours Sincerely

For XPLORE INFORMATION TECHNOLOGY PRIVATE LIMITED

CHENNAI 600 017

HEAD – Human Resources & Management

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Date:19-MAY-2021

Dear KOKKULA VISHNU VARDHAN,

Hearty welcome to family of Xplore Information Technology Private Limited.

On the basis of particulars furnished in your bio-data of your application and the subsequent test and personal interview with us, we are pleased to inform you that you have been selected to be trained as a "SOFTWARE TRAINEE" in our organization subject to your acceptance to the "Terms and Conditions" furnished in the Annexure.

You will be a Trainee for a period not exceeding six months form the date of joining () and on successful and satisfactory completion of your training, you will be eligible, subject to your acceptance of your offer and subject to availability of regular vacancies, to be appointed to the position for which you have been trained. Your initial salary would be of Rs. 96000/- per annum. You will be in Monitor of your performance for three months by the Corporate Trainers.

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

AVANTHI GROUP OF INSTITUTIONS

swamy rao <placements@avanthi.edu.in>

# List of Selects - Avanthi

1 message

**swamy rao** <placements@avanthi.edu.in> Thu, Aug 3, 2021 at 2:29 PM
To: kulkarni1431 <kulkarni1431@gmail.com>

From: **Krishnan, Preethi** <Preethi.Krishnan@genpact.com>
Date: Thu, Aug 3, 2021 at 2:30 PM
Subject: GENPACT - Campus Selections on Thu, Aug 3, 2021
To: "placements@avanthi.edu.in" <placements@avanthi.edu.in>
Cc: "R, Venkat R" <venkat.r@genpact.com>, "Gannamani, Rajesh Chowdary" <rajeshchowdary.gannamani@genpact.com>

Dear Sir,

Season's greetings,

At the outset we would like to thank you for the courtesy extended to us during the campus drive.

PFA List of Selects and On-Holds of the drive conducted on Thu, Aug 3, 2021.

**Please do not process these candidates to any other companies.**

| | |
|---|---|
| JATAVATH RAJENDAR NAIK | II YR MTECH-CSE |
| SANGEPU RAJESHWARI | II YR MTECH-EPS |
| BACHANABOINA SRIKANTH | IV Yr CSE |
| MERUGU SRINATH | IV Yr CSE |
| GANJA ANEESH | IV Yr CSE |
| GANDU RAVINDAR | IV Yr CSE |
| CHINTHAPALLY BINDU | IV Yr ECE |
| KOLAN MOUNIKA | IV Yr ECE |
| POTHU DEEPTHI | IV Yr ECE |
| K NIKHIL REDDY | IV Yr ECE |
| JUTHUKA MANJULARANI | IV Yr ECE |
| PUTTA MOHAN | IV Yr ECE |
| SALLURI MAHESH | IV Yr EEE |
| BADIGICHALA RAGHAVENDRA | IV Yr EEE |
| NADIKUDI YASHWANTH | IV Yr EEE |
| NANDYALA SAI KIRAN REDDY | IV Yr MECH |
| ANNA HARISH | IV Yr MECH |
| RAMAVATH ANITHA | IV Yr MECH |
| MADGANI SRINATH | IV Yr MECH |
| D VENKATESH | IV Yr MECH |

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

**Note : Above students are informed to visit our office@ Uppal on a mentioned date to collect LOI. We will intimate the date shortly.**

Thanks & Regards,

Preethi Krishnan,

Cntct Number : 8978368880,

Campus Recruitment Team,

Genpact, Hyderabad.

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Avanthi Institute of Engg. & Tech
Gunthapally (V), [illegible]

# YESPEAL TECHNOLOGIES PVT LTD

AVS Compound, 4 th Block, Near Sony World Signal, Kormangala, Bangalore- 560034
Website: www.yespealtechnologies.com || Email:hr@yespealtechnologies.com


Ref:YP2K21/01

22-Nov-2021

Dear Potharajula Shankara Sheshanka Kireeti,

In Continuation to our discussion, we are pleased to offer you the role of Associate Software Developer – Yespeal Technologies Private Limited., (Yespeal).

Your CTC will be 4.00.000/- TO 7.00.000/- This May Vary depending on Yespeal Performance and Your Performance

During Training Period You Will Be entitled With the Stipend 5,000/- To 15,000/- Per Month Based on The Performance. This May Vary depending on Yespeal Performance and Your Performance

We would like to inform you that Yespeal has considered 0 Months of your Experience as relevant, which would be updated in our Records. Your Place of Posting will be Bangalore.

Your Appointment will be governed by the Terms and Condition of Employment Presented in Annexure A. You will also be governed by the rules and Regulation Practices in Vogue and those that may change from time to Time. Your Compensation is Highly Confidential and if Need arises, you may discuss it only with Manager.

We Request You To Join us After Completion of Your Final

Semester Exam. Yespeal is keen that there is a secure

environment for clients and internally too. Please Note:

This appointment is Subject to satisfactory reference Checks

This offer from Yespeal is Valid for 2 Days only from the date of offer, any extension is said validity shall be at the discretion of the company and shall be communicated to you in writing Prior to commencing employment with Yespeal You Must provide yespeal with evidence of right to work in India and other such documents as yespeal may request.

We look forward to you joining us. Should have any further question or clarifications, Please feel free to contact us.

Yours Sincerely,

For Yespeal Technologies Pvt Ltd.,

darshanmurthy

Darshan Murthy

Global Head-Talent Acquisition

I Have read the offer, Understood and accept the above mentioned terms and condition.

Signature Date:

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

# YESPEAL TECHNOLOGIES PVTLTD

AVS Compound, 4 th Block, Near Sony World Signal, Kormangala, Bangalore-560034 Website: www.yespealtechnologies.com ||
Email:hr@yespealtechnologies.com


## Annexure-A

1. Date of Joining:
   - You are being appointed Associate Software Engineer in Yespeal Technologies Private Limited. with effect from Completion of the Final Year Semester

2. Place of Work:
   - Your initial posting will be at our Bangalore office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.
   - You may be required to visit to the client site within and / or outside India.

3. Remuneration:
   - Your CTC will be 4.00.000 /- To 7.00.000/- Based on the Performance during Training Period. In addition, you may be eligible for performance based incentive as per incentive scheme of the company
   - First 3 Months Would be under Training Period.From The date of Joining.
   - The Incentive Scheme is subject to revisions at the discretion of the Management.

4. Work Conduct:
   - During your employment with the Company, you shall devote your best efforts for promoting the Yespeal Technologies Private Limited (and of any other relevant affiliate and / or business associate of the Yespeal Technologies Private Limited) business.
   - You are required to effectively carry out all duties and responsibilities as assigned to you by the Company and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavoring to the best of your ability to protect and promote the interests of the Company.
   - You shall not, except with the written permission of the Company, engage directly or indirectly in any business, occupation or activity, whether as a principal agent or otherwise which will be detrimental whether directly, to the Company's interests.
   - You will be bound by the Code of Conduct and all other rules, regulations, policies and orders issued by the Company from time to time in relation to your conduct, discipline rules, regulation, policies et al, were part of this contract of appointment.

5. Training
   - You will be imparted training on-the-job and periodically when the training programs will be organized. The Company lays high importance when the training its employees and spends considerable resources on it. A full commitment from employee side is expected during the training period.

6. Disclosure of Information:
   - You confirm that you have disclosed all your business interests in the Company whether or not they are similar to or in conflict with the business (es) or the activities of the Company, & all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the Company and you or any immediate relatives. Also you agree to immediately disclose, to the Company any such interests or circumstances which may arise during your employment

7. Confidentiality:
   - All information regarding the affairs or business matters of the Company (and of any other relevant affiliate and/or business associate of the Yespeal Technologies Private Limited) concepts, working methods, client portfolios, strategies – that come to your knowledge by reasons of your employment is deemed to be confidential and considered a trade secret.
   - You shall be required to maintain strict confidentiality of such information and data that may come to your possession or knowledge by virtue of the engagement, use it only as may be required in the normal course of your work and shall not disclose or any information or data, without prior consent of an authorized officer of the company.
   - You shall at all times keep the details of your salary and employment benefits at the Company strictly and shall not disclose such details to any other person within the Company.

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- You shall use the Company name, Logos trademarks or other identifiers strictly in the manner permitted by the Company's policies or for the purposes of provision of Services delegatedto you to the extent required.
- You shall at all times. Whether during or the termination of your employment act with utmost fidelity and shall not disclose or divulge any such confidential information to third parties or make use of such information for your own benefit of the benefit of any third party, either during the term of your employment or thereafter.

8. Monitoring Policy:
- Please note that emails sent to you and by you may be monitored from time to time for the purpose of identifying any non-compliance with the Company policies or applicable laws. These emails along with attachments are considered as property of the company.
- If such monitoring discloses breach of any law or Company policies, disciplinary action may follow including termination of the employment.

9. Notice Period:
- During the probation (including any extension), services may be terminated by either party, giving written notice to one week or payment salary in Lieu of thereof.
- Employee need to complete 1 year of tenure period in the Organization from the date of joining. In case of Major issues the company can relieve the employee failing that employee need to pay the compensation of loss bearing the employee training.
- Post confirmation, services may be terminated by either party, giving One months' notice, which comprises a non-negotiable mandatory working period of 1 month, with the remainder of the notice period being negotiable on both sides (to agree the release date & salary payment in lieu of notice if any).
- The Company may terminate / suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry that you have committed (i) any heinous criminal act or any offense involving moral turpitude. Examples include rape, forgery, robbery, etc. (ii) sexual harassment or (iii) other act that threatens or likely to damage the Company's reputation.
- You are required to identify and train your replacement and facilitate a successful handover/knowledge transfer. Failure to comply with the clause would be considered against the Company policy. A prior approval by the Management shall be considered as an exception to this clause through mutual settlement between both the parties.0
- The Company reserves the right to terminate your employment on the grounds mentioned in clause 11 below. In such an event, you will be subject to immediate dismissal and the Company will not be liable to give you pay for the notice period. The Company further reserves the right to initiate legal action as it deems fit.
- Any deduction with respect to expenses incurred by the Company or the cost of repairing damage to the Company's property caused by you (and of recovering the same).

10. Return of Company Property
- You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data , information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment.
- You shall not keep any copies of these items in any form whatsoever.
- Violation of this clause may invite legal action.

11. Return of Company Property
- You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data , information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment.
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Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
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YESPEAL TECHNOLOGIES PVT LTD
AVS Compound, 4 th Block, Near Sony World Signal, Kormangala, Bangalore-560034 Website: www.yespealtechnologies.com ||
Email:hr@yespealtechnologies.com

12. Non – Competition:
In the event of your separation from Company for whatever reason:

- For a period of 1 year thereafter (except with the written approval of the Company) you will not solicit business in competition with the Company nor pass information to a third party that may result in the same effect from any other organization which is at the data of separation a client or a prospect with which negotiations are underway neither will you in competition offer or supply products or services which compete directly with those products or services offered by the Company.
- You agree that for a period of 1 year after your separation from the Company you will not endeavour to solicit or entice away any person who is an employee of the Company or who was in its employment up to 1 Year preceding your severance.

13. Other:

- Under the Sexual Harassment Prevention Act. 2013, sexual harassment is considered as misconduct. The Consequences of such misconduct can be – apart from deduction of wages, termination of employment or transfer to another location.
- Your appointment is contingent upon Medical Fitness Certificate satisfactory reference background checks, including verification of your application materials education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-competes obligation or other restrictive clauses with any previous employer).
- You will be governed by the Company's policies during the course of your employment. It will be obligatory on your part to ensure compliance to the applicable statuses, regulations and requirements laid down by the Company and other regulatory and statutory bodies. Violation of the terms and conditions mentioned herein would attract disciplinary and/or legal action, including immediate termination.
- The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies and abide by the same.

- You shall at all times keep the details of your salary and employment benefits at the Company strictly and shall not disclose such details to any other person within the Company.
- You shall use the Company name, Logos trademarks or other identifiers strictly in the manner permitted by the Company's policies or for the purposes of provision of Services delegatedto you to the extent required.
- You shall at all times. Whether during or the termination of your employment act with utmost fidelity and shall not disclose or divulge any such confidential information to third parties or make use of such information for your own benefit of the benefit of any third party, either during the term of your employment or thereafter.

14. Monitoring Policy:

- Please note that emails sent to you and by you may be monitored from time to time for the purpose of identifying any non-compliance with the Company policies or applicable laws. These emails along with attachments are considered as property of the company.
- If such monitoring discloses breach of any law or Company policies, disciplinary action may follow including termination of the employment.

15. Notice Period:

- During the probation (including any extension), services may be terminated by either party, giving written notice to one week or payment salary in Lieu of thereof.
- Employee need to complete 1 year of tenure period in the Organization from the date of joining. In case of Major issues the company can relieve the employee failing that employee need to pay the compensation of loss bearing the employee training.
- Post confirmation, services may be terminated by either party, giving One months' notice, which comprises a non-negotiable mandatory working period of 2 month, with the remainder of the notice period being negotiable on both sides (to agree the release date & salary payment in lieu of notice if any).
- The Company may terminate / suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry that you have committed (i) any

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

heinous criminal act or any offense involving moral turpitude. Examples include rape, forgery, robbery, etc. (ii) sexual harassment or (iii) other act that threatens or likely to damage the Company's reputation.

- You are required to identify and train your replacement and facilitate a successful handover/knowledge transfer. Failure to comply with the clause would be considered against the Company policy. A prior approval by the Management shall be considered as an exception to this clause through mutual settlement between both the parties.0
- The Company reserves the right to terminate your employment on the grounds mentioned in clause 11 below. In such an event, you will be subject to immediate dismissal and the Company will not be liable to give you pay for the notice period. The Company further reserves the right to initiate legal action as it deems fit.

16. Termination of Services:

- If at any time during the course of your employment, it is found that you have made a false or an incomplete declaration with regard to your qualification / experience and other detail, your appointment will be treated void with immediate effect without any payment in lieu of notice period.
- If at any time during the course of your employment, it is found that you have committed any act of gross misconduct or serious breach of employment terms, been guilty of conduct tending to bring yourself or the Company into disrepute, been absent for a continuous period of 10 days without approval/information, indulged in policy violation/fraud/financial irregularities and/or been found to demonstrate unsatisfactory job performance your services will be terminated and you shall not be entitled to any notice period or payment in lieu thereof.

17. Leave:

- You will be entitled to Casual/Sick Leaves: National/Festival holidays as stipulated by law/company policy, in a calendar year. The same may be changed from time to time in accordance with changes in law and/or company policy

18. Deductions:

a) During your employment or in the event of any termination the Company is entitled to deduct any amount due from you to the Company from actual total compensation including but not limited to:
b) Any debt or advance for the time being owed by you to the Company
c) Any deduction related to leave or holiday taken in excess of entitlement as at the date of termination of employment: an.
d) Any deduction with respect to expenses incurred by the Company or the cost of repairing damage to the Company's property caused by you (and of recovering the same).

19. Return of Company Property

- You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data , information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment..
- You shall not keep any copies of these items in any form whatsoever.
- Violation of this clause may invite legal action.

20. Non – Competition:

- For a period of 1 year thereafter (except with the written approval of the Company) you will not solicit business in competition with the Company nor pass information to a third party that may result in the same effect from any other organization which is at the data of separation a client or a prospect with which negotiations are underway neither will you in competition offer or supply products or services which compete directly with those products or services offered by the Company.
- You agree that for a period of 1 year after your separation from the Company you will not endeavour to solicit or entice away any person who is an employee of the Company or who was in its employment up to 1 Year preceding your severance.

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# YESPEAL TECHNOLOGIES PVT LTD

AVS Compound, 4 th Block, Near Sony World Signal, Kormangala, Bangalore-560034 Website: www.yespealtechnologies.com ||
Email:hr@yespealtechnologies.com


21. Other:

- Under the Sexual Harassment Prevention Act. 2013, sexual harassment is considered as misconduct. The Consequences of such misconduct can be – apart from deduction of wages, termination of employment or transfer to another location.
- Your appointment is contingent upon Medical Fitness Certificate satisfactory reference background checks, including verification of your application materials education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-competes obligation or other restrictive clauses with any previous employer).
- You will be governed by the Company's policies during the course of your employment. It will be obligatory on your part to ensure compliance to the applicable statuses, regulations and requirements laid down by the Company and other regulatory and statutory bodies. Violation of the terms and conditions mentioned herein would attract disciplinary and/or legal action, including immediate termination.
- The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies and abide by the same.

Yours Sincerely,
For Yespeal Technologies Private Limited.,

darshanmurthy

Darshan Murthy
Talent Acquisition.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial professional association. You're are joining us at an exciting phase of your journey or building a world class firm and we are counting on you to help us get there.

Kindly return a copy of this letter duly signed by you in acceptance of the terms and condition

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

# YESPEAL TECHNOLOGIES PVT LTD

AVS Compound, 4 th Block, Near Sony World Signal, Kormangala, Bangalore- 560034
Website: www.yespealtechnologies.com || Email:hr@yespealtechnologies.com


Ref:YP2K21/01

22-Nov-2021

Dear Vadthyavath Chandrashekhar,

In Continuation to our discussion, we are pleased to offer you the role of Associate Software Developer – Yespeal Technologies Private Limited., (Yespeal).

Your CTC will be 4.00.000/- TO 7.00.000/- This May Vary depending on Yespeal Performance and Your Performance

During Training Period You Will Be entitled With the Stipend 5,000/- To 15,000/- Per Month Based on The Performance. This May Vary depending on Yespeal Performance and Your Performance

We would like to inform you that Yespeal has considered 0 Months of your Experience as relevant, which would be updated in our Records. Your Place of Posting will be Bangalore.

Your Appointment will be governed by the Terms and Condition of Employment Presented in Annexure A. You will also be governed by the rules and Regulation Practices in Vogue and those that may change from time to Time. Your Compensation is Highly Confidential and if Need arises, you may discuss it only with Manager.

We Request You To Join us After Completion of Your Final

Semester Exam. Yespeal is keen that there is a secure

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This appointment is Subject to satisfactory reference Checks

This offer from Yespeal is Valid for 2 Days only from the date of offer, any extension is said validity shall be at the discretion of the company and shall be communicated to you in writing Prior to commencing employment with Yespeal You Must provide yespeal with evidence of right to work in India and other such documents as yespeal may request.

We look forward to you joining us. Should have any further question or clarifications, Please feel free to contact us.

Yours Sincerely,

For Yespeal Technologies Pvt Ltd.,

darshanmurthy

Darshan Murthy

Global Head-Talent Acquisition

I Have read the offer, Understood and accept the above mentioned terms and condition.

Signature

Date:

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

# YESPEAL TECHNOLOGIES PVT LTD

AVS Compound, 4 th Block, Near Sony World Signal, Kormangala, Bangalore-560034 Website: www.yespealtechnologies.com ||
Email:hr@yespealtechnologies.com


## Annexure-A

1. Date of Joining:
   - You are being appointed Associate Software Engineer in Yespeal Technologies Private Limited. with effect from Completion of the Final Year Semester

2. Place of Work:
   - Your initial posting will be at our Bangalore office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.
   - You may be required to visit to the client site within and / or outside India.

3. Remuneration:
   - Your CTC will be 4.00.000 /- To 7.00.000/- Based on the Performance during Training Period. In addition, you may be eligible for performance based incentive as per incentive scheme of the company
   - First 3 Months Would be under Training Period.From The date of Joining.
   - The Incentive Scheme is subject to revisions at the discretion of the Management.

4. Work Conduct:
   - During your employment with the Company, you shall devote your best efforts for promoting the Yespeal Technologies Private Limited (and of any other relevant affiliate and / or business associate of the Yespeal Technologies Private Limited) business.
   - You are required to effectively carry out all duties and responsibilities as assigned to you by the Company and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavoring to the best of your ability to protect and promote the interests of the Company.
   - You shall not, except with the written permission of the Company, engage directly or indirectly in any business, occupation or activity, whether as a principal agent or otherwise which will be detrimental whether directly, to the Company's interests.
   - You will be bound by the Code of Conduct and all other rules, regulations, policies and orders issued by the Company from time to time in relation to your conduct, discipline rules, regulation, policies et al, were part of this contract of appointment.

5. Training
   - You will be imparted training on-the-job and periodically when the training programs will be organized. The Company lays high importance when the training its employees and spends considerable resources on it. A full commitment from employee side is expected during the training period.

6. Disclosure of Information:
   - You confirm that you have disclosed all your business interests in the Company whether or not they are similar to or in conflict with the business (es) or the activities of the Company, & all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the Company and you or any immediate relatives. Also you agree to immediately disclose, to the Company any such interests or circumstances which may arise during your employment

7. Confidentiality:
   - All information regarding the affairs or business matters of the Company (and of any other relevant affiliate and/or business associate of the Yespeal Technologies Private Limited) concepts, working methods, client portfolios, strategies – that come to your knowledge by reasons of your employment is deemed to be confidential and considered a trade secret.
   - You shall be required to maintain strict confidentiality of such information and data that may come to your possession or knowledge by virtue of the engagement, use it only as may be required in the normal course of your work and shall not disclose or any information or data, without prior consent of an authorized officer of the company.
   - You shall at all times keep the details of your salary and employment benefits at the Company strictly and shall not disclose such details to any other person within the Company.

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

- You shall use the Company name, Logos trademarks or other identifiers strictly in the manner permitted by the Company's policies or for the purposes of provision of Services delegatedto you to the extent required.
- You shall at all times. Whether during or the termination of your employment act with utmost fidelity and shall not disclose or divulge any such confidential information to third parties or make use of such information for your own benefit of the benefit of any third party, either during the term of your employment or thereafter.

8. Monitoring Policy:
- Please note that emails sent to you and by you may be monitored from time to time for the purpose of identifying any non-compliance with the Company policies or applicable laws. These emails along with attachments are considered as property of the company.
- If such monitoring discloses breach of any law or Company policies, disciplinary action may follow including termination of the employment.

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- Post confirmation, services may be terminated by either party, giving One months' notice, which comprises a non-negotiable mandatory working period of 1 month, with the remainder of the notice period being negotiable on both sides (to agree the release date & salary payment in lieu of notice if any).
- The Company may terminate / suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry that you have committed (i) any heinous criminal act or any offense involving moral turpitude. Examples include rape, forgery, robbery, etc. (ii) sexual harassment or (iii) other act that threatens or likely to damage the Company's reputation.
- You are required to identify and train your replacement and facilitate a successful handover/knowledge transfer. Failure to comply with the clause would be considered against the Company policy. A prior approval by the Management shall be considered as an exception to this clause through mutual settlement between both the parties.0
- The Company reserves the right to terminate your employment on the grounds mentioned in clause 11 below. In such an event, you will be subject to immediate dismissal and the Company will not be liable to give you pay for the notice period. The Company further reserves the right to initiate legal action as it deems fit.
- Any deduction with respect to expenses incurred by the Company or the cost of repairing damage to the Company's property caused by you (and of recovering the same).

10. Return of Company Property
- You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data , information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment.
- You shall not keep any copies of these items in any form whatsoever.
- Violation of this clause may invite legal action.

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Email:hr@yespealtechnologies.com

12. Non – Competition:
In the event of your separation from Company for whatever reason:

- For a period of 1 year thereafter (except with the written approval of the Company) you will not solicit business in competition with the Company nor pass information to a third party that may result in the same effect from any other organization which is at the data of separation a client or a prospect with which negotiations are underway neither will you in competition offer or supply products or services which compete directly with those products or services offered by the Company.
- You agree that for a period of 1 year after your separation from the Company you will not endeavour to solicit or entice away any person who is an employee of the Company or who was in its employment up to 1 Year preceding your severance.

13. Other:

- Under the Sexual Harassment Prevention Act. 2013, sexual harassment is considered as misconduct. The Consequences of such misconduct can be – apart from deduction of wages, termination of employment or transfer to another location.
- Your appointment is contingent upon Medical Fitness Certificate satisfactory reference background checks, including verification of your application materials education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-competes obligation or other restrictive clauses with any previous employer).
- You will be governed by the Company's policies during the course of your employment. It will be obligatory on your part to ensure compliance to the applicable statuses, regulations and requirements laid down by the Company and other regulatory and statutory bodies. Violation of the terms and conditions mentioned herein would attract disciplinary and/or legal action, including immediate termination.
- The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies and abide by the same.

- You shall at all times keep the details of your salary and employment benefits at the Company strictly and shall not disclose such details to any other person within the Company.
- You shall use the Company name, Logos trademarks or other identifiers strictly in the manner permitted by the Company's policies or for the purposes of provision of Services delegatedto you to the extent required.
- You shall at all times. Whether during or the termination of your employment act with utmost fidelity and shall not disclose or divulge any such confidential information to third parties or make use of such information for your own benefit of the benefit of any third party, either during the term of your employment or thereafter.

14. Monitoring Policy:

- Please note that emails sent to you and by you may be monitored from time to time for the purpose of identifying any non-compliance with the Company policies or applicable laws. These emails along with attachments are considered as property of the company.
- If such monitoring discloses breach of any law or Company policies, disciplinary action may follow including termination of the employment.

15. Notice Period:

- During the probation (including any extension), services may be terminated by either party, giving written notice to one week or payment salary in Lieu of thereof.
- Employee need to complete 1 year of tenure period in the Organization from the date of joining. In case of Major issues the company can relieve the employee failing that employee need to pay the compensation of loss bearing the employee training.
- Post confirmation, services may be terminated by either party, giving One months' notice, which comprises a non-negotiable mandatory working period of 2 month, with the remainder of the notice period being negotiable on both sides (to agree the release date & salary payment in lieu of notice if any).
- The Company may terminate / suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry that you have committed (i) any

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- You are required to identify and train your replacement and facilitate a successful handover/knowledge transfer. Failure to comply with the clause would be considered against the Company policy. A prior approval by the Management shall be considered as an exception to this clause through mutual settlement between both the parties.0
- The Company reserves the right to terminate your employment on the grounds mentioned in clause 11 below. In such an event, you will be subject to immediate dismissal and the Company will not be liable to give you pay for the notice period. The Company further reserves the right to initiate legal action as it deems fit.

16. Termination of Services:

- If at any time during the course of your employment, it is found that you have made a false or an incomplete declaration with regard to your qualification / experience and other detail, your appointment will be treated void with immediate effect without any payment in lieu of notice period.
- If at any time during the course of your employment, it is found that you have committed any act of gross misconduct or serious breach of employment terms, been guilty of conduct tending to bring yourself or the Company into disrepute, been absent for a continuous period of 10 days without approval/information, indulged in policy violation/fraud/financial irregularities and/or been found to demonstrate unsatisfactory job performance your services will be terminated and you shall not be entitled to any notice period or payment in lieu thereof.

17. Leave:

- You will be entitled to Casual/Sick Leaves: National/Festival holidays as stipulated by law/company policy, in a calendar year. The same may be changed from time to time in accordance with changes in law and/or company policy

18. Deductions:

a) During your employment or in the event of any termination the Company is entitled to deduct any amount due from you to the Company from actual total compensation including but not limited to:
b) Any debt or advance for the time being owed by you to the Company
c) Any deduction related to leave or holiday taken in excess of entitlement as at the date of termination of employment: an.
d) Any deduction with respect to expenses incurred by the Company or the cost of repairing damage to the Company's property caused by you (and of recovering the same).

19. Return of Company Property

- You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data , information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment..
- You shall not keep any copies of these items in any form whatsoever.
- Violation of this clause may invite legal action.

20. Non – Competition:

- For a period of 1 year thereafter (except with the written approval of the Company) you will not solicit business in competition with the Company nor pass information to a third party that may result in the same effect from any other organization which is at the data of separation a client or a prospect with which negotiations are underway neither will you in competition offer or supply products or services which compete directly with those products or services offered by the Company.
- You agree that for a period of 1 year after your separation from the Company you will not endeavour to solicit or entice away any person who is an employee of the Company or who was in its employment up to 1 Year preceding your severance.

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Email:hr@yespealtechnologies.com


21. Other:

- Under the Sexual Harassment Prevention Act. 2013, sexual harassment is considered as misconduct. The Consequences of such misconduct can be – apart from deduction of wages, termination of employment or transfer to another location.
- Your appointment is contingent upon Medical Fitness Certificate satisfactory reference background checks, including verification of your application materials education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-competes obligation or other restrictive clauses with any previous employer).
- You will be governed by the Company's policies during the course of your employment. It will be obligatory on your part to ensure compliance to the applicable statuses, regulations and requirements laid down by the Company and other regulatory and statutory bodies. Violation of the terms and conditions mentioned herein would attract disciplinary and/or legal action, including immediate termination.
- The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies and abide by the same.

Yours Sincerely,
For Yespeal Technologies Private Limited.,

darshanmurthy

Darshan Murthy
Talent Acquisition.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial professional association. You're are joining us at an exciting phase of your journey or building a world class firm and we are counting on you to help us get there.

Kindly return a copy of this letter duly signed by you in acceptance of the terms and condition

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Website: www.yespealtechnologies.com || Email:hr@yespealtechnologies.com


Ref:YP2K21/01

22-Nov-2021

Dear Vangara Sandeep,

In Continuation to our discussion, we are pleased to offer you the role of Associate Software Developer – Yespeal Technologies Private Limited., (Yespeal).

Your CTC will be 4.00.000/- TO 7.00.000/- This May Vary depending on Yespeal Performance and Your Performance

During Training Period You Will Be entitled With the Stipend 5,000/- To 15,000/- Per Month Based on The Performance. This May Vary depending on Yespeal Performance and Your Performance

We would like to inform you that Yespeal has considered 0 Months of your Experience as relevant, which would be updated in our Records. Your Place of Posting will be Bangalore.

Your Appointment will be governed by the Terms and Condition of Employment Presented in Annexure A. You will also be governed by the rules and Regulation Practices in Vogue and those that may change from time to Time. Your Compensation is Highly Confidential and if Need arises, you may discuss it only with Manager.

We Request You To Join us After Completion of Your Final

Semester Exam. Yespeal is keen that there is a secure

environment for clients and internally too. Please Note:

This appointment is Subject to satisfactory reference Checks

This offer from Yespeal is Valid for 2 Days only from the date of offer, any extension is said validity shall be at the discretion of the company and shall be communicated to you in writing Prior to commencing employment with Yespeal You Must provide yespeal with evidence of right to work in India and other such documents as yespeal may request.

We look forward to you joining us. Should have any further question or clarifications, Please feel free to contact us.

Yours Sincerely,

For Yespeal Technologies Pvt Ltd.,

darshanmurthy

Darshan Murthy

Global Head-Talent Acquisition

I Have read the offer, Understood and accept the above mentioned terms and condition.

Signature

Date:

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Annexure-A

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:
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**8. Monitoring Policy:**

- Please note that emails sent to you and by you may be monitored from time to time for the purpose of identifying any non-compliance with the Company policies or applicable laws. These emails along with attachments are considered as property of the company.
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**9. Notice Period:**

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- The Company reserves the right to terminate your employment on the grounds mentioned in clause 11 below. In such an event, you will be subject to immediate dismissal and the Company will not be liable to give you pay for the notice period. The Company further reserves the right to initiate legal action as it deems fit.
- Any deduction with respect to expenses incurred by the Company or the cost of repairing damage to the Company's property caused by you (and of recovering the same).

**10. Return of Company Property**

- You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data , information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment.
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12. Non – Competition:
In the event of your separation from Company for whatever reason:

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- You agree that for a period of 1 year after your separation from the Company you will not endeavour to solicit or entice away any person who is an employee of the Company or who was in its employment up to 1 Year preceding your severance.

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- 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.

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b) Any debt or advance for the time being owed by you to the Company
c) Any deduction related to leave or holiday taken in excess of entitlement as at the date of termination of employment: an.
d) Any deduction with respect to expenses incurred by the Company or the cost of repairing damage to the Company's property caused by you (and of recovering the same).

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- You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data , information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment..
- You shall not keep any copies of these items in any form whatsoever.
- Violation of this clause may invite legal action.

**20. Non – Competition:**

- For a period of 1 year thereafter (except with the written approval of the Company) you will not solicit business in competition with the Company nor pass information to a third party that may result in the same effect from any other organization which is at the data of separation a client or a prospect with which negotiations are underway neither will you in competition offer or supply products or services which compete directly with those products or services offered by the Company.
- You agree that for a period of 1 year after your separation from the Company you will not endeavour to solicit or entice away any person who is an employee of the Company or who was in its employment up to 1 Year preceding your severance.

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

# YESPEAL TECHNOLOGIES PVT LTD

AVS Compound, 4 th Block, Near Sony World Signal, Kormangala, Bangalore-560034 Website: www.yespealtechnologies.com ||
Email:hr@yespealtechnologies.com


21. Other:

- Under the Sexual Harassment Prevention Act. 2013, sexual harassment is considered as misconduct. The Consequences of such misconduct can be – apart from deduction of wages, termination of employment or transfer to another location.
- Your appointment is contingent upon Medical Fitness Certificate satisfactory reference background checks, including verification of your application materials education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-competes obligation or other restrictive clauses with any previous employer).
- You will be governed by the Company's policies during the course of your employment. It will be obligatory on your part to ensure compliance to the applicable statuses, regulations and requirements laid down by the Company and other regulatory and statutory bodies. Violation of the terms and conditions mentioned herein would attract disciplinary and/or legal action, including immediate termination.
- The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies and abide by the same.

Yours Sincerely,
For Yespeal Technologies Private Limited.,

darshanmurthy

Darshan Murthy
Talent Acquisition.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial professional association. You're are joining us at an exciting phase of your journey or building a world class firm and we are counting on you to help us get there.

Kindly return a copy of this letter duly signed by you in acceptance of the terms and condition

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Reddy (Dist.)

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Website: www.yespealtechnologies.com || Email:hr@yespealtechnologies.com


Ref:YP2K21/01

22-Nov-2021

Dear Veeramalla Akhil,

In Continuation to our discussion, we are pleased to offer you the role of Associate Software Developer – Yespeal Technologies Private Limited., (Yespeal).

Your CTC will be 4.00.000/- TO 7.00.000/- This May Vary depending on Yespeal Performance and Your Performance

During Training Period You Will Be entitled With the Stipend 5,000/- To 15,000/- Per Month Based on The Performance. This May Vary depending on Yespeal Performance and Your Performance

We would like to inform you that Yespeal has considered 0 Months of your Experience as relevant, which would be updated in our Records. Your Place of Posting will be Bangalore.

Your Appointment will be governed by the Terms and Condition of Employment Presented in Annexure A. You will also be governed by the rules and Regulation Practices in Vogue and those that may change from time to Time. Your Compensation is Highly Confidential and if Need arises, you may discuss it only with Manager.

We Request You To Join us After Completion of Your Final

Semester Exam. Yespeal is keen that there is a secure

environment for clients and internally too. Please Note:

This appointment is Subject to satisfactory reference Checks

This offer from Yespeal is Valid for 2 Days only from the date of offer, any extension is said validity shall be at the discretion of the company and shall be communicated to you in writing Prior to commencing employment with Yespeal You Must provide yespeal with evidence of right to work in India and other such documents as yespeal may request.

We look forward to you joining us. Should have any further question or clarifications, Please feel free to contact us.

Yours Sincerely,

For Yespeal Technologies Pvt Ltd.,

darshanmurthy

Darshan Murthy

Global Head-Talent Acquisition

I Have read the offer, Understood and accept the above mentioned terms and condition.

Signature

Date:

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

# YESPEAL TECHNOLOGIES PVTLTD

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Email:hr@yespealtechnologies.com


## Annexure-A

1. **Date of Joining:**
   - You are being appointed Associate Software Engineer in Yespeal Technologies Private Limited. with effect from Completion of the Final Year Semester

2. **Place of Work:**
   - Your initial posting will be at our Bangalore office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.
   - You may be required to visit to the client site within and / or outside India.

3. **Remuneration:**
   - Your CTC will be 4.00.000 /- To 7.00.000/- Based on the Performance during Training Period. In addition, you may be eligible for performance based incentive as per incentive scheme of the company
   - First 3 Months Would be under Training Period.From The date of Joining.
   - The Incentive Scheme is subject to revisions at the discretion of the Management.

4. **Work Conduct:**
   - During your employment with the Company, you shall devote your best efforts for promoting the Yespeal Technologies Private Limited (and of any other relevant affiliate and / or business associate of the Yespeal Technologies Private Limited) business.
   - You are required to effectively carry out all duties and responsibilities as assigned to you by the Company and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavoring to the best of your ability to protect and promote the interests of the Company.
   - You shall not, except with the written permission of the Company, engage directly or indirectly in any business, occupation or activity, whether as a principal agent or otherwise which will be detrimental whether directly, to the Company's interests.
   - You will be bound by the Code of Conduct and all other rules, regulations, policies and orders issued by the Company from time to time in relation to your conduct, discipline rules, regulation, policies et al, were part of this contract of appointment.

5. **Training**
   - You will be imparted training on-the-job and periodically when the training programs will be organized. The Company lays high importance when the training its employees and spends considerable resources on it. A full commitment from employee side is expected during the training period.

6. **Disclosure of Information:**
   - You confirm that you have disclosed all your business interests in the Company whether or not they are similar to or in conflict with the business (es) or the activities of the Company, & all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the Company and you or any immediate relatives. Also you agree to immediately disclose, to the Company any such interests or circumstances which may arise during your employment

7. **Confidentiality:**
   - All information regarding the affairs or business matters of the Company (and of any other relevant affiliate and/or business associate of the Yespeal Technologies Private Limited) concepts, working methods, client portfolios, strategies – that come to your knowledge by reasons of your employment is deemed to be confidential and considered a trade secret.
   - You shall be required to maintain strict confidentiality of such information and data that may come to your possession or knowledge by virtue of the engagement, use it only as may be required in the normal course of your work and shall not disclose or any information or data, without prior consent of an authorized officer of the company.
   - You shall at all times keep the details of your salary and employment benefits at the Company strictly and shall not disclose such details to any other person within the Company.

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Ranga Reddy (Dist.)

- You shall use the Company name, Logos trademarks or other identifiers strictly in the manner permitted by the Company's policies or for the purposes of provision of Services delegatedto you to the extent required.
- You shall at all times. Whether during or the termination of your employment act with utmost fidelity and shall not disclose or divulge any such confidential information to third parties or make use of such information for your own benefit of the benefit of any third party, either during the term of your employment or thereafter.

8. Monitoring Policy:

- Please note that emails sent to you and by you may be monitored from time to time for the purpose of identifying any non-compliance with the Company policies or applicable laws. These emails along with attachments are considered as property of the company.
- If such monitoring discloses breach of any law or Company policies, disciplinary action may follow including termination of the employment.

9. Notice Period:

- During the probation (including any extension), services may be terminated by either party, giving written notice to one week or payment salary in Lieu of thereof.
- Employee need to complete 1 year of tenure period in the Organization from the date of joining. In case of Major issues the company can relieve the employee failing that employee need to pay the compensation of loss bearing the employee training.
- Post confirmation, services may be terminated by either party, giving One months' notice, which comprises a non-negotiable mandatory working period of 1 month, with the remainder of the notice period being negotiable on both sides (to agree the release date & salary payment in lieu of notice if any).
- The Company may terminate / suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry that you have committed (i) any heinous criminal act or any offense involving moral turpitude. Examples include rape, forgery, robbery, etc. (ii) sexual harassment or (iii) other act that threatens or likely to damage the Company's reputation.
- You are required to identify and train your replacement and facilitate a successful handover/knowledge transfer. Failure to comply with the clause would be considered against the Company policy. A prior approval by the Management shall be considered as an exception to this clause through mutual settlement between both the parties.0
- The Company reserves the right to terminate your employment on the grounds mentioned in clause 11 below. In such an event, you will be subject to immediate dismissal and the Company will not be liable to give you pay for the notice period. The Company further reserves the right to initiate legal action as it deems fit.
- Any deduction with respect to expenses incurred by the Company or the cost of repairing damage to the Company's property caused by you (and of recovering the same).

10. Return of Company Property

- You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data , information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment.
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Email:hr@yespealtechnologies.com


12. Non – Competition:
In the event of your separation from Company for whatever reason:

- For a period of 1 year thereafter (except with the written approval of the Company) you will not solicit business in competition with the Company nor pass information to a third party that may result in the same effect from any other organization which is at the data of separation a client or a prospect with which negotiations are underway neither will you in competition offer or supply products or services which compete directly with those products or services offered by the Company.
- You agree that for a period of 1 year after your separation from the Company you will not endeavour to solicit or entice away any person who is an employee of the Company or who was in its employment up to 1 Year preceding your severance.

13. Other:

- Under the Sexual Harassment Prevention Act. 2013, sexual harassment is considered as misconduct. The Consequences of such misconduct can be – apart from deduction of wages, termination of employment or transfer to another location.
- Your appointment is contingent upon Medical Fitness Certificate satisfactory reference background checks, including verification of your application materials education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-competes obligation or other restrictive clauses with any previous employer).
- You will be governed by the Company's policies during the course of your employment. It will be obligatory on your part to ensure compliance to the applicable statuses, regulations and requirements laid down by the Company and other regulatory and statutory bodies. Violation of the terms and conditions mentioned herein would attract disciplinary and/or legal action, including immediate termination.
- The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies and abide by the same.

- You shall at all times keep the details of your salary and employment benefits at the Company strictly and shall not disclose such details to any other person within the Company.
- You shall use the Company name, Logos trademarks or other identifiers strictly in the manner permitted by the Company's policies or for the purposes of provision of Services delegatedto you to the extent required.
- You shall at all times. Whether during or the termination of your employment act with utmost fidelity and shall not disclose or divulge any such confidential information to third parties or make use of such information for your own benefit of the benefit of any third party, either during the term of your employment or thereafter.

14. Monitoring Policy:

- Please note that emails sent to you and by you may be monitored from time to time for the purpose of identifying any non-compliance with the Company policies or applicable laws. These emails along with attachments are considered as property of the company.
- If such monitoring discloses breach of any law or Company policies, disciplinary action may follow including termination of the employment.

15. Notice Period:

- During the probation (including any extension), services may be terminated by either party, giving written notice to one week or payment salary in Lieu of thereof.
- Employee need to complete 1 year of tenure period in the Organization from the date of joining. In case of Major issues the company can relieve the employee failing that employee need to pay the compensation of loss bearing the employee training.
- Post confirmation, services may be terminated by either party, giving One months' notice, which comprises a non-negotiable mandatory working period of 2 month, with the remainder of the notice period being negotiable on both sides (to agree the release date & salary payment in lieu of notice if any).
- The Company may terminate / suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry that you have committed (i) any

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

heinous criminal act or any offense involving moral turpitude. Examples include rape, forgery, robbery, etc. (ii) sexual harassment or (iii) other act that threatens or likely to damage the Company's reputation.

- You are required to identify and train your replacement and facilitate a successful handover/knowledge transfer. Failure to comply with the clause would be considered against the Company policy. A prior approval by the Management shall be considered as an exception to this clause through mutual settlement between both the parties.0
- The Company reserves the right to terminate your employment on the grounds mentioned in clause 11 below. In such an event, you will be subject to immediate dismissal and the Company will not be liable to give you pay for the notice period. The Company further reserves the right to initiate legal action as it deems fit.

16. Termination of Services:

- If at any time during the course of your employment, it is found that you have made a false or an incomplete declaration with regard to your qualification / experience and other detail, your appointment will be treated void with immediate effect without any payment in lieu of notice period.
- If at any time during the course of your employment, it is found that you have committed any act of gross misconduct or serious breach of employment terms, been guilty of conduct tending to bring yourself or the Company into disrepute, been absent for a continuous period of 10 days without approval/information, indulged in policy violation/fraud/financial irregularities and/or been found to demonstrate unsatisfactory job performance your services will be terminated and you shall not be entitled to any notice period or payment in lieu thereof.

17. Leave:

- You will be entitled to Casual/Sick Leaves: National/Festival holidays as stipulated by law/company policy, in a calendar year. The same may be changed from time to time in accordance with changes in law and/or company policy

18. Deductions:

a) During your employment or in the event of any termination the Company is entitled to deduct any amount due from you to the Company from actual total compensation including but not limited to:
b) Any debt or advance for the time being owed by you to the Company
c) Any deduction related to leave or holiday taken in excess of entitlement as at the date of termination of employment: an.
d) Any deduction with respect to expenses incurred by the Company or the cost of repairing damage to the Company's property caused by you (and of recovering the same).

19. Return of Company Property

- You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data , information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment..
- You shall not keep any copies of these items in any form whatsoever.
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20. Non – Competition:

- For a period of 1 year thereafter (except with the written approval of the Company) you will not solicit business in competition with the Company nor pass information to a third party that may result in the same effect from any other organization which is at the data of separation a client or a prospect with which negotiations are underway neither will you in competition offer or supply products or services which compete directly with those products or services offered by the Company.
- You agree that for a period of 1 year after your separation from the Company you will not endeavour to solicit or entice away any person who is an employee of the Company or who was in its employment up to 1 Year preceding your severance.

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Email:hr@yespealtechnologies.com


21. Other:

- Under the Sexual Harassment Prevention Act. 2013, sexual harassment is considered as misconduct. The Consequences of such misconduct can be – apart from deduction of wages, termination of employment or transfer to another location.
- Your appointment is contingent upon Medical Fitness Certificate satisfactory reference background checks, including verification of your application materials education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-competes obligation or other restrictive clauses with any previous employer).
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- The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies and abide by the same.

Yours Sincerely,
For Yespeal Technologies Private Limited.,

darshanmurthy

Darshan Murthy
Talent Acquisition.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial professional association. You're are joining us at an exciting phase of your journey or building a world class firm and we are counting on you to help us get there.

Kindly return a copy of this letter duly signed by you in acceptance of the terms and condition

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Website: www.yespealtechnologies.com || Email:hr@yespealtechnologies.com


Ref:YP2K21/01

22-Nov-2021

Dear Veesam Jeshwanth Kumar,

In Continuation to our discussion, we are pleased to offer you the role of Associate Software Developer – Yespeal Technologies Private Limited., (Yespeal).

Your CTC will be 4.00.000/- TO 7.00.000/- This May Vary depending on Yespeal Performance and Your Performance

During Training Period You Will Be entitled With the Stipend 5,000/- To 15,000/- Per Month Based on The Performance. This May Vary depending on Yespeal Performance and Your Performance

We would like to inform you that Yespeal has considered 0 Months of your Experience as relevant, which would be updated in our Records. Your Place of Posting will be Bangalore.

Your Appointment will be governed by the Terms and Condition of Employment Presented in Annexure A. You will also be governed by the rules and Regulation Practices in Vogue and those that may change from time to Time. Your Compensation is Highly Confidential and if Need arises, you may discuss it only with Manager.

We Request You To Join us After Completion of Your Final

Semester Exam. Yespeal is keen that there is a secure

environment for clients and internally too. Please Note:

This appointment is Subject to satisfactory reference Checks

This offer from Yespeal is Valid for 2 Days only from the date of offer, any extension is said validity shall be at the discretion of the company and shall be communicated to you in writing Prior to commencing employment with Yespeal You Must provide yespeal with evidence of right to work in India and other such documents as yespeal may request.

We look forward to you joining us. Should have any further question or clarifications, Please feel free to contact us.

Yours Sincerely,

For Yespeal Technologies Pvt Ltd.,

darshanmurthy

Darshan Murthy

Global Head-Talent Acquisition

I Have read the offer, Understood and accept the above mentioned terms and condition.

Signature Date:

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Email:hr@yespealtechnologies.com


## Annexure-A

1. **Date of Joining:**
   - You are being appointed Associate Software Engineer in Yespeal Technologies Private Limited. with effect from Completion of the Final Year Semester

2. **Place of Work:**
   - Your initial posting will be at our Bangalore office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.
   - You may be required to visit to the client site within and / or outside India.

3. **Remuneration:**
   - Your CTC will be 4.00.000 /- To 7.00.000/- Based on the Performance during Training Period. In addition, you may be eligible for performance based incentive as per incentive scheme of the company
   - First 3 Months Would be under Training Period.From The date of Joining.
   - The Incentive Scheme is subject to revisions at the discretion of the Management.

4. **Work Conduct:**
   - During your employment with the Company, you shall devote your best efforts for promoting the Yespeal Technologies Private Limited (and of any other relevant affiliate and / or business associate of the Yespeal Technologies Private Limited) business.
   - You are required to effectively carry out all duties and responsibilities as assigned to you by the Company and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavoring to the best of your ability to protect and promote the interests of the Company.
   - You shall not, except with the written permission of the Company, engage directly or indirectly in any business, occupation or activity, whether as a principal agent or otherwise which will be detrimental whether directly, to the Company's interests.
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7. **Confidentiality:**
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   - You shall be required to maintain strict confidentiality of such information and data that may come to your possession or knowledge by virtue of the engagement, use it only as may be required in the normal course of your work and shall not disclose or any information or data, without prior consent of an authorized officer of the company.
   - You shall at all times keep the details of your salary and employment benefits at the Company strictly and shall not disclose such details to any other person within the Company.

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- You shall use the Company name, Logos trademarks or other identifiers strictly in the manner permitted by the Company's policies or for the purposes of provision of Services delegatedto you to the extent required.
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- 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

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12. Non – Competition:
In the event of your separation from Company for whatever reason:

- For a period of 1 year thereafter (except with the written approval of the Company) you will not solicit business in competition with the Company nor pass information to a third party that may result in the same effect from any other organization which is at the data of separation a client or a prospect with which negotiations are underway neither will you in competition offer or supply products or services which compete directly with those products or services offered by the Company.
- You agree that for a period of 1 year after your separation from the Company you will not endeavour to solicit or entice away any person who is an employee of the Company or who was in its employment up to 1 Year preceding your severance.

13. Other:

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- Your appointment is contingent upon Medical Fitness Certificate satisfactory reference background checks, including verification of your application materials education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-competes obligation or other restrictive clauses with any previous employer).
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- The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies and abide by the same.

- You shall at all times keep the details of your salary and employment benefits at the Company strictly and shall not disclose such details to any other person within the Company.
- You shall use the Company name, Logos trademarks or other identifiers strictly in the manner permitted by the Company's policies or for the purposes of provision of Services delegatedto you to the extent required.
- You shall at all times. Whether during or the termination of your employment act with utmost fidelity and shall not disclose or divulge any such confidential information to third parties or make use of such information for your own benefit of the benefit of any third party, either during the term of your employment or thereafter.

14. Monitoring Policy:

- Please note that emails sent to you and by you may be monitored from time to time for the purpose of identifying any non-compliance with the Company policies or applicable laws. These emails along with attachments are considered as property of the company.
- If such monitoring discloses breach of any law or Company policies, disciplinary action may follow including termination of the employment.

15. Notice Period:

- During the probation (including any extension), services may be terminated by either party, giving written notice to one week or payment salary in Lieu of thereof.
- Employee need to complete 1 year of tenure period in the Organization from the date of joining. In case of Major issues the company can relieve the employee failing that employee need to pay the compensation of loss bearing the employee training.
- Post confirmation, services may be terminated by either party, giving One months' notice, which comprises a non-negotiable mandatory working period of 2 month, with the remainder of the notice period being negotiable on both sides (to agree the release date & salary payment in lieu of notice if any).
- The Company may terminate / suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry that you have committed (i) any

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Ranga Reddy (Dist.)

heinous criminal act or any offense involving moral turpitude. Examples include rape, forgery, robbery, etc. (ii) sexual harassment or (iii) other act that threatens or likely to damage the Company's reputation.

- You are required to identify and train your replacement and facilitate a successful handover/knowledge transfer. Failure to comply with the clause would be considered against the Company policy. A prior approval by the Management shall be considered as an exception to this clause through mutual settlement between both the parties.0
- The Company reserves the right to terminate your employment on the grounds mentioned in clause 11 below. In such an event, you will be subject to immediate dismissal and the Company will not be liable to give you pay for the notice period. The Company further reserves the right to initiate legal action as it deems fit.

16. Termination of Services:

- If at any time during the course of your employment, it is found that you have made a false or an incomplete declaration with regard to your qualification / experience and other detail, your appointment will be treated void with immediate effect without any payment in lieu of notice period.
- If at any time during the course of your employment, it is found that you have committed any act of gross misconduct or serious breach of employment terms, been guilty of conduct tending to bring yourself or the Company into disrepute, been absent for a continuous period of 10 days without approval/information, indulged in policy violation/fraud/financial irregularities and/or been found to demonstrate unsatisfactory job performance your services will be terminated and you shall not be entitled to any notice period or payment in lieu thereof.

17. Leave:

- You will be entitled to Casual/Sick Leaves: National/Festival holidays as stipulated by law/company policy, in a calendar year. The same may be changed from time to time in accordance with changes in law and/or company policy

18. Deductions:

a) During your employment or in the event of any termination the Company is entitled to deduct any amount due from you to the Company from actual total compensation including but not limited to:
b) Any debt or advance for the time being owed by you to the Company
c) Any deduction related to leave or holiday taken in excess of entitlement as at the date of termination of employment: an.
d) Any deduction with respect to expenses incurred by the Company or the cost of repairing damage to the Company's property caused by you (and of recovering the same).

19. Return of Company Property

- You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data , information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment..
- You shall not keep any copies of these items in any form whatsoever.
- Violation of this clause may invite legal action.

20. Non – Competition:

- For a period of 1 year thereafter (except with the written approval of the Company) you will not solicit business in competition with the Company nor pass information to a third party that may result in the same effect from any other organization which is at the data of separation a client or a prospect with which negotiations are underway neither will you in competition offer or supply products or services which compete directly with those products or services offered by the Company.
- You agree that for a period of 1 year after your separation from the Company you will not endeavour to solicit or entice away any person who is an employee of the Company or who was in its employment up to 1 Year preceding your severance.

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AVS Compound, 4 th Block, Near Sony World Signal, Kormangala, Bangalore-560034 Website: www.yespealtechnologies.com ||
Email:hr@yespealtechnologies.com


21. Other:

- Under the Sexual Harassment Prevention Act. 2013, sexual harassment is considered as misconduct. The Consequences of such misconduct can be – apart from deduction of wages, termination of employment or transfer to another location.
- Your appointment is contingent upon Medical Fitness Certificate satisfactory reference background checks, including verification of your application materials education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-competes obligation or other restrictive clauses with any previous employer).
- You will be governed by the Company's policies during the course of your employment. It will be obligatory on your part to ensure compliance to the applicable statuses, regulations and requirements laid down by the Company and other regulatory and statutory bodies. Violation of the terms and conditions mentioned herein would attract disciplinary and/or legal action, including immediate termination.
- The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies and abide by the same.

Yours Sincerely,
For Yespeal Technologies Private Limited.,

darshanmurthy

Darshan Murthy
Talent Acquisition.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial professional association. You're are joining us at an exciting phase of your journey or building a world class firm and we are counting on you to help us get there.

Kindly return a copy of this letter duly signed by you in acceptance of the terms and condition

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Website: www.yespealtechnologies.com || Email:hr@yespealtechnologies.com


Ref:YP2K21/01

22-Nov-2021

Dear Yedamakanti Naveen Kumar Reddy,

In Continuation to our discussion, we are pleased to offer you the role of Associate Software Developer – Yespeal Technologies Private Limited., (Yespeal).

Your CTC will be 4.00.000/- TO 7.00.000/- This May Vary depending on Yespeal Performance and Your Performance

During Training Period You Will Be entitled With the Stipend 5,000/- To 15,000/- Per Month Based on The Performance. This May Vary depending on Yespeal Performance and Your Performance

We would like to inform you that Yespeal has considered 0 Months of your Experience as relevant, which would be updated in our Records. Your Place of Posting will be Bangalore.

Your Appointment will be governed by the Terms and Condition of Employment Presented in Annexure A. You will also be governed by the rules and Regulation Practices in Vogue and those that may change from time to Time. Your Compensation is Highly Confidential and if Need arises, you may discuss it only with Manager.

We Request You To Join us After Completion of Your Final

Semester Exam. Yespeal is keen that there is a secure

environment for clients and internally too. Please Note:

This appointment is Subject to satisfactory reference Checks

This offer from Yespeal is Valid for 2 Days only from the date of offer, any extension is said validity shall be at the discretion of the company and shall be communicated to you in writing Prior to commencing employment with Yespeal You Must provide yespeal with evidence of right to work in India and other such documents as yespeal may request.

We look forward to you joining us. Should have any further question or clarifications, Please feel free to contact us.

Yours Sincerely,

For Yespeal Technologies Pvt Ltd.,

darshanmurthy

Darshan Murthy

Global Head-Talent Acquisition

I Have read the offer, Understood and accept the above mentioned terms and condition.

Signature Date:

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## Annexure-A

1. **Date of Joining:**
   - You are being appointed Associate Software Engineer in Yespeal Technologies Private Limited. with effect from Completion of the Final Year Semester

2. **Place of Work:**
   - Your initial posting will be at our Bangalore office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.
   - You may be required to visit to the client site within and / or outside India.

3. **Remuneration:**
   - Your CTC will be 4.00.000 /- To 7.00.000/- Based on the Performance during Training Period. In addition, you may be eligible for performance based incentive as per incentive scheme of the company
   - First 3 Months Would be under Training Period.From The date of Joining.
   - The Incentive Scheme is subject to revisions at the discretion of the Management.

4. **Work Conduct:**
   - During your employment with the Company, you shall devote your best efforts for promoting the Yespeal Technologies Private Limited (and of any other relevant affiliate and / or business associate of the Yespeal Technologies Private Limited) business.
   - You are required to effectively carry out all duties and responsibilities as assigned to you by the Company and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavoring to the best of your ability to protect and promote the interests of the Company.
   - You shall not, except with the written permission of the Company, engage directly or indirectly in any business, occupation or activity, whether as a principal agent or otherwise which will be detrimental whether directly, to the Company's interests.
   - You will be bound by the Code of Conduct and all other rules, regulations, policies and orders issued by the Company from time to time in relation to your conduct, discipline rules, regulation, policies et al, were part of this contract of appointment.

5. **Training**
   - You will be imparted training on-the-job and periodically when the training programs will be organized. The Company lays high importance when the training its employees and spends considerable resources on it. A full commitment from employee side is expected during the training period.

6. **Disclosure of Information:**
   - You confirm that you have disclosed all your business interests in the Company whether or not they are similar to or in conflict with the business (es) or the activities of the Company, & all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the Company and you or any immediate relatives. Also you agree to immediately disclose, to the Company any such interests or circumstances which may arise during your employment

7. **Confidentiality:**
   - All information regarding the affairs or business matters of the Company (and of any other relevant affiliate and/or business associate of the Yespeal Technologies Private Limited) concepts, working methods, client portfolios, strategies – that come to your knowledge by reasons of your employment is deemed to be confidential and considered a trade secret.
   - You shall be required to maintain strict confidentiality of such information and data that may come to your possession or knowledge by virtue of the engagement, use it only as may be required in the normal course of your work and shall not disclose or any information or data, without prior consent of an authorized officer of the company.
   - You shall at all times keep the details of your salary and employment benefits at the Company strictly and shall not disclose such details to any other person within the Company.

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- You shall use the Company name, Logos trademarks or other identifiers strictly in the manner permitted by the Company's policies or for the purposes of provision of Services delegatedto you to the extent required.
- You shall at all times. Whether during or the termination of your employment act with utmost fidelity and shall not disclose or divulge any such confidential information to third parties or make use of such information for your own benefit of the benefit of any third party, either during the term of your employment or thereafter.

8. Monitoring Policy:

- Please note that emails sent to you and by you may be monitored from time to time for the purpose of identifying any non-compliance with the Company policies or applicable laws. These emails along with attachments are considered as property of the company.
- If such monitoring discloses breach of any law or Company policies, disciplinary action may follow including termination of the employment.

9. Notice Period:

- During the probation (including any extension), services may be terminated by either party, giving written notice to one week or payment salary in Lieu of thereof.
- Employee need to complete 1 year of tenure period in the Organization from the date of joining. In case of Major issues the company can relieve the employee failing that employee need to pay the compensation of loss bearing the employee training.
- Post confirmation, services may be terminated by either party, giving One months' notice, which comprises a non-negotiable mandatory working period of 1 month, with the remainder of the notice period being negotiable on both sides (to agree the release date & salary payment in lieu of notice if any).
- The Company may terminate / suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry that you have committed (i) any heinous criminal act or any offense involving moral turpitude. Examples include rape, forgery, robbery, etc. (ii) sexual harassment or (iii) other act that threatens or likely to damage the Company's reputation.
- You are required to identify and train your replacement and facilitate a successful handover/knowledge transfer. Failure to comply with the clause would be considered against the Company policy. A prior approval by the Management shall be considered as an exception to this clause through mutual settlement between both the parties.0
- The Company reserves the right to terminate your employment on the grounds mentioned in clause 11 below. In such an event, you will be subject to immediate dismissal and the Company will not be liable to give you pay for the notice period. The Company further reserves the right to initiate legal action as it deems fit.
- Any deduction with respect to expenses incurred by the Company or the cost of repairing damage to the Company's property caused by you (and of recovering the same).

10. Return of Company Property

- You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data , information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment.
- You shall not keep any copies of these items in any form whatsoever.
- Violation of this clause may invite legal action.

11. Return of Company Property


- You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data , information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment.
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Email:hr@yespealtechnologies.com


12. Non – Competition:
In the event of your separation from Company for whatever reason:

- For a period of 1 year thereafter (except with the written approval of the Company) you will not solicit business in competition with the Company nor pass information to a third party that may result in the same effect from any other organization which is at the data of separation a client or a prospect with which negotiations are underway neither will you in competition offer or supply products or services which compete directly with those products or services offered by the Company.
- You agree that for a period of 1 year after your separation from the Company you will not endeavour to solicit or entice away any person who is an employee of the Company or who was in its employment up to 1 Year preceding your severance.

13. Other:

- Under the Sexual Harassment Prevention Act. 2013, sexual harassment is considered as misconduct. The Consequences of such misconduct can be – apart from deduction of wages, termination of employment or transfer to another location.
- Your appointment is contingent upon Medical Fitness Certificate satisfactory reference background checks, including verification of your application materials education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-competes obligation or other restrictive clauses with any previous employer).
- You will be governed by the Company's policies during the course of your employment. It will be obligatory on your part to ensure compliance to the applicable statuses, regulations and requirements laid down by the Company and other regulatory and statutory bodies. Violation of the terms and conditions mentioned herein would attract disciplinary and/or legal action, including immediate termination.
- The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies and abide by the same.

- You shall at all times keep the details of your salary and employment benefits at the Company strictly and shall not disclose such details to any other person within the Company.
- You shall use the Company name, Logos trademarks or other identifiers strictly in the manner permitted by the Company's policies or for the purposes of provision of Services delegatedto you to the extent required.
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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.
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15. Notice Period:

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- Post confirmation, services may be terminated by either party, giving One months' notice, which comprises a non-negotiable mandatory working period of 2 month, with the remainder of the notice period being negotiable on both sides (to agree the release date & salary payment in lieu of notice if any).
- The Company may terminate / suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry that you have committed (i) any

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heinous criminal act or any offense involving moral turpitude. Examples include rape, forgery, robbery, etc. (ii) sexual harassment or (iii) other act that threatens or likely to damage the Company's reputation.

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- If at any time during the course of your employment, it is found that you have made a false or an incomplete declaration with regard to your qualification / experience and other detail, your appointment will be treated void with immediate effect without any payment in lieu of notice period.
- If at any time during the course of your employment, it is found that you have committed any act of gross misconduct or serious breach of employment terms, been guilty of conduct tending to bring yourself or the Company into disrepute, been absent for a continuous period of 10 days without approval/information, indulged in policy violation/fraud/financial irregularities and/or been found to demonstrate unsatisfactory job performance your services will be terminated and you shall not be entitled to any notice period or payment in lieu thereof.

17. Leave:

- You will be entitled to Casual/Sick Leaves: National/Festival holidays as stipulated by law/company policy, in a calendar year. The same may be changed from time to time in accordance with changes in law and/or company policy

18. Deductions:

a) During your employment or in the event of any termination the Company is entitled to deduct any amount due from you to the Company from actual total compensation including but not limited to:
b) Any debt or advance for the time being owed by you to the Company
c) Any deduction related to leave or holiday taken in excess of entitlement as at the date of termination of employment: an.
d) Any deduction with respect to expenses incurred by the Company or the cost of repairing damage to the Company's property caused by you (and of recovering the same).

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- You shall not keep any copies of these items in any form whatsoever.
- Violation of this clause may invite legal action.

20. Non – Competition:

- For a period of 1 year thereafter (except with the written approval of the Company) you will not solicit business in competition with the Company nor pass information to a third party that may result in the same effect from any other organization which is at the data of separation a client or a prospect with which negotiations are underway neither will you in competition offer or supply products or services which compete directly with those products or services offered by the Company.
- You agree that for a period of 1 year after your separation from the Company you will not endeavour to solicit or entice away any person who is an employee of the Company or who was in its employment up to 1 Year preceding your severance.

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- Under the Sexual Harassment Prevention Act. 2013, sexual harassment is considered as misconduct. The Consequences of such misconduct can be – apart from deduction of wages, termination of employment or transfer to another location.
- Your appointment is contingent upon Medical Fitness Certificate satisfactory reference background checks, including verification of your application materials education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-competes obligation or other restrictive clauses with any previous employer).
- You will be governed by the Company's policies during the course of your employment. It will be obligatory on your part to ensure compliance to the applicable statuses, regulations and requirements laid down by the Company and other regulatory and statutory bodies. Violation of the terms and conditions mentioned herein would attract disciplinary and/or legal action, including immediate termination.
- The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies and abide by the same.

Yours Sincerely,
For Yespeal Technologies Private Limited.,

darshanmurthy

Darshan Murthy
Talent Acquisition.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial professional association. You're are joining us at an exciting phase of your journey or building a world class firm and we are counting on you to help us get there.

Kindly return a copy of this letter duly signed by you in acceptance of the terms and condition

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KTree Computer Solutions India (P) Ltd.
(An ISO 9001:2008 Certified Company)
8-2-351/R/8, First Floor,Road No 3, Banjara Hills,Hyderabad-500034. India
Ph : + 91 (40) 66747260 / 61, Fax : +91 (40) 66747262.
E-Mail : info@ktree.com
Website : www.ktree.com

Date: 06-05-2021

LETTER OF INTENT

To,

Dear Gollapally Saikumar,

With reference to your application, and subsequent interviews with us, we are pleased to inform you that you have been selected for the position of "Software Trainee " in our organization. Congratulations on your success.

Kindly treat this as letter of intent and a detailed appointment letter will be issued to you on the date of joining. This offer is subject to successful reference enquiries and credit checks as part of pre-joining formalities and submission of the following documents on the day of joining.

-2 Sets of Photocopies of Educational Certificates.

-2 Sets of Photocopies of Address Proof & Identity Proof.

-3 Passport size Photographs.

We are enthusiastic about your joining with KTree family and believe your contributions will be greatly appreciated by the company.

**Warm Regards,**

**Kamala Devi**
**Human Resources**
**KTree Computer Solutions India Pvt. Ltd.**

KTree Computer Solutions India (P) Ltd.
(An ISO 9001:2008 Certified Company)
8-2-351/R/8, First Floor,Road No 3, Banjara Hills,Hyderabad-500034. India
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E-Mail : info@ktree.com
Website : www.ktree.com

Date: 06-05-2021

LETTER OF INTENT

To,

Dear Vakiti Srikanth Reddy,

With reference to your application, and subsequent interviews with us, we are pleased to inform you that you have been selected for the position of "Software Trainee " in our organization. Congratulations on your success.

Kindly treat this as letter of intent and a detailed appointment letter will be issued to you on the date of joining. This offer is subject to successful reference enquiries and credit checks as part of pre-joining formalities and submission of the following documents on the day of joining.

-2 Sets of Photocopies of Educational Certificates.

-2 Sets of Photocopies of Address Proof & Identity Proof.

-3 Passport size Photographs.

We are enthusiastic about your joining with KTree family and believe your contributions will be greatly appreciated by the company.

**Warm Regards,**

**Kamala Devi**
**Human Resources**
**KTree Computer Solutions India Pvt. Ltd.**

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

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8-2-351/R/8, First Floor,Road No 3, Banjara Hills,Hyderabad-500034. India
Ph : + 91 (40) 66747260 / 61, Fax : +91 (40) 66747262.
E-Mail : [redacted]
Website : [redacted]

Date: 06-05-2021

LETTER OF INTENT

To,

Dear Nakirekanti Sandeep,

With reference to your application, and subsequent interviews with us, we are pleased to inform you that you have been selected for the position of "Software Trainee " in our organization. Congratulations on your success.

Kindly treat this as letter of intent and a detailed appointment letter will be issued to you on the date of joining. This offer is subject to successful reference enquiries and credit checks as part of pre-joining formalities and submission of the following documents on the day of joining.

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-3 Passport size Photographs.

We are enthusiastic about your joining with KTree family and believe your contributions will be greatly appreciated by the company.

**Warm Regards,**

**Kamala Devi**
**Human Resources**
**KTree Computer Solutions India Pvt. Ltd.**

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E-Mail : info@ktree.com
Website : www.ktree.com

Date: 06-05-2021

LETTER OF INTENT

To,

Dear Maidam Shyalaja,

With reference to your application, and subsequent interviews with us, we are pleased to inform you that you have been selected for the position of "Software Trainee " in our organization. Congratulations on your success.

Kindly treat this as letter of intent and a detailed appointment letter will be issued to you on the date of joining. This offer is subject to successful reference enquiries and credit checks as part of pre-joining formalities and submission of the following documents on the day of joining.

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-3 Passport size Photographs.

We are enthusiastic about your joining with KTree family and believe your contributions will be greatly appreciated by the company.

**Warm Regards,**

**Kamala Devi**
**Human Resources**
**KTree Computer Solutions India Pvt. Ltd.**

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E-Mail : info@ktree.com
Website : www.ktree.com

Date: 06-05-2021

LETTER OF INTENT

To,

Dear Mudhireddy Praveen Reddy,

With reference to your application, and subsequent interviews with us, we are pleased to inform you that you have been selected for the position of "Software Trainee " in our organization. Congratulations on your success.

Kindly treat this as letter of intent and a detailed appointment letter will be issued to you on the date of joining. This offer is subject to successful reference enquiries and credit checks as part of pre-joining formalities and submission of the following documents on the day of joining.

-2 Sets of Photocopies of Educational Certificates.

-2 Sets of Photocopies of Address Proof & Identity Proof.

-3 Passport size Photographs.

We are enthusiastic about your joining with KTree family and believe your contributions will be greatly appreciated by the company.

**Warm Regards,**

**Kamala Devi**
**Human Resources**
**KTree Computer Solutions India Pvt. Ltd.**

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

KTree Computer Solutions India (P) Ltd.
(An ISO 9001:2008 Certified Company)
8-2-351/R/8, First Floor,Road No 3, Banjara Hills,Hyderabad-500034, India
Ph : + 91 (40) 66747260 / 61, Fax : +91 (40) 66747262
E-Mail : info@ktree.com
Website : www.ktree.com

Date: 06-05-2021

LETTER OF INTENT

To,

Dear Rechaveni Naveen,

With reference to your application, and subsequent interviews with us, we are pleased to inform you that you have been selected for the position of "Software Trainee " in our organization. Congratulations on your success.

Kindly treat this as letter of intent and a detailed appointment letter will be issued to you on the date of joining. This offer is subject to successful reference enquiries and credit checks as part of pre-joining formalities and submission of the following documents on the day of joining.

-2 Sets of Photocopies of Educational Certificates.

-2 Sets of Photocopies of Address Proof & Identity Proof.

-3 Passport size Photographs.

We are enthusiastic about your joining with KTree family and believe your contributions will be greatly appreciated by the company.

**Warm Regards,**

**Kamala Devi**
**Human Resources**
**KTree Computer Solutions India Pvt. Ltd.**

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

KTree Computer Solutions India (P) Ltd.
(An ISO 9001:2008 Certified Company)
8-2-351/R/8, First Floor,Road No 3, Banjara Hills,Hyderabad-500034. India
Ph : + 91 (40) 66747260 / 61, Fax : +91 (40) 66747262.
E-Mail : [redacted]
Website : [redacted]

Date: 06-05-2021

LETTER OF INTENT

To,

Dear Chilaka Praveen Kumar,

With reference to your application, and subsequent interviews with us, we are pleased to inform you that you have been selected for the position of "Software Trainee " in our organization. Congratulations on your success.

Kindly treat this as letter of intent and a detailed appointment letter will be issued to you on the date of joining. This offer is subject to successful reference enquiries and credit checks as part of pre-joining formalities and submission of the following documents on the day of joining.

-2 Sets of Photocopies of Educational Certificates.

-2 Sets of Photocopies of Address Proof & Identity Proof.

-3 Passport size Photographs.

We are enthusiastic about your joining with KTree family and believe your contributions will be greatly appreciated by the company.

**Warm Regards,**

**Kamala Devi**
**Human Resources**
**KTree Computer Solutions India Pvt. Ltd.**

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

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Ph : + 91 (40) 66747260 / 61, Fax : +91 (40) 66747262.
E-Mail : [redacted]
Website : [redacted]

Date: 06-05-2021

LETTER OF INTENT

To,

Dear Cheruku Prudhvi,

With reference to your application, and subsequent interviews with us, we are pleased to inform you that you have been selected for the position of "Software Trainee " in our organization. Congratulations on your success.

Kindly treat this as letter of intent and a detailed appointment letter will be issued to you on the date of joining. This offer is subject to successful reference enquiries and credit checks as part of pre-joining formalities and submission of the following documents on the day of joining.

-2 Sets of Photocopies of Educational Certificates.

-2 Sets of Photocopies of Address Proof & Identity Proof.

-3 Passport size Photographs.

We are enthusiastic about your joining with KTree family and believe your contributions will be greatly appreciated by the company.

**Warm Regards,**

**Kamala Devi**
**Human Resources**
**KTree Computer Solutions India Pvt. Ltd.**

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

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Ph : + 91 (40) 66747260 / 61, Fax : +91 (40) 66747262.
E-Mail : info@ktree.com
Website : www.ktree.com

Date: 06-05-2021

LETTER OF INTENT

To,

Dear Arkatala Bhargav Sai,

With reference to your application, and subsequent interviews with us, we are pleased to inform you that you have been selected for the position of "Software Trainee " in our organization. Congratulations on your success.

Kindly treat this as letter of intent and a detailed appointment letter will be issued to you on the date of joining. This offer is subject to successful reference enquiries and credit checks as part of pre-joining formalities and submission of the following documents on the day of joining.

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-3 Passport size Photographs.

We are enthusiastic about your joining with KTree family and believe your contributions will be greatly appreciated by the company.

**Warm Regards,**

**Kamala Devi**
**Human Resources**
**KTree Computer Solutions India Pvt. Ltd.**

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

**NTT DATA Global Delivery Services Private Limited**
Block 2, 2nd Floor, D7
Plot No. 123, EPIP Phase II, Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

NTT DATA Services

***02- March-2021 JAIDI***
***Burma Susheela***
***Avanthi Institute of Engineering and Technology***

Dear Burma Susheela ,

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

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

You will be undergoing a training program anywhere in India and at the end of which, you will be evaluated. Companyshalldetermineasnecessary,theperiodoftrainingonthebasisofyourperformanceduringthetraining period. Please note that the duration of the training period shall depend on our evaluation of your skill, project, domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining thedurationoftrainingperiodshallvestsolelywiththeCompany.Onyourstartdate,pleasebringthedocuments as per AnnexureA.
During the training you will be given a stipend of Rs.12,000/- per month.

Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:

a) Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of 60%aggregate.
b) Induction training on joining the Company with a minimum score of 65% in the final evaluation on completion of thetraining.
c) Oracle Certified Professional: Java SE 11 Developer (Code: Java SE 11 Developer1Z0-819)

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

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

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

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

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

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

Confidential

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

**NTT DATA Global Delivery Services Private Limited**
Block 2, 2nd Floor, D7
Plot No. 123, EPIP Phase II, Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

NTT DATA Services

***Annexure A***

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

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

For any further clarification you can mail to Campus.Connect@nttdata.com.

If any declaration given or furnished by you to the company proves to be false or if you are found to have willfully suppressed any material information, in such a case, you will be liable to be removed from the service without any notice.

**Yours sincerely,**
**FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED**

DocuSigned by:
Urmimala Sarkar
DD4D480B41314B9...

***URMIMALA SARKAR***
***ASSOCIATE DIRECTOR – TALENT ACQUISITION***

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

**NTT DATA Global Delivery Services Private Limited**
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NTT DATA Services

PRINCIPAL
Institute of Engineering & Technology
Hyderabad

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Bangalore 560 066 India
Tel: +91.80.3342.6000

NTT DATA Services

***02- March-2021 JAIDI***
***K Girish***
***Avanthi Institute of Engineering and Technology***

Dear K Girish,

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

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

You will be undergoing a training program anywhere in India and at the end of which, you will be evaluated. Companyshalldetermineasnecessary,theperiodoftrainingonthebasisofyourperformanceduringthetraining period. Please note that the duration of the training period shall depend on our evaluation of your skill, project, domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining thedurationoftrainingperiodshallvestsolelywiththeCompany.Onyourstartdate,pleasebringthedocuments as per AnnexureA.
During the training you will be given a stipend of Rs.12,000/- per month.

Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:

a) Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of 60%aggregate.
b) Induction training on joining the Company with a minimum score of 65% in the final evaluation on completion of thetraining.
c) Oracle Certified Professional: Java SE 11 Developer (Code: Java SE 11 Developer1Z0-819)

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

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

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

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

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

Confidential

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

**NTT DATA Global Delivery Services Private Limited**
Block 2, 2nd Floor, D7
Plot No. 123, EPIP Phase II, Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

NTT DATA Services

***Annexure A***

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

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

For any further clarification you can mail to Campus.Connect@nttdata.com.

If any declaration given or furnished by you to the company proves to be false or if you are found to have willfully suppressed any material information, in such a case, you will be liable to be removed from the service without any notice.

**Yours sincerely,**
**FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED**

DocuSigned by:
Urmimala Sarkar
DD4D480B41314B9...

***URMIMALA SARKAR***
***ASSOCIATE DIRECTOR – TALENT ACQUISITION***

Confidential

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

**NTT DATA Global Delivery Services Private Limited**
Block 2, 2nd Floor, D7
Plot No. 123, EPIP Phase II, Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

NTT DATA Services

Principal
Gokaraju Rangaraju Institute of Engineering & Technology
Gunthapally (V), Moinabad (M),
Ranga Reddy (Dist.)

**NTT DATA Global Delivery Services Private Limited**
Block 2, 2nd Floor, D7
Plot No. 123, EPIP Phase II, Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

NTT DATA Services

***02- March-2021 JAIDI***
***Maktha Reshma***
***Avanthi Institute of Engineering and Technology***

Dear Maktha Reshma,

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

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

You will be undergoing a training program anywhere in India and at the end of which, you will be evaluated. Companyshalldetermineasnecessary,theperiodoftrainingonthebasisofyourperformanceduringthetraining period. Please note that the duration of the training period shall depend on our evaluation of your skill, project, domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining thedurationoftrainingperiodshallvestsolelywiththeCompany.Onyourstartdate,pleasebringthedocuments as per AnnexureA.
During the training you will be given a stipend of Rs.12,000/- per month.

Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:

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c) Oracle Certified Professional: Java SE 11 Developer (Code: Java SE 11 Developer1Z0-819)

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

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

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

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

Confidential

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

**NTT DATA Global Delivery Services Private Limited**
Block 2, 2nd Floor, D7
Plot No. 123, EPIP Phase II, Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

NTT DATA Services

***Annexure A***

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

1. Certificates & mark sheets supporting your educationalqualifications:
   a. Xth Certificate and mark sheet
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2. Three copies of your recent Passport size color photograph (whitebackground)
3. Copy of NTT DATA Global Delivery Services Private Limited offer letter and completed pre-employment form
4. You are required to carry your passport at the time ofjoining

For any further clarification you can mail to Campus.Connect@nttdata.com.

If any declaration given or furnished by you to the company proves to be false or if you are found to have willfully suppressed any material information, in such a case, you will be liable to be removed from the service without any notice.

**Yours sincerely,**
**FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED**

DocuSigned by:
Urmimala Sarkar
DD4D480B41314B9...

***URMIMALA SARKAR***
***ASSOCIATE DIRECTOR – TALENT ACQUISITION***

Confidential

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

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

**NTT DATA Global Delivery Services Private Limited**
Block 2, 2nd Floor, D7
Plot No. 123, EPIP Phase II, Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

NTT DATA Services

***02- March-2021 JAIDI***
***P Anand***
***Avanthi Institute of Engineering and Technology***

Dear P Anand

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

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

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

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**NTT DATA Global Delivery Services Private Limited**
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NTT DATA Services

***Annexure A***

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

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   c. Degree Certificate/Provisional Certificate and individual semester mark sheets,consolidated mark sheets, course completion certificate (for each graduation / postgraduation)
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4. You are required to carry your passport at the time ofjoining

For any further clarification you can mail to Campus.Connect@nttdata.com.

If any declaration given or furnished by you to the company proves to be false or if you are found to have willfully suppressed any material information, in such a case, you will be liable to be removed from the service without any notice.

**Yours sincerely,**
**FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED**

DocuSigned by:
Urmimala Sarkar
DD4D480B41314B9...

***URMIMALA SARKAR***
***ASSOCIATE DIRECTOR – TALENT ACQUISITION***

Confidential

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

**NTT DATA Global Delivery Services Private Limited**
Block 2, 2nd Floor, D7
Plot No. 123, EPIP Phase II, Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

NTT DATA Services

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

**NTT DATA Global Delivery Services Private Limited**
Block 2, 2nd Floor, D7
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Bangalore 560 066 India
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NTT DATA Services

***02- March-2021 JAIDI***
***P Lakshman Kumar***
***Avanthi Institute of Engineering and Technology***

Dear Pupala Lakshman Kumar

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

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

You will be undergoing a training program anywhere in India and at the end of which, you will be evaluated. Companyshalldetermineasnecessary,theperiodoftrainingonthebasisofyourperformanceduringthetraining period. Please note that the duration of the training period shall depend on our evaluation of your skill, project, domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining thedurationoftrainingperiodshallvestsolelywiththeCompany.Onyourstartdate,pleasebringthedocuments as per AnnexureA.
During the training you will be given a stipend of Rs.12,000/- per month.

Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:

a) Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of 60%aggregate.
b) Induction training on joining the Company with a minimum score of 65% in the final evaluation on completion of thetraining.
c) Oracle Certified Professional: Java SE 11 Developer (Code: Java SE 11 Developer1Z0-819)

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

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

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

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

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

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

**NTT DATA Global Delivery Services Private Limited**
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Plot No. 123, EPIP Phase II, Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

NTT DATA Services

***Annexure A***

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

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

For any further clarification you can mail to Campus.Connect@nttdata.com.

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**Yours sincerely,**
**FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED**

DocuSigned by:
Urmimala Sarkar
DD4D480B41314B9...

***URMIMALA SARKAR***
***ASSOCIATE DIRECTOR – TALENT ACQUISITION***

Confidential

PRINCIPAL
Vaagdevi Institute of Engineering & Technology
Gurmilkunta (V), Hayathnagar,
Ranga Reddy (D), T.S.

**NTT DATA Global Delivery Services Private Limited**
Block 2, 2nd Floor, D7
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NTT DATA Services

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NTT DATA Services

***02- March-2021***
***Revathi veeramalla***
***Avanthi Institute of Engineering and Technology***

Dear REVATHI VEERAMALLA,

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

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

You will be undergoing a training program anywhere in India and at the end of which, you will be evaluated. Companyshalldetermineasnecessary,theperiodoftrainingonthebasisofyourperformanceduringthetraining period. Please note that the duration of the training period shall depend on our evaluation of your skill, project, domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining thedurationoftrainingperiodshallvestsolelywiththeCompany.Onyourstartdate,pleasebringthedocuments as per AnnexureA.
During the training you will be given a stipend of Rs.12,000/- per month.

Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:

a) Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of 60%aggregate.
b) Induction training on joining the Company with a minimum score of 65% in the final evaluation on completion of thetraining.
c) Oracle Certified Professional: Java SE 11 Developer (Code: Java SE 11 Developer1Z0-819)

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

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

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

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

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

**NTT DATA Global Delivery Services Private Limited**
Block 2, 2nd Floor, D7
Plot No. 123, EPIP Phase II, Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

NTT DATA Services

***Annexure A***

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

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

For any further clarification you can mail to Campus.Connect@nttdata.com.

If any declaration given or furnished by you to the company proves to be false or if you are found to have willfully suppressed any material information, in such a case, you will be liable to be removed from the service without any notice.

**Yours sincerely,**
**FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED**

DocuSigned by:
Urmimala Sarkar
DD4D480B41314B9...

***URMIMALA SARKAR***
***ASSOCIATE DIRECTOR – TALENT ACQUISITION***

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PRINCIPAL
Gunthapally (V), Hayathnagar,
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NTT DATA Services

***02- March-2021 JAIDI***
***Sravanthi***
***Avanthi Institute of Engineering and Technology***

Dear Sravanthi,

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

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

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

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

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

**NTT DATA Global Delivery Services Private Limited**
Block 2, 2nd Floor, D7
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Bangalore 560 066 India
Tel: +91.80.3342.6000

NTT DATA Services

***Annexure A***

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

1. Certificates & mark sheets supporting your educationalqualifications:
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**Yours sincerely,**
**FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED**

DocuSigned by:
Urmimala Sarkar
DD4D480B41314B9...

***URMIMALA SARKAR***
***ASSOCIATE DIRECTOR – TALENT ACQUISITION***

Confidential

Sreenidhi Institute of Engineering & Technology
Ghatkesar (V), Hayathnagar,
Ranga Reddy (Dist.)

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NTT DATA Services

***02- March-2021 JAIDI***
***Velagala Vanitha***
***Avanthi Institute of Engineering and Technology***

Dear Velagala Vanitha,

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

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

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NTT DATA Services

***Annexure A***

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**Yours sincerely,**
**FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED**

DocuSigned by:
Urmimala Sarkar
DD4D480B41314B9...

***URMIMALA SARKAR***
***ASSOCIATE DIRECTOR – TALENT ACQUISITION***

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

QUEST
BORN TO ENGINEER

**Letter of Intent**

Date of Issue: 24th December 2021

Dear Bakkathatla Kiran Mahesh,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

- **Total Cost to Company (TCTC):** INR 3.00 LPA
- **One-time Retention Bonus:** INR 25000 (On completion of one year from the date of joining)
- **Location:** Any of the QuEST Global offices (as per business requirement)
- **Working Hours:** As per Location Norms
- **Probation Period:** 6 months from the date of joining
- **Service Agreement:** 2 years

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

- Background Verification Check.
- Completion of your course program with an aggregate of 65% and no standing arrears on the Date of Joining

As per QuEST's hiring process we would conduct a detailed background verification check of all the information & documents submitted by you.

For any clarifications, offer acceptance, joining confirmation & BGC form please write back to: university.relations@quest-global.com

We eagerly look forward to welcome you at QuEST.

***PS: This Offer stands cancelled in case of any discrepancy found during the Background Verification or based on Academic credentials.***

**For QuEST Global Engineering Services Private Limited**

Neha Das

**Neha Das**
**Deputy Manager - University Relations**

**Candidate Signature:** _____

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

QUEST
BORN TO ENGINEER

*Disclaimer: ***The salary package and structure will be subject to changes on business situation at the time of onboarding. This is a letter of intent to offer Employment and not a formal offer of employment. The detailed terms and conditions of employment with QuEST will be shared separately as a formal offer one month prior to your date of joining.***

**Annexure - I**
**Compensation & Benefit Details**

| Items | Monthly Salary (Amount in INR) | Annual Salary (Amount in INR) |
|---|---|---|
| **Monthly Salary Components** | | |
| (A) Basic Salary | 15,000 | 1,80,000 |
| (B) House Rent Allowance | 2,250 | 27,000 |
| (C) Conveyance Allowance | - | - |
| (D) Leave Travel Allowance (LTA) | - | - |
| (E) Food Coupon | - | - |
| (F) Telephone/Internet Allowance | - | - |
| (G) Other Allowance* | 3,155 | 37,860 |
| **(H) MONTHLY GROSS SALARY: (H = A+B+C+D+E+F+G)** | 20,405 | 2,44,860 |
| | | |
| **Retirement Benefits** | | |
| (I) PF | 1,800 | 21,600 |
| (J) Gratuity | 722 | 8,664 |
| **(K) RETIREMENT BENEFITS: (K = I+J)** | **2,522** | **30,264** |
| | | |
| **Benefits** | | |
| (L) Medical Insurance Premium | 673 | 8,076 |
| (M) BONUS/Ex.GRATIA | 1,400 | 16,800 |
| **(N) Fixed Compensation: (N = H+K+L+M)** | **25,000** | **3,00,000** |
| | | |
| **(P) TOTAL COST TO COMPANY (TCC)** | | **3,00,000** |

A one-time joining bonus of **INR 25,000** shall be paid upon successful completion of one-year service with QuEST.

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

QUEST

BORN TO ENGINEER

Your monthly deduction from salary towards Medical Insurance premium would be INR **625**. This is as per your current Band; the amount will change accordingly in case of Band change.

You are eligible for benefits coverage as per QuEST Band. For your current Band the coverages shall be:

- Group Medical Insurance cover of INR **300000**
- Group Personal Accident Insurance cover of INR **1000000**
- Group Term Life Insurance cover of INR **1500000**
- Employee Deposit Linked Insurance cover as per statutory requirement

**Note**: Income tax liability of allowances / reimbursements will be considered in light of the existing tax laws. In case any tax has to be recovered for any allowances / reimbursements, either because of changes made to the law by the Govt. of India or pursuant to an order by an Income Tax Officer or any responsible officer of the Income Tax Department, then the same will be recovered from employee's salary, either with retrospective or prospective effect, as the case may be.

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

QUEST
BORN TO ENGINEER

## Letter of Intent

Date of Issue: 24th December 2021

Dear Bommarathi Nagaraju,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey asworld's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

- **Total Cost to Company (TCTC):** INR 3.00 LPA
- **One-time Retention Bonus:** INR 25000 (On completion of one year from the date of joining)
- **Location:** Any of the QuEST Global offices (as per business requirement)
- **Working Hours:** As per Location Norms
- **Probation Period:** 6 months from the date of joining
- **Service Agreement:** 2 years

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salarypayments on the last working day of the month.

This offer of employment is subject to successful completion of:

- Background Verification Check.
- Completion of your course program with an aggregate of 65% and no standing arrears on the Dateof Joining

As per QuEST's hiring process we would conduct a detailed background verification check of all the information & documents submitted by you.

For any clarifications, offer acceptance, joining confirmation & BGC form please write back to: university.relations@quest-global.com

We eagerly look forward to welcome you at QuEST.

***PS: This Offer stands cancelled in case of any discrepancy found during the Background Verification or based on Academic credentials.***

**For QuEST Global Engineering Services Private Limited**

Neha Das

**Neha Das**
**Deputy Manager - University Relations**

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntupally (V), Ibrahimpatnam (Mdl), R.R. Dist.

**Candidate Signature:** _____

QUEST
BORN TO ENGINEER

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**Annexure - I**
**Compensation & Benefit Details**

| Items | Monthly Salary (Amount in INR) | Annual Salary (Amount in INR) |
|---|---|---|
| **Monthly Salary Components** | | |
| (A) Basic Salary | 15,000 | 1,80,000 |
| (B) House Rent Allowance | 2,250 | 27,000 |
| (C) Conveyance Allowance | - | - |
| (D) Leave Travel Allowance (LTA) | - | - |
| (E) Food Coupon | - | - |
| (F) Telephone/Internet Allowance | - | - |
| (G) Other Allowance* | 3,155 | 37,860 |
| **(H) MONTHLY GROSS SALARY: (H = A+B+C+D+E+F+G)** | 20,405 | 2,44,860 |
| | | |
| **Retirement Benefits** | | |
| (I) PF | 1,800 | 21,600 |
| (J) Gratuity | 722 | 8,664 |
| **(K) RETIREMENT BENEFITS: (K = I+J)** | **2,522** | **30,264** |
| | | |
| **Benefits** | | |
| (L) Medical Insurance Premium | 673 | 8,076 |
| (M) BONUS/Ex.GRATIA | 1,400 | 16,800 |
| **(N) Fixed Compensation: (N = H+K+L+M)** | **25,000** | **3,00,000** |
| | | |
| **(P) TOTAL COST TO COMPANY (TCC)** | | **3,00,000** |

A one-time joining bonus of **INR 25,000** shall be paid upon successful completion of one-year service withQuEST.

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

QUEST
BORN TO ENGINEER

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

QUEST
BORN TO ENGINEER

**Letter of Intent**

Date of Issue: 24th December 2021

Dear Devi Reddy Pooja,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

- **Total Cost to Company (TCTC):** INR 3.00 LPA
- **One-time Retention Bonus:** INR 25000 (On completion of one year from the date of joining)
- **Location:** Any of the QuEST Global offices (as per business requirement)
- **Working Hours:** As per Location Norms
- **Probation Period:** 6 months from the date of joining
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As per QuEST's hiring process we would conduct a detailed background verification check of all the information & documents submitted by you.

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We eagerly look forward to welcome you at QuEST.

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**For QuEST Global Engineering Services Private Limited**

Neha Das

**Neha Das**
**Deputy Manager - University Relations**

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

**Candidate Signature**

QUEST
BORN TO ENGINEER

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**Compensation & Benefit Details**

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| **Monthly Salary Components** | | |
| (A) Basic Salary | 15,000 | 1,80,000 |
| (B) House Rent Allowance | 2,250 | 27,000 |
| (C) Conveyance Allowance | - | - |
| (D) Leave Travel Allowance (LTA) | - | - |
| (E) Food Coupon | - | - |
| (F) Telephone/Internet Allowance | - | - |
| (G) Other Allowance* | 3,155 | 37,860 |
| **(H) MONTHLY GROSS SALARY: (H = A+B+C+D+E+F+G)** | 20,405 | 2,44,860 |
| | | |
| **Retirement Benefits** | | |
| (I) PF | 1,800 | 21,600 |
| (J) Gratuity | 722 | 8,664 |
| **(K) RETIREMENT BENEFITS: (K = I+J)** | **2,522** | **30,264** |
| | | |
| **Benefits** | | |
| (L) Medical Insurance Premium | 673 | 8,076 |
| (M) BONUS/Ex.GRATIA | 1,400 | 16,800 |
| **(N) Fixed Compensation: (N = H+K+L+M)** | **25,000** | **3,00,000** |
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| **(P) TOTAL COST TO COMPANY (TCC)** | | **3,00,000** |

A one-time joining bonus of **INR 25,000** shall be paid upon successful completion of one-year service with QuEST.

PRINCIPAL
Avanthi Institute of Engg. & Tech

QUEST

BORN TO ENGINEER

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

QUEST
BORN TO ENGINEER

**Letter of Intent**

Date of Issue: 24th December 2021

Dear Guduru Vikram Reddy,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

- **Total Cost to Company (TCTC):** INR 3.00 LPA
- **One-time Retention Bonus:** INR 25000 (On completion of one year from the date of joining)
- **Location:** Any of the QuEST Global offices (as per business requirement)
- **Working Hours:** As per Location Norms
- **Probation Period:** 6 months from the date of joining
- **Service Agreement:** 2 years

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

- Background Verification Check.
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As per QuEST's hiring process we would conduct a detailed background verification check of all the information & documents submitted by you.

For any clarifications, offer acceptance, joining confirmation & BGC form please write back to: university.relations@quest-global.com

We eagerly look forward to welcome you at QuEST.

***PS: This Offer stands cancelled in case of any discrepancy found during the Background Verification or based on Academic credentials.***

**For QuEST Global Engineering Services Private Limited**

Neha Das

**Neha Das**
**Deputy Manager - University Relations**

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

**Candidate Signature**

QUEST
BORN TO ENGINEER

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| (E) Food Coupon | - | - |
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| (G) Other Allowance* | 3,155 | 37,860 |
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| | | |
| **Retirement Benefits** | | |
| (I) PF | 1,800 | 21,600 |
| (J) Gratuity | 722 | 8,664 |
| **(K) RETIREMENT BENEFITS: (K = I+J)** | **2,522** | **30,264** |
| | | |
| **Benefits** | | |
| (L) Medical Insurance Premium | 673 | 8,076 |
| (M) BONUS/Ex.GRATIA | 1,400 | 16,800 |
| **(N) Fixed Compensation: (N = H+K+L+M)** | **25,000** | **3,00,000** |
| | | |
| **(P) TOTAL COST TO COMPANY (TCC)** | | **3,00,000** |

A one-time joining bonus of **INR 25,000** shall be paid upon successful completion of one-year service with QuEST.

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

QUEST

BORN TO ENGINEER

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

QUEST
BORN TO ENGINEER

**Letter of Intent**

Date of Issue: 24th December 2021

Dear Martha Praneeth,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

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- **One-time Retention Bonus:** INR 25000 (On completion of one year from the date of joining)
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We eagerly look forward to welcome you at QuEST.

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**For QuEST Global Engineering Services Private Limited**

Neha Das

**Neha Das**
**Deputy Manager - University Relations**

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

**Candidate Signature**

QUEST
BORN TO ENGINEER

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**Compensation & Benefit Details**

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| | | |
| **Benefits** | | |
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| | | |
| **(P) TOTAL COST TO COMPANY (TCC)** | | **3,00,000** |

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PRINCIPAL
Avanthi Institute of Engg. & Tech
Cherukupally(V), Vishakapatnam(Dist) A.P.

QUEST

BORN TO ENGINEER

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

QUEST
BORN TO ENGINEER

**Letter of Intent**

Date of Issue: 24th December 2021

Dear Mittapally Sai Ram,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

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**For QuEST Global Engineering Services Private Limited**

Neha Das

**Neha Das**
**Deputy Manager - University Relations**

**Candidate Signature:**

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

QUEST
BORN TO ENGINEER

**Letter of Intent**

Date of Issue: 24th December 2021

Dear Nallabelli Prashanth,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

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Neha Das

**Neha Das**
**Deputy Manager - University Relations**

**Candidate Signature:**

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

QUEST
BORN TO ENGINEER

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

QUEST
BORN TO ENGINEER

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

QUEST
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| (F) Telephone/Internet Allowance | - | - |
| (G) Other Allowance* | 3,155 | 37,860 |
| **(H) MONTHLY GROSS SALARY: (H = A+B+C+D+E+F+G)** | 20,405 | 2,44,860 |
| | | |
| **Retirement Benefits** | | |
| (I) PF | 1,800 | 21,600 |
| (J) Gratuity | 722 | 8,664 |
| **(K) RETIREMENT BENEFITS: (K = I+J)** | **2,522** | **30,264** |
| | | |
| **Benefits** | | |
| (L) Medical Insurance Premium | 673 | 8,076 |
| (M) BONUS/Ex.GRATIA | 1,400 | 16,800 |
| **(N) Fixed Compensation: (N = H+K+L+M)** | **25,000** | **3,00,000** |
| | | |
| **(P) TOTAL COST TO COMPANY (TCC)** | | **3,00,000** |

A one-time joining bonus of **INR 25,000** shall be paid upon successful completion of one-year service with QuEST.

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

QUEST

BORN TO ENGINEER

Your monthly deduction from salary towards Medical Insurance premium would be INR **625**. This is as per your current Band; the amount will change accordingly in case of Band change.

You are eligible for benefits coverage as per QuEST Band. For your current Band the coverages shall be:

- Group Medical Insurance cover of INR **300000**
- Group Personal Accident Insurance cover of INR **1000000**
- Group Term Life Insurance cover of INR **1500000**
- Employee Deposit Linked Insurance cover as per statutory requirement

**Note**: Income tax liability of allowances / reimbursements will be considered in light of the existing tax laws. In case any tax has to be recovered for any allowances / reimbursements, either because of changes made to the law by the Govt. of India or pursuant to an order by an Income Tax Officer or any responsible officer of the Income Tax Department, then the same will be recovered from employee's salary, either with retrospective or prospective effect, as the case may be.

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

QuEST
BORN TO ENGINEER

**Letter of Intent**

Date of Issue: 24th December 2021

Dear Pasham Pranay,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

- **Total Cost to Company (TCTC):** INR 3.00 LPA
- **One-time Retention Bonus:** INR 25000 (On completion of one year from the date of joining)
- **Location:** Any of the QuEST Global offices (as per business requirement)
- **Working Hours:** As per Location Norms
- **Probation Period:** 6 months from the date of joining
- **Service Agreement:** 2 years

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

- Background Verification Check.
- Completion of your course program with an aggregate of 65% and no standing arrears on the Date of Joining

As per QuEST's hiring process we would conduct a detailed background verification check of all the information & documents submitted by you.

For any clarifications, offer acceptance, joining confirmation & BGC form please write back to: university.relations@quest-global.com

We eagerly look forward to welcome you at QuEST.

***PS: This Offer stands cancelled in case of any discrepancy found during the Background Verification or based on Academic credentials.***

**For QuEST Global Engineering Services Private Limited**

Neha Das

**Neha Das**
**Deputy Manager - University Relations**

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

**Candidate Signature**

QUEST
BORN TO ENGINEER

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**Annexure - I**
**Compensation & Benefit Details**

| Items | Monthly Salary (Amount in INR) | Annual Salary (Amount in INR) |
|---|---|---|
| **Monthly Salary Components** | | |
| (A) Basic Salary | 15,000 | 1,80,000 |
| (B) House Rent Allowance | 2,250 | 27,000 |
| (C) Conveyance Allowance | - | - |
| (D) Leave Travel Allowance (LTA) | - | - |
| (E) Food Coupon | - | - |
| (F) Telephone/Internet Allowance | - | - |
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| **(H) MONTHLY GROSS SALARY: (H = A+B+C+D+E+F+G)** | 20,405 | 2,44,860 |
| | | |
| **Retirement Benefits** | | |
| (I) PF | 1,800 | 21,600 |
| (J) Gratuity | 722 | 8,664 |
| **(K) RETIREMENT BENEFITS: (K = I+J)** | **2,522** | **30,264** |
| | | |
| **Benefits** | | |
| (L) Medical Insurance Premium | 673 | 8,076 |
| (M) BONUS/Ex.GRATIA | 1,400 | 16,800 |
| **(N) Fixed Compensation: (N = H+K+L+M)** | **25,000** | **3,00,000** |
| | | |
| **(P) TOTAL COST TO COMPANY (TCC)** | | **3,00,000** |

A one-time joining bonus of **INR 25,000** shall be paid upon successful completion of one-year service with QuEST.

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

QUEST
BORN TO ENGINEER

Your monthly deduction from salary towards Medical Insurance premium would be INR **625**. This is as per your current Band; the amount will change accordingly in case of Band change.

You are eligible for benefits coverage as per QuEST Band. For your current Band the coverages shall be:

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

QUEST
BORN TO ENGINEER

**Letter of Intent**

Date of Issue: 24th December 2021

Dear Pulluri Pradesh,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

- **Total Cost to Company (TCTC):** INR 3.00 LPA
- **One-time Retention Bonus:** INR 25000 (On completion of one year from the date of joining)
- **Location:** Any of the QuEST Global offices (as per business requirement)
- **Working Hours:** As per Location Norms
- **Probation Period:** 6 months from the date of joining
- **Service Agreement:** 2 years

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

- Background Verification Check.
- Completion of your course program with an aggregate of 65% and no standing arrears on the Date of Joining

As per QuEST's hiring process we would conduct a detailed background verification check of all the information & documents submitted by you.

For any clarifications, offer acceptance, joining confirmation & BGC form please write back to: university.relations@quest-global.com

We eagerly look forward to welcome you at QuEST.

***PS: This Offer stands cancelled in case of any discrepancy found during the Background Verification or based on Academic credentials.***

**For QuEST Global Engineering Services Private Limited**

Neha Das

**Neha Das**
**Deputy Manager - University Relations**

**Candidate Signature:** _____

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

QUEST
BORN TO ENGINEER

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**Annexure - I**
**Compensation & Benefit Details**

| Items | Monthly Salary (Amount in INR) | Annual Salary (Amount in INR) |
|---|---|---|
| **Monthly Salary Components** | | |
| (A) Basic Salary | 15,000 | 1,80,000 |
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| (C) Conveyance Allowance | - | - |
| (D) Leave Travel Allowance (LTA) | - | - |
| (E) Food Coupon | - | - |
| (F) Telephone/Internet Allowance | - | - |
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| | | |
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| (I) PF | 1,800 | 21,600 |
| (J) Gratuity | 722 | 8,664 |
| **(K) RETIREMENT BENEFITS: (K = I+J)** | **2,522** | **30,264** |
| | | |
| **Benefits** | | |
| (L) Medical Insurance Premium | 673 | 8,076 |
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| | | |
| **(P) TOTAL COST TO COMPANY (TCC)** | | **3,00,000** |

A one-time joining bonus of **INR 25,000** shall be paid upon successful completion of one-year service with QuEST.

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

QuEST 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
**Communicationaddress:** Embassy Tech Village, Building 7B, Primrose, Outer ring Road, Devarabeesanahalli, Varthur Hobli, Bangalore East Taluk, Bangalore - 560103
Ph: +91-80-67090000; Fax: +91-80-67093200; Email: info@quest-global.com
www.quest-global.com

QUEST
BORN TO ENGINEER

Your monthly deduction from salary towards Medical Insurance premium would be INR **625.** This is as per your current Band; the amount will change accordingly in case of Band change.

You are eligible for benefits coverage as per QuEST Band. For your current Band the coverages shall be:

- Group Medical Insurance cover of INR **300000**
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PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntipally (V), Abdullapurmet (Mdl) R.R.Dist

QuEST
BORN TO ENGINEER

**Letter of Intent**

Date of Issue: 24th December 2021

Dear **Riyazuddin**,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

- **Total Cost to Company (TCTC):** INR 3.00 LPA
- **One-time Retention Bonus:** INR 25000 (On completion of one year from the date of joining)
- **Location:** Any of the QuEST Global offices (as per business requirement)
- **Working Hours:** As per Location Norms
- **Probation Period:** 6 months from the date of joining
- **Service Agreement:** 2 years

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

- Background Verification Check.
- Completion of your course program with an aggregate of 65% and no standing arrears on the Date of Joining

As per QuEST's hiring process we would conduct a detailed background verification check of all the information & documents submitted by you.

For any clarifications, offer acceptance, joining confirmation & BGC form please write back to: university.relations@quest-global.com

We eagerly look forward to welcome you at QuEST.

***PS: This Offer stands cancelled in case of any discrepancy found during the Background Verification or based on Academic credentials.***

**For QuEST Global Engineering Services Private Limited**

Neha Das

**Neha Das**
**Deputy Manager - University Relations**

**Candidate Signature:** _____

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

QUEST
BORN TO ENGINEER

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**Annexure - I**
**Compensation & Benefit Details**

| Items | Monthly Salary (Amount in INR) | Annual Salary (Amount in INR) |
|---|---|---|
| **Monthly Salary Components** | | |
| (A) Basic Salary | 15,000 | 1,80,000 |
| (B) House Rent Allowance | 2,250 | 27,000 |
| (C) Conveyance Allowance | - | - |
| (D) Leave Travel Allowance (LTA) | - | - |
| (E) Food Coupon | - | - |
| (F) Telephone/Internet Allowance | - | - |
| (G) Other Allowance* | 3,155 | 37,860 |
| **(H) MONTHLY GROSS SALARY: (H = A+B+C+D+E+F+G)** | 20,405 | 2,44,860 |
| | | |
| **Retirement Benefits** | | |
| (I) PF | 1,800 | 21,600 |
| (J) Gratuity | 722 | 8,664 |
| **(K) RETIREMENT BENEFITS: (K = I+J)** | **2,522** | **30,264** |
| | | |
| **Benefits** | | |
| (L) Medical Insurance Premium | 673 | 8,076 |
| (M) BONUS/Ex.GRATIA | 1,400 | 16,800 |
| **(N) Fixed Compensation: (N = H+K+L+M)** | **25,000** | **3,00,000** |
| | | |
| **(P) TOTAL COST TO COMPANY (TCC)** | | **3,00,000** |

A one-time joining bonus of **INR 25,000** shall be paid upon successful completion of one-year service with QuEST.

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

QUEST
BORN TO ENGINEER

Your monthly deduction from salary towards Medical Insurance premium would be INR **625**. This is as per your current Band; the amount will change accordingly in case of Band change.

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

QUEST
BORN TO ENGINEER

**Letter of Intent**

Date of Issue: 24th December 2021

Dear Raikindi Sai Kumar,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

- **Total Cost to Company (TCTC):** INR 3.00 LPA
- **One-time Retention Bonus:** INR 25000 (On completion of one year from the date of joining)
- **Location:** Any of the QuEST Global offices (as per business requirement)
- **Working Hours:** As per Location Norms
- **Probation Period:** 6 months from the date of joining
- **Service Agreement**: 2 years

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

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- Completion of your course program with an aggregate of 65% and no standing arrears on the Date of Joining

As per QuEST's hiring process we would conduct a detailed background verification check of all the information & documents submitted by you.

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We eagerly look forward to welcome you at QuEST.

***PS: This Offer stands cancelled in case of any discrepancy found during the Background Verification or based on Academic credentials.***

**For QuEST Global Engineering Services Private Limited**

Neha Das

**Neha Das**
**Deputy Manager - University Relations**

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

QUEST
BORN TO ENGINEER

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**Compensation & Benefit Details**

| Items | Monthly Salary (Amount in INR) | Annual Salary (Amount in INR) |
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| **Monthly Salary Components** | | |
| (A) Basic Salary | 15,000 | 1,80,000 |
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| (E) Food Coupon | - | - |
| (F) Telephone/Internet Allowance | - | - |
| (G) Other Allowance* | 3,155 | 37,860 |
| **(H) MONTHLY GROSS SALARY: (H = A+B+C+D+E+F+G)** | 20,405 | 2,44,860 |
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| (I) PF | 1,800 | 21,600 |
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| **Benefits** | | |
| (L) Medical Insurance Premium | 673 | 8,076 |
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| | | |
| **(P) TOTAL COST TO COMPANY (TCC)** | | **3,00,000** |

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

QUEST
BORN TO ENGINEER

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

QUEST
BORN TO ENGINEER

**Letter of Intent**

Date of Issue: 24th December 2021

Dear Sajjanapu Praveen Kumar,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

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**For QuEST Global Engineering Services Private Limited**

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

Neha Das

**Neha Das**
**Deputy Manager - University Relations**

**Candidate Signature:** _____

QUEST
BORN TO ENGINEER

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

QUEST

BORN TO ENGINEER

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

QUEST
BORN TO ENGINEER

**Letter of Intent**

Date of Issue: 24th December 2021

Dear Suthrala Sushith Kumar,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

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You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

- Background Verification Check.
- Completion of your course program with an aggregate of 65% and no standing arrears on the Date of Joining

As per QuEST's hiring process we would conduct a detailed background verification check of all the information & documents submitted by you.

For any clarifications, offer acceptance, joining confirmation & BGC form please write back to: university.relations@quest-global.com

We eagerly look forward to welcome you at QuEST.

***PS: This Offer stands cancelled in case of any discrepancy found during the Background Verification or based on Academic credentials.***

**For QuEST Global Engineering Services Private Limited**

Neha Das

**Neha Das**
**Deputy Manager - University Relations**

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

**Candidate Signature:** _____

QUEST
BORN TO ENGINEER

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**Annexure - I**
**Compensation & Benefit Details**

| Items | Monthly Salary (Amount in INR) | Annual Salary (Amount in INR) |
|---|---|---|
| **Monthly Salary Components** | | |
| (A) Basic Salary | 15,000 | 1,80,000 |
| (B) House Rent Allowance | 2,250 | 27,000 |
| (C) Conveyance Allowance | - | - |
| (D) Leave Travel Allowance (LTA) | - | - |
| (E) Food Coupon | - | - |
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| (G) Other Allowance* | 3,155 | 37,860 |
| **(H) MONTHLY GROSS SALARY: (H = A+B+C+D+E+F+G)** | 20,405 | 2,44,860 |
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| **Retirement Benefits** | | |
| (I) PF | 1,800 | 21,600 |
| (J) Gratuity | 722 | 8,664 |
| **(K) RETIREMENT BENEFITS: (K = I+J)** | **2,522** | **30,264** |
| | | |
| **Benefits** | | |
| (L) Medical Insurance Premium | 673 | 8,076 |
| (M) BONUS/Ex.GRATIA | 1,400 | 16,800 |
| **(N) Fixed Compensation: (N = H+K+L+M)** | **25,000** | **3,00,000** |
| | | |
| **(P) TOTAL COST TO COMPANY (TCC)** | | **3,00,000** |

A one-time joining bonus of **INR 25,000** shall be paid upon successful completion of one-year service with QuEST.

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

QUEST

BORN TO ENGINEER

Your monthly deduction from salary towards Medical Insurance premium would be INR **625**. This is as per your current Band; the amount will change accordingly in case of Band change.

You are eligible for benefits coverage as per QuEST Band. For your current Band the coverages shall be:

- Group Medical Insurance cover of INR **300000**
- Group Personal Accident Insurance cover of INR **1000000**
- Group Term Life Insurance cover of INR **1500000**
- Employee Deposit Linked Insurance cover as per statutory requirement

**Note:** Income tax liability of allowances / reimbursements will be considered in light of the existing tax laws. In case any tax has to be recovered for any allowances / reimbursements, either because of changes made to the law by the Govt. of India or pursuant to an order by an Income Tax Officer or any responsible officer of the Income Tax Department, then the same will be recovered from employee's salary, either with retrospective or prospective effect, as the case may be.

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

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

**Communicationaddress:** Embassy Tech Village, Building 7B, Primrose, Outer ring Road, Devarabeesanahalli, Varthur Hobli, Bangalore East Taluk, Bangalore - 560103

Ph: +91-80-67090000; Fax: +91-80-67093200; Email: info@quest-global.com

www.quest-global.com

QUEST
BORN TO ENGINEER

**Letter of Intent**

Date of Issue: 24th December 2021

Dear Syed Abdul Rahman Hadi,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

- **Total Cost to Company (TCTC):** INR 3.00 LPA
- **One-time Retention Bonus:** INR 25000 (On completion of one year from the date of joining)
- **Location:** Any of the QuEST Global offices (as per business requirement)
- **Working Hours:** As per Location Norms
- **Probation Period:** 6 months from the date of joining
- **Service Agreement:** 2 years

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

- Background Verification Check.
- Completion of your course program with an aggregate of 65% and no standing arrears on the Date of Joining

As per QuEST's hiring process we would conduct a detailed background verification check of all the information & documents submitted by you.

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We eagerly look forward to welcome you at QuEST.

***PS: This Offer stands cancelled in case of any discrepancy found during the Background Verification or based on Academic credentials.***

**For QuEST Global Engineering Services Private Limited**

Neha Das

**Neha Das**
**Deputy Manager - University Relations**

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

**Candidate Signature:** _____

QUEST
BORN TO ENGINEER

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**Annexure - I**
**Compensation & Benefit Details**

| Items | Monthly Salary (Amount in INR) | Annual Salary (Amount in INR) |
|---|---|---|
| **Monthly Salary Components** | | |
| (A) Basic Salary | 15,000 | 1,80,000 |
| (B) House Rent Allowance | 2,250 | 27,000 |
| (C) Conveyance Allowance | - | - |
| (D) Leave Travel Allowance (LTA) | - | - |
| (E) Food Coupon | - | - |
| (F) Telephone/Internet Allowance | - | - |
| (G) Other Allowance* | 3,155 | 37,860 |
| **(H) MONTHLY GROSS SALARY: (H = A+B+C+D+E+F+G)** | 20,405 | 2,44,860 |
| | | |
| **Retirement Benefits** | | |
| (I) PF | 1,800 | 21,600 |
| (J) Gratuity | 722 | 8,664 |
| **(K) RETIREMENT BENEFITS: (K = I+J)** | **2,522** | **30,264** |
| | | |
| **Benefits** | | |
| (L) Medical Insurance Premium | 673 | 8,076 |
| (M) BONUS/Ex.GRATIA | 1,400 | 16,800 |
| **(N) Fixed Compensation: (N = H+K+L+M)** | **25,000** | **3,00,000** |
| | | |
| **(P) TOTAL COST TO COMPANY (TCC)** | | **3,00,000** |

A one-time joining bonus of **INR 25,000** shall be paid upon successful completion of one-year service with QuEST.

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

QUEST

BORN TO ENGINEER

Your monthly deduction from salary towards Medical Insurance premium would be INR **625**. This is as per your current Band; the amount will change accordingly in case of Band change.

You are eligible for benefits coverage as per QuEST Band. For your current Band the coverages shall be:

- Group Medical Insurance cover of INR **300000**
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- Group Term Life Insurance cover of INR **1500000**
- Employee Deposit Linked Insurance cover as per statutory requirement

**Note**: Income tax liability of allowances / reimbursements will be considered in light of the existing tax laws. In case any tax has to be recovered for any allowances / reimbursements, either because of changes made to the law by the Govt. of India or pursuant to an order by an Income Tax Officer or any responsible officer of the Income Tax Department, then the same will be recovered from employee's salary, either with retrospective or prospective effect, as the case may be.

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

QUEST
BORN TO ENGINEER

**Letter of Intent**

Date of Issue: 24th December 2021

Dear Vankudothu Shankar,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

- **Total Cost to Company (TCTC):** INR 3.00 LPA
- **One-time Retention Bonus:** INR 25000 (On completion of one year from the date of joining)
- **Location:** Any of the QuEST Global offices (as per business requirement)
- **Working Hours:** As per Location Norms
- **Probation Period:** 6 months from the date of joining
- **Service Agreement:** 2 years

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

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- Completion of your course program with an aggregate of 65% and no standing arrears on the Date of Joining

As per QuEST's hiring process we would conduct a detailed background verification check of all the information & documents submitted by you.

For any clarifications, offer acceptance, joining confirmation & BGC form please write back to: university.relations@quest-global.com

We eagerly look forward to welcome you at QuEST.

***PS: This Offer stands cancelled in case of any discrepancy found during the Background Verification or based on Academic credentials.***

**For QuEST Global Engineering Services Private Limited**

Neha Das

**Neha Das**
**Deputy Manager - University Relations**

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

**Candidate Signature**

QUEST
BORN TO ENGINEER

*Disclaimer: ***The salary package and structure will be subject to changes on business situation at the time of onboarding. This is a letter of intent to offer Employment and not a formal offer of employment. The detailed terms and conditions of employment with QuEST will be shared separately as a formal offer one month prior to your date of joining.***

**Annexure - I**
**Compensation & Benefit Details**

| Items | Monthly Salary (Amount in INR) | Annual Salary (Amount in INR) |
|---|---|---|
| **Monthly Salary Components** | | |
| (A) Basic Salary | 15,000 | 1,80,000 |
| (B) House Rent Allowance | 2,250 | 27,000 |
| (C) Conveyance Allowance | - | - |
| (D) Leave Travel Allowance (LTA) | - | - |
| (E) Food Coupon | - | - |
| (F) Telephone/Internet Allowance | - | - |
| (G) Other Allowance* | 3,155 | 37,860 |
| **(H) MONTHLY GROSS SALARY: (H = A+B+C+D+E+F+G)** | 20,405 | 2,44,860 |
| | | |
| **Retirement Benefits** | | |
| (I) PF | 1,800 | 21,600 |
| (J) Gratuity | 722 | 8,664 |
| **(K) RETIREMENT BENEFITS: (K = I+J)** | **2,522** | **30,264** |
| | | |
| **Benefits** | | |
| (L) Medical Insurance Premium | 673 | 8,076 |
| (M) BONUS/Ex.GRATIA | 1,400 | 16,800 |
| **(N) Fixed Compensation: (N = H+K+L+M)** | **25,000** | **3,00,000** |
| | | |
| **(P) TOTAL COST TO COMPANY (TCC)** | | **3,00,000** |

A one-time joining bonus of **INR 25,000** shall be paid upon successful completion of one-year service with QuEST.

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

QUEST

BORN TO ENGINEER

Your monthly deduction from salary towards Medical Insurance premium would be INR **625**. This is as per your current Band; the amount will change accordingly in case of Band change.

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

QUEST
BORN TO ENGINEER

**Letter of Intent**

Date of Issue: 24th December 2021

Dear Venna Gopal Reddy,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

- **Total Cost to Company (TCTC):** INR 3.00 LPA
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We eagerly look forward to welcome you at QuEST.

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**For QuEST Global Engineering Services Private Limited**

Neha Das

**Neha Das**
**Deputy Manager - University Relations**

**Candidate Signature:**

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

QUEST
BORN TO ENGINEER

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**Compensation & Benefit Details**

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| (J) Gratuity | 722 | 8,664 |
| **(K) RETIREMENT BENEFITS: (K = I+J)** | **2,522** | **30,264** |
| | | |
| **Benefits** | | |
| (L) Medical Insurance Premium | 673 | 8,076 |
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PRINCIPAL
Ayanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl), R.R.Dist

QUEST

BORN TO ENGINEER

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

QUEST
BORN TO ENGINEER

**Letter of Intent**

Date of Issue: 24th December 2021

Dear Vishwanatham Shireesha,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

- **Total Cost to Company (TCTC):** INR 3.00 LPA
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**For QuEST Global Engineering Services Private Limited**

Neha Das

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

**Neha Das**
**Deputy Manager - University Relations**

**Candidate Signature:** _____

QUEST

BORN TO ENGINEER

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

QUEST
BORN TO ENGINEER

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

GLOBUSSOFT
TECHNOLOGY AHEAD OF TIME

**Bhilai Office:**
CHPL Dream Home Apartments, Near Dena Bank, Apollo Hospital Road Junwani, Bhilai, Chhattisgarh - 490020

**Bengaluru Office:**
3rd Floor, TV Complex, 100 Feet Road, 6th Block, Koramangala, Bengaluru, Karnataka - 560095

**Contact Bhilai:**
+91-788-4083007/8

**Contact Bengaluru:**
+91-80-41660003
+91-81023521023

www.globussoft.com

Ref. No. **GLB/2021/015**

Date **02/06/2021**

# Offer Letter for Employment

To,
**Badugu Pavan Kumar,**
Avanthi Institute of Engineering & Technology

**Sub: Offer Letter for Employment**

**Dear Badugu Pavan Kumar,**

We are pleased to inform you that you have successfully cleared the interview rounds conducted in Avanthi Institute of Engineering and Technology Hyderabad Campus Drive. Hence you have been selected as **"Digital Media Associate"** with Globussoft. We would be looking forward for your response with an estimate Date of Joining. Primarily you will be based in our Bhilai office but will serve the Company or any of its subsidiaries or associated companies in any location within or outside of India.

You will be paid Annual CTC of **INR 1, 80,000/- per annum.**

Your offer has been made based on information furnished by you verbally or in written. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to disqualify the employment.

You will be on an evaluation period of one month during which your performance shall be evaluated and in case it is found unsatisfactory the organization reserves every right to terminate your services with immediate effect or rescale the compensation package that is offered to you. Your continued employment at Globussoft is dependent on your successful completion of the probationary period which is six months including the evaluation period. There will be one year agreement with the company. In order to confirm the employment offer you are requested to sign a Service Level Agreement within one week of joining.

Please do not hesitate to discuss the company policies and other concerns with the HR before accepting the offer.

Yours truly,
For Globussoft

**Shyamal Ghosh**
Director

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

GLOBUSSOFT
TECHNOLOGY AHEAD OF TIME

**Bhilai Office:**
CHPL Dream Home Apartments, Near Dena Bank, Apollo Hospital Road Junwani, Bhilai, Chhattisgarh - 490020

**Bengaluru Office:**
3rd Floor, TV Complex, 100 Feet Road, 6th Block, Koramangala, Bengaluru, Karnataka - 560095

**Contact Bhilai:**
+91-788-4083007/8

**Contact Bengaluru:**
+91-80-41660003
+91-81023521023

www.globussoft.com

**GLB/2021/015** **02/06/2021**

Ref. No..... Date.....

# Offer Letter for Employment

To,
**Deshamoni Shiva,**
Avanthi Institute of Engineering & Technology

**Sub: Offer Letter for Employment**

**Dear Deshamoni Shiva,**

We are pleased to inform you that you have successfully cleared the interview rounds conducted in Avanthi Institute of Engineering and Technology Hyderabad Campus Drive. Hence you have been selected as **"Digital Media Associate"** with Globussoft. We would be looking forward for your response with an estimate Date of Joining. Primarily you will be based in our Bhilai office but will serve the Company or any of its subsidiaries or associated companies in any location within or outside of India.

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

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**Contact Bengaluru:**
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Ref. No. GLB/2021/015 Date 02/06/2021

# Offer Letter for Employment

To,
**Degala Yesaswini,**
Avanthi Institute of Engineering & Technology

**Sub: Offer Letter for Employment**

**Dear Degala Yesaswini,**

We are pleased to inform you that you have successfully cleared the interview rounds conducted in Avanthi Institute of Engineering and Technology Hyderabad Campus Drive. Hence you have been selected as **"Digital Media Associate"** with Globussoft. We would be looking forward for your response with an estimate Date of Joining. Primarily you will be based in our Bhilai office but will serve the Company or any of its subsidiaries or associated companies in any location within or outside of India.

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For Globussoft

**Shyamal Ghosh**
Director

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**GLB/2021/015** Ref. No.

**02/06/2021** Date

# Offer Letter for Employment

To,
**Chinni Sai Vikas,**
Avanthi Institute of Engineering & Technology

**Sub: Offer Letter for Employment**

**Dear Chinni Sai Vikas,**

We are pleased to inform you that you have successfully cleared the interview rounds conducted in Avanthi Institute of Engineering and Technology Hyderabad Campus Drive. Hence you have been selected as **"Digital Media Associate"** with Globussoft. We would be looking forward for your response with an estimate Date of Joining. Primarily you will be based in our Bhilai office but will serve the Company or any of its subsidiaries or associated companies in any location within or outside of India.

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For Globussoft

**Shyamal Ghosh**
Director

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Ref. No..... Date.....

# Offer Letter for Employment

To,
**Bathini Gopi,**
Avanthi Institute of Engineering & Technology

**Sub: Offer Letter for Employment**

**Dear Bathini Gopi,**

We are pleased to inform you that you have successfully cleared the interview rounds conducted in Avanthi Institute of Engineering and Technology Hyderabad Campus Drive. Hence you have been selected as **"Digital Media Associate"** with Globussoft. We would be looking forward for your response with an estimate Date of Joining. Primarily you will be based in our Bhilai office but will serve the Company or any of its subsidiaries or associated companies in any location within or outside of India.

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Yours truly,
For Globussoft

**Shyamal Ghosh**
Director

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Ref. No.

02/06/2021

Date

# Offer Letter for Employment

To,
Baithi Nagarani,
,
Avanthi Institute of Engineering & Technology

**Sub: Offer Letter for Employment**

**Dear** Baithi Nagarani,
,

We are pleased to inform you that you have successfully cleared the interview rounds conducted in Avanthi Institute of Engineering and Technology Hyderabad Campus Drive. Hence you have been selected as **"Digital Media Associate"** with Globussoft. We would be looking forward for your response with an estimate Date of Joining. Primarily you will be based in our Bhilai office but will serve the Company or any of its subsidiaries or associated companies in any location within or outside of India.

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For Globussoft

**Shyamal Ghosh**
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**02/06/2021** Date

# Offer Letter for Employment

To,
Badugu Pavan Kumar,
Avanthi Institute of Engineering & Technology

**Sub: Offer Letter for Employment**

**Dear** Badugu Pavan Kumar,

We are pleased to inform you that you have successfully cleared the interview rounds conducted in Avanthi Institute of Engineering and Technology Hyderabad Campus Drive. Hence you have been selected as **"Digital Media Associate"** with Globussoft. We would be looking forward for your response with an estimate Date of Joining. Primarily you will be based in our Bhilai office but will serve the Company or any of its subsidiaries or associated companies in any location within or outside of India.

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For Globussoft

**Shyamal Ghosh**
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Ref. No.

02/06/2021

Date

# Offer Letter for Employment

To,
**Anumula Manisha,**
Avanthi Institute of Engineering & Technology

**Sub: Offer Letter for Employment**

**Dear Anumula Manisha,**

We are pleased to inform you that you have successfully cleared the interview rounds conducted in Avanthi Institute of Engineering and Technology Hyderabad Campus Drive. Hence you have been selected as **"Digital Media Associate"** with Globussoft. We would be looking forward for your response with an estimate Date of Joining. Primarily you will be based in our Bhilai office but will serve the Company or any of its subsidiaries or associated companies in any location within or outside of India.

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**02/06/2021** Date

# Offer Letter for Employment

To,
**Akurati Naga Venkata Sri Sai,**
Avanthi Institute of Engineering & Technology

**Sub: Offer Letter for Employment**

**Dear Akurati Naga Venkata Sri Sai,**

We are pleased to inform you that you have successfully cleared the interview rounds conducted in Avanthi Institute of Engineering and Technology Hyderabad Campus Drive. Hence you have been selected as **"Digital Media Associate"** with Globussoft. We would be looking forward for your response with an estimate Date of Joining. Primarily you will be based in our Bhilai office but will serve the Company or any of its subsidiaries or associated companies in any location within or outside of India.

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Yours truly,
For Globussoft

**Shyamal Ghosh**
Director

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**GLB/2021/031** Ref. No.

**02/06/2021** Date

# Offer Letter for Employment

To,
**Devi Reddy Pooja,**
Avanthi Institute of Engineering & Technology

**Sub: Offer Letter for Employment**

**Dear Reddy Pooja,**

We are pleased to inform you that you have successfully cleared the interview rounds conducted in Avanthi Institute of Engineering and Technology Hyderabad Campus Drive. Hence you have been selected as **"Digital Media Associate"** with Globussoft. We would be looking forward for your response with an estimate Date of Joining. Primarily you will be based in our Bhilai office but will serve the Company or any of its subsidiaries or associated companies in any location within or outside of India.

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For Globussoft

**Shyamal Ghosh**
Director

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Ref. No. **GLB/2021/021**

Date **02/06/2021**

# Offer Letter for Employment

To,
Kondeti Sravan Reddy,
Avanthi Institute of Engineering & Technology

**Sub: Offer Letter for Employment**

**Dear** Kondeti Sravan Reddy,

We are pleased to inform you that you have successfully cleared the interview rounds conducted in Avanthi Institute of Engineering and Technology Hyderabad Campus Drive. Hence you have been selected as **"Digital Media Associate"** with Globussoft. We would be looking forward for your response with an estimate Date of Joining. Primarily you will be based in our Bhilai office but will serve the Company or any of its subsidiaries or associated companies in any location within or outside of India.

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For Globussoft

**Shyamal Ghosh**
Director

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GLB/2021/022 — 02/06/2021

Ref. No. ..... Date .....

# Offer Letter for Employment

To,
Kondagadupula Sunil Kumar,
Avanthi Institute of Engineering & Technology

**Sub: Offer Letter for Employment**

**Dear** Kondagadupula Sunil Kumar,

We are pleased to inform you that you have successfully cleared the interview rounds conducted in Avanthi Institute of Engineering and Technology Hyderabad Campus Drive. Hence you have been selected as **"Digital Media Associate"** with Globussoft. We would be looking forward for your response with an estimate Date of Joining. Primarily you will be based in our Bhilai office but will serve the Company or any of its subsidiaries or associated companies in any location within or outside of India.

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For Globussoft

**Shyamal Ghosh**
Director

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Ref. No. **GLB/2021/023**

Date **02/06/2021**

# Offer Letter for Employment

To,
**Karmolla Gopal,**
Avanthi Institute of Engineering & Technology

**Sub: Offer Letter for Employment**

**Dear Karmolla Gopal,**

We are pleased to inform you that you have successfully cleared the interview rounds conducted in Avanthi Institute of Engineering and Technology Hyderabad Campus Drive. Hence you have been selected as **"Digital Media Associate"** with Globussoft. We would be looking forward for your response with an estimate Date of Joining. Primarily you will be based in our Bhilai office but will serve the Company or any of its subsidiaries or associated companies in any location within or outside of India.

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For Globussoft

**Shyamal Ghosh**
Director

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Ref. No. GLB/2021/024

Date 02/06/2021

# Offer Letter for Employment

To,
**K Sai Nikhil Reddy,**
Avanthi Institute of Engineering & Technology

**Sub: Offer Letter for Employment**

**Dear K Sai Nikhil Reddy,**

We are pleased to inform you that you have successfully cleared the interview rounds conducted in Avanthi Institute of Engineering and Technology Hyderabad Campus Drive. Hence you have been selected as **"Digital Media Associate"** with Globussoft. We would be looking forward for your response with an estimate Date of Joining. Primarily you will be based in our Bhilai office but will serve the Company or any of its subsidiaries or associated companies in any location within or outside of India.

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For Globussoft

**Shyamal Ghosh**
Director

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Ref. No. **GLB/2021/025**

Date **02/06/2021**

# Offer Letter for Employment

To,
K Phanindra,
Avanthi Institute of Engineering & Technology

**Sub: Offer Letter for Employment**

**Dear** K Phanindra,

We are pleased to inform you that you have successfully cleared the interview rounds conducted in Avanthi Institute of Engineering and Technology Hyderabad Campus Drive. Hence you have been selected as **"Digital Media Associate"** with Globussoft. We would be looking forward for your response with an estimate Date of Joining. Primarily you will be based in our Bhilai office but will serve the Company or any of its subsidiaries or associated companies in any location within or outside of India.

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Yours truly,
For Globussoft

**Shyamal Ghosh**
Director

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

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+91-81023521023

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Ref. No. **GLB/2021/026**

Date **02/06/2021**

# Offer Letter for Employment

To,
Janapati Sandeep,
Avanthi Institute of Engineering & Technology

**Sub: Offer Letter for Employment**

**Dear** Janapati Sandeep,

We are pleased to inform you that you have successfully cleared the interview rounds conducted in Avanthi Institute of Engineering and Technology Hyderabad Campus Drive. Hence you have been selected as **"Digital Media Associate"** with Globussoft. We would be looking forward for your response with an estimate Date of Joining. Primarily you will be based in our Bhilai office but will serve the Company or any of its subsidiaries or associated companies in any location within or outside of India.

You will be paid Annual CTC of **INR 1, 80,000/- per annum.**

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Yours truly,
For Globussoft

**Shyamal Ghosh**
Director

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GLB/2021/029 — 02/06/2021

Ref. No..... Date.....

# Offer Letter for Employment

To,
Gunda Himakar Raju,
Avanthi Institute of Engineering & Technology

**Sub: Offer Letter for Employment**

**Dear** Gunda Himakar Raju,

We are pleased to inform you that you have successfully cleared the interview rounds conducted in Avanthi Institute of Engineering and Technology Hyderabad Campus Drive. Hence you have been selected as **"Digital Media Associate"** with Globussoft. We would be looking forward for your response with an estimate Date of Joining. Primarily you will be based in our Bhilai office but will serve the Company or any of its subsidiaries or associated companies in any location within or outside of India.

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Yours truly,
For Globussoft

**Shyamal Ghosh**
Director

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Ref. No. **GLB/2021/030**

Date **02/06/2021**

# Offer Letter for Employment

To,
Gardas Ramu,
Avanthi Institute of Engineering & Technology

**Sub: Offer Letter for Employment**

**Dear** Gardas Ramu,

We are pleased to inform you that you have successfully cleared the interview rounds conducted in Avanthi Institute of Engineering and Technology Hyderabad Campus Drive. Hence you have been selected as **"Digital Media Associate"** with Globussoft. We would be looking forward for your response with an estimate Date of Joining. Primarily you will be based in our Bhilai office but will serve the Company or any of its subsidiaries or associated companies in any location within or outside of India.

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Yours truly,
For Globussoft

**Shyamal Ghosh**
Director

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GLB/2021/012 — 02/06/2021

Ref. No. ..... Date .....

# Offer Letter for Employment

To,
**Sourabh Patel,**
Avanthi Institute of Engineering & Technology

**Sub: Offer Letter for Employment**

**Dear Sourabh Patel,**

We are pleased to inform you that you have successfully cleared the interview rounds conducted in Avanthi Institute of Engineering and Technology Hyderabad Campus Drive. Hence you have been selected as **"Digital Media Associate"** with Globussoft. We would be looking forward for your response with an estimate Date of Joining. Primarily you will be based in our Bhilai office but will serve the Company or any of its subsidiaries or associated companies in any location within or outside of India.

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Yours truly,
For Globussoft

**Shyamal Ghosh**
Director

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Ref. No. GLB/2021/013

Date 02/06/2021

# Offer Letter for Employment

To,
**Sappidi Karthik,**
Avanthi Institute of Engineering & Technology

**Sub: Offer Letter for Employment**

**Dear Sappidi Karthik,**

We are pleased to inform you that you have successfully cleared the interview rounds conducted in Avanthi Institute of Engineering and Technology Hyderabad Campus Drive. Hence you have been selected as **"Digital Media Associate"** with Globussoft. We would be looking forward for your response with an estimate Date of Joining. Primarily you will be based in our Bhilai office but will serve the Company or any of its subsidiaries or associated companies in any location within or outside of India.

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Yours truly,
For Globussoft

**Shyamal Ghosh**
Director

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Ref. No.....

02/06/2021

Date.....

# Offer Letter for Employment

To,
**Ramavath Ravi Kumar,**
Avanthi Institute of Engineering & Technology

**Sub: Offer Letter for Employment**

**Dear Ramavath Ravi Kumar,**

We are pleased to inform you that you have successfully cleared the interview rounds conducted in Avanthi Institute of Engineering and Technology Hyderabad Campus Drive. Hence you have been selected as **"Digital Media Associate"** with Globussoft. We would be looking forward for your response with an estimate Date of Joining. Primarily you will be based in our Bhilai office but will serve the Company or any of its subsidiaries or associated companies in any location within or outside of India.

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Yours truly,
For Globussoft

**Shyamal Ghosh**
Director

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Ref. No. **GLB/2021/015**

Date **02/06/2021**

# Offer Letter for Employment

To,
Pisari Naveen,
Avanthi Institute of Engineering & Technology

**Sub: Offer Letter for Employment**

**Dear** Pisari Naveen,

We are pleased to inform you that you have successfully cleared the interview rounds conducted in Avanthi Institute of Engineering and Technology Hyderabad Campus Drive. Hence you have been selected as **"Digital Media Associate"** with Globussoft. We would be looking forward for your response with an estimate Date of Joining. Primarily you will be based in our Bhilai office but will serve the Company or any of its subsidiaries or associated companies in any location within or outside of India.

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Yours truly,
For Globussoft

**Shyamal Ghosh**
Director

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Date **02/06/2021**

# Offer Letter for Employment

To,
**Pandal Ravi Chandra,**
Avanthi Institute of Engineering & Technology

**Sub: Offer Letter for Employment**

**Dear Pandal Ravi Chandra,**

We are pleased to inform you that you have successfully cleared the interview rounds conducted in Avanthi Institute of Engineering and Technology Hyderabad Campus Drive. Hence you have been selected as **"Digital Media Associate"** with Globussoft. We would be looking forward for your response with an estimate Date of Joining. Primarily you will be based in our Bhilai office but will serve the Company or any of its subsidiaries or associated companies in any location within or outside of India.

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Yours truly,
For Globussoft

**Shyamal Ghosh**
Director

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**GLB/2021/017**

Ref. No.....

**02/06/2021**

Date.....

# Offer Letter for Employment

To,
Nidamanuri Yaswanth,
Avanthi Institute of Engineering & Technology

**Sub: Offer Letter for Employment**

**Dear** Nidamanuri Yaswanth,

We are pleased to inform you that you have successfully cleared the interview rounds conducted in Avanthi Institute of Engineering and Technology Hyderabad Campus Drive. Hence you have been selected as **"Digital Media Associate"** with Globussoft. We would be looking forward for your response with an estimate Date of Joining. Primarily you will be based in our Bhilai office but will serve the Company or any of its subsidiaries or associated companies in any location within or outside of India.

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Yours truly,
For Globussoft

**Shyamal Ghosh**
Director

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Ref. No. GLB/2021/018

Date 02/06/2021

# Offer Letter for Employment

To,
**Akurati Nayikoti Ramkumar,**
Avanthi Institute of Engineering & Technology

**Sub: Offer Letter for Employment**

**Dear Nayikoti Ramkumar,**

We are pleased to inform you that you have successfully cleared the interview rounds conducted in Avanthi Institute of Engineering and Technology Hyderabad Campus Drive. Hence you have been selected as **"Digital Media Associate"** with Globussoft. We would be looking forward for your response with an estimate Date of Joining. Primarily you will be based in our Bhilai office but will serve the Company or any of its subsidiaries or associated companies in any location within or outside of India.

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Yours truly,
For Globussoft

**Shyamal Ghosh**
Director

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**GLB/2021/019** **02/06/2021**

Ref. No..... Date.....

# Offer Letter for Employment

To,
Mygapu Venkata Sai Pradeepthi,
Avanthi Institute of Engineering & Technology

**Sub: Offer Letter for Employment**

**Dear** Mygapu Venkata Sai Pradeepthi,

We are pleased to inform you that you have successfully cleared the interview rounds conducted in Avanthi Institute of Engineering and Technology Hyderabad Campus Drive. Hence you have been selected as **"Digital Media Associate"** with Globussoft. We would be looking forward for your response with an estimate Date of Joining. Primarily you will be based in our Bhilai office but will serve the Company or any of its subsidiaries or associated companies in any location within or outside of India.

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Yours truly,
For Globussoft

**Shyamal Ghosh**
Director

PRINCIPAL
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GLB/2021/010 — 02/06/2021

Ref. No..... Date.....

# Offer Letter for Employment

To,
Yata Akshitha,
Avanthi Institute of Engineering & Technology

**Sub: Offer Letter for Employment**

**Dear** Yata Akshitha,

We are pleased to inform you that you have successfully cleared the interview rounds conducted in Avanthi Institute of Engineering and Technology Hyderabad Campus Drive. Hence you have been selected as **"Digital Media Associate"** with Globussoft. We would be looking forward for your response with an estimate Date of Joining. Primarily you will be based in our Bhilai office but will serve the Company or any of its subsidiaries or associated companies in any location within or outside of India.

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Yours truly,
For Globussoft

**Shyamal Ghosh**
Director

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02/06/2021

Ref. No.....

Date.....

# Offer Letter for Employment

To,
**Akurati Naga Venkata Sri Sai,**
Avanthi Institute of Engineering & Technology

**Sub: Offer Letter for Employment**

**Dear Akurati Naga Venkata Sri Sai,**

We are pleased to inform you that you have successfully cleared the interview rounds conducted in Avanthi Institute of Engineering and Technology Hyderabad Campus Drive. Hence you have been selected as **"Digital Media Associate"** with Globussoft. We would be looking forward for your response with an estimate Date of Joining. Primarily you will be based in our Bhilai office but will serve the Company or any of its subsidiaries or associated companies in any location within or outside of India.

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Yours truly,
For Globussoft

**Shyamal Ghosh**
Director

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

Cognizant

29-Jun-2021

DearAwradRamya,
B.Tech/B.E.,ComputerScience&EngineeringAvanthi'sScientificTech&ResAcademy

CandidateID -14283742

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

Duringyourprobationperiodof12months,whichincludesyourtrainingprogram,youareentitledtoanAnnualTotalRemuneration(ATR)ofRs.401,986/-. Thisincludes an annual incentive indication of Rs.22,500/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, LifeInsuranceandGratuity.ThebreakupispresentedinAnnexureA.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual TotalRemuneration (ATR) would stand revised to Rs.450,500/-. This includes an annual incentive indication of Rs.22,500/-, as well as Cognizant's contribution of Rs.19,500/-towardsbenefitssuchasMedical,Accident,LifeInsurance,asapplicable.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations andpracticesinvogueandthosethatmaychangefromtimetotime.Yourcompensationishighlyconfidentialandiftheneedarises,youmaydiscussitonlywithyourManager.

Cognizantiskeenthatthereisasecureenvironmentforclientsandinternallytoo.YouarerequiredtoberegisteredwiththeNationalSkillsRegistry(NSR)andprovidethelTPINwhilejoiningtheorganization.PleasereferAnnexureBformoredetails.

Pleasenote
•Thisappointmentissubjecttosatisfactoryprofessionalreferencechecksandyousecuringaminimumof60%aggregate(allsubjectstakenintoconsideration)withnostandingarrearsinyour Graduation/Post-Graduation.
•PriortocommencingemploymentwithCognizantyoumustprovideCognizantwithevidenceofyourrighttoworkinIndiaandothersuchdocumentsasCognizantmayrequest.

Welookforwardtoyoujoiningus.Shouldyouhaveanyfurtherquestionsorclarifications,pleaselogintohttps://campus2cognizant.cognizant.com

Yourssincerely,
ForCognizantTechnologySolutionsIndiaPvt.Ltd.,

SureshBethavandu
GlobalHead-TalentAcquisition
Ihavereadtheoffer,understoodandacceptthebovementionedtermsandconditions.

Signature:

Date:

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

Cognizant

AnnexureA

Name: Awrad Ramya Designation: ProgrammerAnalystTrainee

| Sl.No. | Description | Monthly | Yearly |
|---|---|---|---|
| 1 | Basic | 10325 | 123,900 |
| 2 | HRA* | 6195 | 74,340 |
| 3 | ConveyanceAllowance* | 800 | 9,600 |
| 4 | MedicalAllowance* | 1250 | 15,000 |
| 5 | Company'scontributionofPF# | 1800 | 21,600 |
| 6 | AdvanceStatutory Bonus*** | 2000 | 24,000 |
| 7 | SpecialAllowance* | 7129 | 85,548 |
| | Annual Gross Compensation | | 353,988 |
| | IncentiveIndication(perannum)** | | 22,500 |
| | AnnualTotalCompensation | | 376,488 |
| | Company'scontributiontowardsbenefits(Medical,AccidentandLifeInsurance) | | 19,500 |
| | Gratuity | | 6,003 |
| | AnnualTotalRemuneration | | 401,991 |

Asanassociateyouarealsoentitledtothefollowingadditionalbenefits:

- FloatingMedicalInsuranceCoverageofRs.250,000/-perannum
- RoundtheClockGroupPersonalAccidentInsurancecoverage
- GroupTermLifeInsuranceCoverage
- Employees'CompensationinsurancebenefitaspertheEmployees'CompensationAct,2010
- Gratuity,onseparationafter4yearsand240calendardaysofcontinuousservice,payableasperPaymentofGratuityAct
- WomenassociatesjoiningCognizantwillbeentitledtoMaternityleaveaspertheMaternityBenefit(Amendment)Act,2017

#ProvidentFundWages:ForthepurposeofcomputingPFwagestoProvidentFund,PensionFund&EDLIScheme,PFWagesshallbeMonthlyGrossSalaryasperAnnexureAofthisletterexcluding"AdvanceStatutoryBonus"&"HouseRentAllowance"willbeconsidered.Thisdoesnotincludepaymentsmadethrough"SpecialPayout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever islesser.#EligibilitytoESIshallbedecidedbydeductingtheAdvancedStatutoryBonus,EmployerPF&ESIcontributionfromthemonthlyGrossCompensation(AGC/12)asperAnnexureAofthisletter.ContributiontoESIWages:MonthlyESIcontributionwillbecomputedontotalremunerationpaidtoanAssociateinaparticularmonthwhich includes any recurring (or) adhoc special payouts during the month. ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if theAssociatecontributesevenforonemonthinthesaidcontributionperiod

*FlexibleBenefitPlan:YourCompensationhasbeenstructuredtoensurethatyouareadequatelyempoweredtoapportioncomponentsofyoursalaryinamannerthatsuitsyouthebest.This planwillenableyouto

1. Choosefromabouquetofallowanceorbenefits
2. Redefineyoursalarystructurewithinprescribedguidelines
3. Optimizeyourearnings

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****AdvanceStatutoryBonusisinlinewiththeprovisionsofPaymentofBonusAct,1965.

Cognizant

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

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

Cognizant

29-Jun-2021

Dea rManchikantiShravanthi,
B.Tech/B.E.,ComputerScience&EngineeringAvanthi'sSc
ientificTech&ResAcademy

CandidateID -14283733

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Duringyourprobationperiodof12months,whichincludesyourtrainingprogram,youareentitledtoanAnnualTotalRemuneration(ATR)ofRs.401,986/-. Thisincludes an annual incentive indication of Rs.22,500/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, LifeInsuranceandGratuity.ThebreakupispresentedinAnnexureA.

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Yourssincerely,
ForCognizantTechnologySolutionsIndiaPvt.Ltd.,

SureshBethavandu
GlobalHead-TalentAcquisition
Ihavereadtheoffer,understoodandaccepttheabovementionedtermsandconditions.

Signature:

Date:

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

Cognizant

AnnexureA

Name: ManchikantiShravanthi Designation: ProgrammerAnalystTrainee

| Sl.No. | Description | Monthly | Yearly |
|---|---|---|---|
| 1 | Basic | 10325 | 123,900 |
| 2 | HRA* | 6195 | 74,340 |
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3. Optimizeyourearnings

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

Cognizant

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

Cognizant has made this offering good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

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

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

Cognizant

29-Jun-2021

DearMdArfaz,
B.Tech/B.E.,ComputerScience&EngineeringAvanthi'sScientificTech&ResAcademy

CandidateID -14283736

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

Duringyourprobationperiodof12months,whichincludesyourtrainingprogram,youareentitledtoanAnnualTotalRemuneration(ATR)ofRs.401,986/-. Thisincludes an annual incentive indication of Rs.22,500/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, LifeInsuranceandGratuity.ThebreakupispresentedinAnnexureA.

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CognizantiskeenthatthereisasecureenvironmentforclientsandinternallytOO.YouarerequiredtoberegisteredwiththeNationalSkillsRegistry(NSR)andprovidetheITPINwhilejoiningtheorganization.PleasereferAnnexureBformoredetails.

Pleasenote
•Thisappointmentissubjecttosatisfactoryprofessionalreferencechecksandyousecuringaminimumof60%aggregate(allsubjectstakenintoconsideration)withnostandingarrearsinyourGraduation/Post-Graduation.
•PriortocommencingemploymentwithCognizantyoumustprovideCognizantwithevidenceofyourrighttoworkinIndiaandothersuchdocumentsasCognizantmayrequest.

WelookforwardtoyoujoiningUS.Shouldyouhaveanyfurtherquestionsorclarifications,pleaselogintohttps://campus2cognizant.cognizant.com

Yourssincerely,
ForCognizantTechnologySolutionsIndiaPvt.Ltd.,

SureshBethavandu
GlobalHead-TalentAcquisition
Ihavereadtheoffer,understoodandaccepttheabovementionedtermsandconditions.

Signature:

Date:

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

Cognizant

AnnexureA

Name: MdArfaz Designation: ProgrammerAnalystTrainee

| Sl.No. | Description | Monthly | Yearly |
|---|---|---|---|
| 1 | Basic | 10325 | 123,900 |
| 2 | HRA* | 6195 | 74,340 |
| 3 | ConveyanceAllowance* | 800 | 9,600 |
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| 7 | SpecialAllowance* | 7129 | 85,548 |
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| | AnnualTotalCompensation | | 376,488 |
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| | Gratuity | | 6,003 |
| | AnnualTotalRemuneration | | 401,991 |

Asanassociateyouarealsoentitledtothefollowingadditionalbenefits:

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- GroupTermLifeInsuranceCoverage
- Employees'CompensationinsurancebenefitaspertheEmployees'CompensationAct,2010
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- WomenassociatesjoiningCognizantwillbeentitledtoMaternityleaveaspertheMaternityBenefit(Amendment)Act,2017

#ProvidentFundWages:ForthepurposeofcomputingPFwagestoProvidentFund,PensionFund&EDLIScheme,PFWagesshallbeMonthlyGrossSalaryasperAnnexureAofthisletterexcluding"AdvanceStatutoryBonus"&"HouseRentAllowance"willbeconsidered.Thisdoesnotincludepaymentsmadethrough"SpecialPayout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever islesser.#EligibilitytoESIshallbedecidedbydeductingtheAdvancedStatutoryBonus,EmployerPF&ESIcontributionfromthemonthlyGrossCompensation(AGC/12)asperAnnexureAofthisletter.ContributiontoESIWages:MonthlyESIcontributionwillbecomputedontotalremunerationpaidtoanAssociateinaparticularmonthwhich includes any recurring (or) adhoc special payouts during the month. ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if theAssociatecontributesevenforonemonthinthesaidcontributionperiod

*FlexibleBenefitPlan:YourCompensationhasbeenstructuredtoensurethatyouareadequatelyempoweredtoapportioncomponentsofyoursalaryinamannerthatsuitsyouthebest. This planwillenableyouto

1. Choosefromabouquetofallowanceorbenefits
2. Redefineyoursalarystructurewithinprescribedguidelines
3. Optimizeyourearnings

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****AdvanceStatutoryBonusisinlinewiththeprovisionsofPaymentofBonusAct,1965.

Cognizant

29-Jun-2021

Dear MdWaseem Qureshi,
B.Tech/B.E.,ComputerScience&EngineeringAvanthi'sScientificTech&ResAcademy

CandidateID -14283730

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

Duringyourprobationperiodof12months,whichincludesyourtrainingprogram,youareentitledtoanAnnualTotalRemuneration(ATR)ofRs.401,986/-. Thisincludes an annual incentive indication of Rs.22,500/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, LifeInsuranceandGratuity.ThebreakupispresentedinAnnexureA.

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ForCognizantTechnologySolutionsIndiaPvt.Ltd.,

SureshBethavandu
GlobalHead-TalentAcquisition
Ihavereadtheoffer,understoodandaccepttheabovementionedtermsandconditions.

Signature:

Date:

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

Cognizant

AnnexureA

Name: MdWaseem Qureshi Designation: ProgrammerAnalystTrainee

| Sl.No. | Description | Monthly | Yearly |
|---|---|---|---|
| 1 | Basic | 10325 | 123,900 |
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Cognizant

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

Regd. Office: 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,

Cognizant

29-Jun-2021

Dear RamavathKrishnakumar,
B.Tech/B.E.,ComputerScience&EngineeringAvanthi'sScientificTech&ResAcademy

CandidateID -14283735

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

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•PriortocommencingemploymentwithCognizantyoumustprovideCognizantwithevidenceofyourrighttoworkinIndiaandothersuchdocumentsasCognizantmayrequest.

WelookforwardtoyoujoiningUS.Shouldyouhaveanyfurtherquestionsorclarifications,pleaselogintohttps://campus2cognizant.cognizant.com

Yourssincerely,
ForCognizantTechnologySolutionsIndiaPvt.Ltd.,

SureshBethavandu
GlobalHead-TalentAcquisition
Ihavereadtheoffer,understoodandacceptheabovementionedtermsandconditions.

Signature:

Date:

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

Cognizant

AnnexureA

Name: Ramavath Krishnakumar Designation: ProgrammerAnalystTrainee

| Sl.No. | Description | Monthly | Yearly |
|---|---|---|---|
| 1 | Basic | 10325 | 123,900 |
| 2 | HRA* | 6195 | 74,340 |
| 3 | ConveyanceAllowance* | 800 | 9,600 |
| 4 | MedicalAllowance* | 1250 | 15,000 |
| 5 | Company'scontributionofPF# | 1800 | 21,600 |
| 6 | AdvanceStatutory Bonus*** | 2000 | 24,000 |
| 7 | SpecialAllowance* | 7129 | 85,548 |
| | Annual Gross Compensation | | 353,988 |
| | IncentiveIndication(perannum)** | | 22,500 |
| | AnnualTotalCompensation | | 376,488 |
| | Company'scontributiontowardsbenefits(Medical,AccidentandLifeInsurance) | | 19,500 |
| | Gratuity | | 6,003 |
| | AnnualTotalRemuneration | | 401,991 |

Asanassociateyouarealsoentitledtothefollowingadditionalbenefits:

- FloatingMedicalInsuranceCoverageofRs.250,000/-perannum
- RoundtheClockGroupPersonalAccidentInsurancecoverage
- GroupTermLifeInsuranceCoverage
- Employees'CompensationinsurancebenefitaspertheEmployees'CompensationAct,2010
- Gratuity,onseparationafter4yearsand240calendardaysofcontinuousservice,payableasperPaymentofGratuityAct
- WomenassociatesjoiningCognizantwillbeentitledtoMaternityleaveaspertheMaternityBenefit(Amendment)Act,2017

#ProvidentFundWages:ForthepurposeofcomputingPFwagestoProvidentFund,PensionFund&EDLIScheme,PFWagesshallbeMonthlyGrossSalaryasperAnnexureAofthisletterexcluding"AdvanceStatutoryBonus"&"HouseRentAllowance"willbeconsidered.Thisdoesnotincludepaymentsmadethrough"SpecialPayout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever islesser.#EligibilitytoESIshallbedecidedbydeductingtheAdvancedStatutoryBonus,EmployerPF&ESIcontributionfromthemonthlyGrossCompensation(AGC/12)asperAnnexureAofthisletter.ContributiontoESIWages:MonthlyESIcontributionwillbecomputedontotalremunerationpaidtoanAssociateinaparticularmonthwhich includes any recurring (or) adhoc special payouts during the month. ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if theAssociatecontributesevenforonemonthinthesaidcontributionperiod

*FlexibleBenefitPlan:YourCompensationhasbeenstructuredtoensurethatyouareadequatelyempoweredtoapportioncomponentsofyoursalaryinamannerthatsuitsyouthebest.This planwillenableyouto

1. Choosefromabouquetofallowanceorbenefits
2. Redefineyoursalarystructurewithinprescribedguidelines
3. Optimizeyourearnings

**IncentiveIndication:Incentiveamountmaybehigher,lowerornilasperthetermsdescribedherein.Theincentiveprogramisdiscretionary,subjecttochange,andbasedonindividualandcompanyperformance.Itisproratedtothedurationspentwith CognizantIndiaforthecalendaryearandwillbepaidtoyouonlyifyouareactiveon Cognizant'spayrollonthedayofincentivepayout.

***LanguagePremium:Thisallowanceisapplicableonlyfor Japanese, German&Frenchlanguage.Itwillbepaidalongwiththe Apr, July, Octand Janpayrollforthepreviousquarterandwillbe subjecttotaxdeductionsasapplicableinIndia.Theamountwillbepro-ratedtothedurationspentwithCognizantIndiaandwillbepaidoutontheconditionthatyoucontinuetousetheforeignlanguageskillasrequiredbyyourrole/project/account.

****AdvanceStatutoryBonusisinlinewiththeprovisionsofPaymentofBonusAct,1965.

Cognizant

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

Cognizant has made this offering good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

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

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

Cognizant

29-Jun-2020

Dear SanthoshThummala,
B.Tech/B.E.,ComputerScience&EngineeringAvanthi'sScientificTech&ResAcademy

CandidateID -14283744

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

Duringyourprobationperiodof12months,whichincludesyourtrainingprogram,youareentitledtoanAnnualTotalRemuneration(ATR)ofRs.401,986/-. Thisincludes an annual incentive indication of Rs.22,500/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, LifeInsuranceandGratuity.ThebreakupispresentedinAnnexureA.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual TotalRemuneration (ATR) would stand revised to Rs.450,500/-. This includes an annual incentive indication of Rs.22,500/-, as well as Cognizant's contribution of Rs.19,500/-towardsbenefitssuchasMedical,Accident,LifeInsurance,asapplicable.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations andpracticesinvogueandthosethatmaychangefromtimetotime.Yourcompensationishighlyconfidentialandiftheneedarises,youmaydiscussitonlywithyourManager.

Cognizantiskeenthatthereisasecureenvironmentforclientsandinternallytoo.YouarerequiredtoberegisteredwiththeNationalSkillsRegistry(NSR)andprovidetheITPINwhilejoiningtheorganization.PleasereferAnnexureBformoredetails.

Pleasenote
•Thisappointmentissubjecttosatisfactoryprofessionalreferencechecksandyousecuringaminimumof60%aggregate(allsubjectstakenintoconsideration)withnostandingarrearsinyourGraduation/Post-Graduation.
•PriortocommencingemploymentwithCognizantyoumustprovideCognizantwithevidenceofyourrighttoworkinIndiaandothersuchdocumentsasCognizantmayrequest.

Welookforwardtoyoujoiningus.Shouldyouhaveanyfurtherquestionsorclarifications,pleaselogintohttps://campus2cognizant.cognizant.com

Yourssincerely,
ForCognizantTechnologySolutionsIndiaPvt.Ltd.,

SureshBethavandu
GlobalHead-TalentAcquisition
Ihavereadtheoffer,understoodandacceptttheabovementionedtermsandconditions.

Signature: Date:

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

Cognizant

AnnexureA

Name: SanthoshThummala Designation: ProgrammerAnalystTrainee

| Sl.No. | Description | Monthly | Yearly |
|---|---|---|---|
| 1 | Basic | 10325 | 123,900 |
| 2 | HRA* | 6195 | 74,340 |
| 3 | ConveyanceAllowance* | 800 | 9,600 |
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| 5 | Company'scontributionofPF# | 1800 | 21,600 |
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| 7 | SpecialAllowance* | 7129 | 85,548 |
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| | Gratuity | | 6,003 |
| | AnnualTotalRemuneration | | 401,991 |

Asanassociateyouarealsoentitledtothefollowingadditionalbenefits:

- FloatingMedicalInsuranceCoverageofRs.250,000/-perannum
- RoundtheClockGroupPersonalAccidentInsurancecoverage
- GroupTermLifeInsuranceCoverage
- Employees'CompensationinsurancebenefitaspertheEmployees'CompensationAct,2010
- Gratuity,onseparationafter4yearsand240calendardaysofcontinuousservice,payableasperPaymentofGratuityAct
- WomenassociatesjoiningCognizantwillbeentitledtoMaternityleaveasperthe MaternityBenefit(Amendment)Act,2017

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1. Choosefromabouquetofallowanceorbenefits
2. Redefineyoursalarystructurewithinprescribedguidelines
3. Optimizeyourearnings

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Cognizant

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PRINCIPAL
Aarthi Institute of Engineering & Technology

Cognizant

29-Jun-2021

Dear ShakkaraSravanthii,
B.Tech/B.E.,ComputerScience&EngineeringAvanthi'sScientificTech&ResAcademy

CandidateID -14283731

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

Duringyourprobationperiodof12months,whichincludesyourtrainingprogram,youareentitledtoanAnnualTotalRemuneration(ATR)ofRs.401,986/-. Thisincludes an annual incentive indication of Rs.22,500/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, LifeInsuranceandGratuity.ThebreakupispresentedinAnnexureA.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual TotalRemuneration (ATR) would stand revised to Rs.450,500/-. This includes an annual incentive indication of Rs.22,500/-, as well as Cognizant's contribution of Rs.19,500/-towardsbenefitssuchasMedical,Accident,LifeInsurance,asapplicable.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations andpracticesinvogueandthosethatmaychangefromtimetotime.Yourcompensationishighlyconfidentialandiftheneedarises,youmaydiscussitonlywithyourManager.

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Pleasenote
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•PriortocommencingemploymentwithCognizantyoumustprovideCognizantwithevidenceofyourrighttoworkinIndiaandothersuchdocumentsasCognizantmayrequest.

WelookforwardtoyoujoiningUs.Shouldyouhaveanyfurtherquestionsorclarifications,pleaselogintohttps://campus2cognizant.cognizant.com

Yourssincerely,
ForCognizantTechnologySolutionsIndiaPvt.Ltd.,

SureshBethavandu
GlobalHead-TalentAcquisition
Ihavereadtheoffer,understoodandacceptthe abovementionedtermsandconditions.

Signature: Date:

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

Cognizant

AnnexureA

Name: ShakkaraSravanthi Designation: ProgrammerAnalystTrainee

| Sl.No. | Description | Monthly | Yearly |
|---|---|---|---|
| 1 | Basic | 10325 | 123,900 |
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1. Choosefromabouquetofallowanceorbenefits
2. Redefineyoursalarystructurewithinprescribedguidelines
3. Optimizeyourearnings

**IncentiveIndication:Incentiveamountmaybehigher,lowerornilasperthetermsdescribedherein.Theincentiveprogramisdiscretionary,subjecttochange,andbasedonindividualandcompanyperformance.Itisproratedtothedurationspentwith CognizantIndiaforthecalendaryearandwillbepaidtoyouonlyifyouareactiveon Cognizant'spayrollonthedayofincentivepayout.

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

Cognizant

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PRINCIPAL
Institute of Engineering & Technology
Nyathnagar,

HCL TECHNOLOGIES LTD.
Corporate Identity Number: L741400L1991PLC046369
Technology Hub, Special Economic Zone
Plot No : 3A, Sector 126, NOIDA 201 304, UP, India.
T +91 120 6125000 F +91 120 4683030
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.
www.hcltech.com
www.hcl.com

**Offer Release Date May 18, 2021**

**Chowtakuri Nikhitha**
**Hyderabad, Hyderabad,**
**Telangana, India, 500004**

**Sub: Offer and Appointment Letter**

Dear Chowtakuri Nikhitha,

Congratulations! With reference to the interviews conducted by **HCL TECH LTD. - IOMC ("HCL" or "Company"),** we are pleased to inform you that you have been selected for employment in our organization as **Graduate Engineer Trainee** in **band E1.**

This position is a great match for your talent and skills, and that you will enjoy the professional challenges and growth opportunities associated with this role.

You are requested to join us on **October 12, 2020** at **9:00 A.M** at the following address**, Chennai-AMB-6, Amb. Ind. Est.,MTH Rd,ODC.** Your joining would be subject to successful completion and compliance with the pre-joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure and BPO divisions, HCL Axon etc. In line with the same approach, we look forward to your being flexible towards your placement in – **HCL TECH LTD. - IOMC.** Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s).

**Your Total Compensation will be INR 3.5 Lacs per annum outlined in Annexure I.**

You will be on probation for a period of **12 months** from the date of your joining. The general terms and conditions governing your employment are outlined in **Annexure II.**

You will be required to sign a service agreement along with a surety amount of **INR 1.25 Lakhs** in terms of which you also bind yourself to serve the company for a period of at least of **24 months** from the date of Joining. The terms and conditions of such Service agreement shall also be deemed to form part of your contract of employment with the Company.

On the date of joining, you would be required to submit the documents listed in **Annexure III**. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.



Signature of Employee:

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

HCL TECHNOLOGIES LTD.
Corporate Identity Number: L74140DL1991PLC046369
Technology Hub, Special Economic Zone
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www.hcltech.com
www.hcl.com

| | |
|---|---|
| **TOTAL: Monthly Components : Annualized** | **271,107** |
| | |
| **Retirals & Other Benefits (in INR)** | |
| Provident Fund | 21,699 |
| Medical Insurance Premium/ESIC | 10,000 |
| Gratuity | 8,694 |
| **TOTAL : Retirals** | **40,393** |
| | |
| **Variable Components (in INR)** | |
| Performance Bonus (in Rs.) | 21,000 |
| Engagement PB (paid monthly) @ 100% achievement levels | 17,500 |
| **TOTAL: Variable Components** | **38,500** |
| | |
| COST TO COMPANY | 350,000 |

| **Flexi Basket Details** | Max Sub limits (p.a.) |
|---|---|
| Fuel Reimbursement and Car Maintenance Charges | - |
| Leave Travel Assistance / Allowance | - |
| Car Lease Rental | - |
| **TOTAL : Annual Flexi Basket** | - |

*Employee has an option of availing all, some or none of the Flexi Basket across various components as per annual limits and entitlements mentioned in the CTC sheet. Based on the individual declaration and actual reimbursements, any unclaimed amount will be paid as taxable to the individual*

| **Insurance & Medical Benefits (in INR)** | Max Sub limits (p.a.) |
|---|---|
| Hospitalization cost reimbursement limit | 360,000 |
| Term life Insurance Cover | 2,000,000 |
| Disability cover due to accident (upto) | 1,800,000 |

**NOTE:**

1. Flexi Basket is only applicable in E2+ employees
2. All salary components are governed by the company policies and statutory guidelines.
3. This salary sheet is strictly confidential and must not be discussed with anyone other than your HCLT Reporting Manager and/or your HR Manager.
4. Any personal tax liability arising out of compensation will be borne solely by the employee.

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



Signature of Employee:

HCL TECHNOLOGIES LTD.
Corporate Identity Number: L74140DL1991PLC046369
Technology Hub, Special Economic Zone
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Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.
www.hcltech.com
www.hcl.com

5. Gratuity to be payable as per act

**Annexure II**

**Welcome aboard...**

It is often said that an organization can grow only if it empowers its employees to grow! At HCL, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you for the position of **Graduate Engineer Trainee.** This is to be read in conjunction with the offer & appointment letter as attached.

**GENERAL TERMS AND CONDITIONS OF EMPLOYMENT**

This Annexure lays down the general terms and conditions of employment to to **HCL TECH LTD. - IOMC (herein referred as "HCL" or "Company")** and is a legally binding document.

1. **Location:**

   Your place of work will be located at **Chennai-AMB-6, Amb. Ind. Est.,MTH Rd,ODC.**

2. **Commencement of Employment:**

   Your period of continuous employment with the Company will commence from the date of your joining the Company subject to fulfillment of the other conditions as mentioned on this employment contract.

3. **Medical Checkup:**

   Your employment is subject to you being declared medically fit by the company doctor.

4. **Probation**

a) You shall be on probation for a period of **12 months** from the date of your appointment and unless notified in writing, you will be deemed as "confirmed" on completion of your probation period.
b) Your case for permanent absorption in the employment of the Company shall be considered on your satisfactorily completing the probationary period.
c) If during, or on the expiry of, the probation period (initial or extended) the Management finds your performance to be unsatisfactory or that you lack the aptitude for the job or that you are not suitable for the job, or the like, your probationary employment would be liable to be terminated, at any time, and without any liability.

5. **HCL Training Program:**

   Training (classroom/on the job) sessions will be conducted after your joining. The training period may be either extended or may be deemed completed earlier, at the discretion of the Management.

6. **Notice Period/ Separation:**

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



Signature of Employee:

HCL TECHNOLOGIES LTD.
Corporate Identity Number: L74140DL1991PLC046369
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T +91 120 6125000 F +91 120 4683030
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.
www.hcltech.com
www.hcl.com

Your employment with the Company can also be terminated either by the Company or by you by giving the other party 60 days advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the 'Basic' component of the salary for the balance notice period would be paid to you by adjusting the amounts payable by you to the Company. For the avoidance of doubt, all amounts payable by you to the company would need to be cleared forthwith in the event of such termination. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the 'Basic' component of the salary for the balance notice period along with other amount payable by you to the company, if any. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company.

On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

**7. Increments and Promotions**

Your growth in terms of role, compensation etc., in the Company will be based on your performance. Your salary will be subject to annual salary review. Salary adjustments effected at the salary review takes into consideration your job performance, movement of remuneration levels, benefits and conditions. Your anniversary performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter of your anniversary, post which you will be aligned to July/October Cycle, or any other Cycle as per discretion of the Company, depending on your current DOJ/Band/Employee Group.

**8. Agreements:**

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

**9. Background and Reference Check:**

This offer of employment is subject to your clearing our BGV process. As a precondition to accept this Offer Letter, you hereby give your express authorization to the Company (or the appointed third party) to conduct a background investigation on your credentials, as may be necessary and further agree that any misrepresentation in this regard or your failure to clear the BGV process shall give rise to the withdrawal of this offer of employment, and any employment contract which may have been subsequently executed shall be deemed void and ineffectual.

During the terms of employment, the Company may undertake the process of checking credentials of the Employee in terms of education, previous employment(s), and other information provided in the resumes/CVs as submitted by the said Employees, either on its own or with the help of a third party as and when required. For the avoidance of doubt, the Employee's signature in this Agreement constitutes the Employee's express authorization for the Company (or the appointed third party) to conduct a background investigation on his/her credentials, as may be necessary. Furthermore, the Employee agrees to submit himself /herself to random drug /medical testing at any time during the course of employment as permitted by law.

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



Signature of Employee:

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You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process. The company may also undertake reference check through at least two professional references submitted during the process of selection.

**10. Working Hours:**

This division works 24x7 Shifts and you will be required to do so as per the need of the organization. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

**11. Mobility:**

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises and Country

**12. Deputation/ Transfer:**

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

**13. Retirement:**

You will retire from service on attaining superannuation at the age of 55 years.

**14. Other benefits:**

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

**15. Transport Facility**

You shall be provided the shift cabs for pick and drop from home to office and vice versa within the limit of 20 KMs as per the company policy.

**16. IP, Copyright, Inventions and Patents**

All inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts and other intellectual property rights that you may make or conceive, either solely or jointly with others, during the period of your employment, shall be deemed to be sole property of the company and you hereby waive any and all right, title or interest, if any, in the same in favor of the company. Further, it shall be your duty to promptly reduce to writing and disclose to the Company all such inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts and other intellectual property rights, which you may make or conceive. You agree to, at all times, assist the company in every proper and possible way to patent or register the said ideas, concepts, inventions, discoveries, improvements, copyrightable material and/or trademarks in any and all countries and to vest the title thereto in the company, its successors, assigns and



Signature of Employee:

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nominees. Your obligations under this clause shall survive expiration or termination of your employment with the Company.

**17. Data Protection:**

a) The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.

b) The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.

c) The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.

d) During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.

e) The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

**18. <u>Exclusivity of service</u>**

You agree not to undertake employment whether full time or part time, as the Director/ Partner/member/employee of any other organization or entity engaged in any form of business activity without the consent of **HCL TECH LTD. - IOMC** The consent may be given subject to any terms and conditions that the company may think fit and may be withdrawn at the discretion of the company.

**19. <u>Confidentiality & Non-Disclosure</u>:**

You acknowledge that the disclosure of any commercially sensitive information, trade secrets or other confidential information (which may not be readily available to competitors or to the general public) will cause significant harm to the Company.

You agree that you shall not at any time during your employment (except in the proper performance of your duties) with the Company, or at any time (without limit) after the termination thereof, directly or indirectly use or exploit for your own purposes or those of any other person, company, business entity or other organization whatsoever, or disclose to any person, company, business entity or other organization whatsoever, any trade secrets of the Company or its associated companies; any confidential information relating or belonging to the Company including but not limited to any such information relating to customers, customer lists or requirements, price lists or pricing structures, marketing and information, Intellectual Property, business plans or dealings, technical data, employees or officers, financial information and plans, designs, formulae, product lines or research activities; source codes and computer systems, software, any document marked "Confidential"; any information which you have been told is confidential or which you might reasonably expect the Company to regard as confidential or any information which has been given to the Company or any Associated Company in confidence by customers, suppliers and other persons.



Signature of Employee:

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You shall not at any time during the continuance of your employment with the Company make any notes or memoranda relating to any matter within the scope of the Company's or any Associated Company's business, dealings or affairs otherwise than for the benefit of the Company or any Associated Company.

You must not make or communicate (or cause or facilitate the making or communication of) any oral or written statement to any representative of the press, television, radio or other media on any matter connected with or relating to the Company or any of its Associated Companies, without the prior written consent of the Company.

The obligations contained in this provision shall not apply to, any information which you are required to disclose in accordance with an order of a Court of competent jurisdiction, any information or knowledge which may subsequently come into the public domain other than by way of unauthorized disclosure (whether by you or a third party); any act of yours in the proper performance of the duties of your employment; any use or disclosure where such use or disclosure has been properly authorized by the Company.

Your obligations under this paragraph would continue even beyond the cessation/termination of your employment. Any violation of the above obligations/conditions shall render you liable for appropriate disciplinary action including termination of your employment.

**20. Rules, Policies, Procedures:**

The Employee must comply at all times with the Company's rules, policies and procedures relating to equal opportunities, harassment, health and safety, e-mail and internet use, and all other rules, policies and procedures introduced by the Company from time to time. For the avoidance of doubt such rules, policies and procedures are not incorporated by reference into this contract and they may be changed, replaced or withdrawn at any time at the discretion of the Company.

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include upto termination of your employment with HCL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of **HCL TECH LTD. - IOMC** as applicable to you and the changes therein from time to time.

**21. Correctness of the Details Furnished:**

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.



Signature of Employee:

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Gunthapally (V), Hayathnagar,
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**22. Warranty and Undertaking:**

You represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing the duties of your employment or any of them, in accordance with the terms and conditions of this Agreement.

You warrant and agree that you are not entering into this Agreement in reliance on any representation not expressly set out in this Agreement.

**23. Changes to the terms & conditions:**

The Company reserves the right to make reasonable changes to any of your terms and conditions of employment. If the Company changes any of the terms and conditions of your employment, it will notify you in writing of the changes taking effect.

In case of any dispute as to the interpretation of the terms and conditions of your service, the decision of the Company shall be final and binding on you.

**Authorized Signatory**
**September 18, 2020**

Amrita Das

Vice President, Head-Global Rewards

I confirm receipt of and accept the above Terms & Conditions of Employment.

**Annexure III**

| **LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL** | |
|---|---|
| **S.No.** | **Particulars (To be submitted to the Recruiter/Online of the BGV link)** |
| 1 | **Highest Qualification -** Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date |
| 2 | **Permanent/Current Address Proof** – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc. |



Signature of Employee:

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| | |
|---|---|
| 3 | **Previous Employer** – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number |
| 4 | A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization) |
| 5 | **Identity Verification** - Copy of valid passport and PAN card required |

**Additional documents (To be submitted on request** – Only if required)

1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

**Things to Remember**

1. The information provided in Resume and background verification form must be same.
2. Information provided in background verification form must be accurate.
3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

| List of Documents required for joining / induction day (Hard Copies) | | |
|---|---|---|
| **S. No** | **Document Name** | **Number of Photocopies** |
| 1 | Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES) | 1 |
| 2 | Extension Letter (if the Date of Joining in the offer letter is past dated) | 1 |
| 3 | Passport –Front copy only - for Name & DOB proof. | 1 |
| 4 | 10th Mark sheet, only if passport is not available. | 1 |
| 5 | PAN CARD as ID Proof (Only if passport is not available) | 1 |
| 6 | Passport Size Photographs (Only with white background) | 3 |

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.



Signature of Employee:

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- Induction Timings are **0900 to 1830** IST.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

**Location of HCL Onboarding Team for joining formalities:**

| S. No | Location | Address |
|---|---|---|
| 1 | NOIDA | HCL Technologies Ltd, A-9, Sector-3, Noida-UP, 201301 |
| 2 | CHENNAI | HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm High Road, Chennai-600119 |
| 3 | BANGLORE | HCL Technologies Ltd,Surya Saphire, Plot#3, 1St Phase, Hosur Road, Electronic City Banglore-560100 |
| 4 | KOLKATA | HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091 |
| 5 | HYDERABAD | HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081 |
| 6 | PUNE | HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013 |
| 7 | MUMBAI | HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093 |
| 8 | LUCKNOW | HCL Technologies Ltd,Hcl It City, Sdc-01, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002 |
| 9 | MADURAI | HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020 |
| 10 | Nagpur | HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur |
| 11 | Coimbatore | State Street Hcl Services \| Human Resources \| Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526\| |
| 12 | Vijayawada | State Street HCL Services Private LimitedMedha IT Towers, Third Floor,Kesarapalli,Gannavaram,Krishna District 521102 |

## ANNEXURE IV

## EXPLANATION OF COMPENSATION STRUCTURE AND SOME BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- Basic Salary
- Monthly Allowances

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- Retirals & Insurances Benefit

The details for each component falling under these heads are explained as following:

**BASIC SALARY**

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

**MONTHLY ALLOWANCES**

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.

- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR. 50,000/- spread over 12 months.

- **Bright Hour Allowance (BHA):** BHA is a non-recoverable monthly earning opportunity payable against a declaration by the employee for his/her availability in the Bright Hours and consent to move to any other OMC at any given time working during Bright Hours.

- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR. 21,000/- (excluding variable component) as per the Payment of Bonus Act.

- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

**RETIRALS & INSURANCES BENEFIT**

You and your dependants will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

.

**Medical Insurance:** Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
- By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central



Signature of Employee:

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HCL

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Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.

- The premium payable depends on the dependants declared.
- The hospitalization coverage limit will be same as defined in compensation structure.
- Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
- You may refer 'Medical Insurance policy' for further details.

- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948**.

  Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

  *The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

  *The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days' Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.

- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.

- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!



Signature of Employee:

PRINCIPAL
Avanthi Institute of Engineering & Technology
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**HCL TECH LTD. - IOMC** will correspond with you on the address & contact details mentioned below :-

**Permanent Address: Hyderabad, Hyderabad,**
**Telangana, India, 500004**
**Email ID: sudhasujji2014@gmail.com**
**Telephone Number: +91 8639908119**

PRINCIPAL
Institute of Engineering & Technology
(V), Hayathnagar,



Signature of Employee:

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**Offer Release Date May 18, 2021**

**Gopu Vikas**
**Hyderabad, Hyderabad,**
**Telangana, India, 500004**

**Sub: Offer and Appointment Letter**

Dear **Gopu Vikas,**

Congratulations! With reference to the interviews conducted by **HCL TECH LTD. - IOMC ("HCL" or "Company"),** we are pleased to inform you that you have been selected for employment in our organization as **Graduate Engineer Trainee** in **band E1.**

This position is a great match for your talent and skills, and that you will enjoy the professional challenges and growth opportunities associated with this role.

You are requested to join us on **October 12, 2020** at **9:00 A.M** at the following address**, Chennai-AMB-6, Amb. Ind. Est.,MTH Rd,ODC.** Your joining would be subject to successful completion and compliance with the pre-joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure and BPO divisions, HCL Axon etc. In line with the same approach, we look forward to your being flexible towards your placement in – **HCL TECH LTD. - IOMC.** Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s).

**Your Total Compensation will be INR 3.5 Lacs per annum outlined in Annexure I.**

You will be on probation for a period of **12 months** from the date of your joining. The general terms and conditions governing your employment are outlined in **Annexure II.**

You will be required to sign a service agreement along with a surety amount of **INR 1.25 Lakhs** in terms of which you also bind yourself to serve the company for a period of at least of **24 months** from the date of Joining. The terms and conditions of such Service agreement shall also be deemed to form part of your contract of employment with the Company.

On the date of joining, you would be required to submit the documents listed in **Annexure III.** Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.



Signature of Employee:

Chaitanya Institute of Engineering & Technology
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**Annexure IV** provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

You need to have cleared all the subjects & should be a pass out of **2020 batch** for the current academic course and be able to produce a provisional certificate from your college/university at the time of joining. No candidature with standing arrears will be entertained for joining on the stated date.
Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by **HCL TECH LTD. - IOMC** will stand withdrawn without any liability.
Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
**For HCL TECH LTD. - IOMC**

**Authorized Signatory**

Amrita Das

Vice President, Head-Global Rewards

**Annexure 1**

| **COMPENSATION PLAN** | |
|---|---|
| **Name** | **Gopu Vikas** |
| **Band** | **E1** |
| **Designation** | **Graduate Engineer Trainee** |
| **City** | **Chennai** |
| **Monthly Components (in INR)** | |
| Basic Salary | 15,069 |
| House Rent Allowance | 7,523 |
| Advance Statutory Bonus | - |
| Food Wallet | - |
| Holiday Allowance | - |
| Flexi Basket* | - |
| Compensatory Allowance | 0 |
| | |
| TOTAL: Monthly | 22,592 |

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Andhra Institute of Engineering & Technology



Signature of Employee:

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| | |
|---|---|
| **TOTAL: Monthly Components : Annualized** | **271,107** |
| | |
| **Retirals & Other Benefits (in INR)** | |
| Provident Fund | 21,699 |
| Medical Insurance Premium/ESIC | 10,000 |
| Gratuity | 8,694 |
| **TOTAL : Retirals** | **40,393** |
| | |
| **Variable Components (in INR)** | |
| Performance Bonus (in Rs.) | 21,000 |
| Engagement PB (paid monthly) @ 100% achievement levels | 17,500 |
| **TOTAL: Variable Components** | **38,500** |
| | |
| COST TO COMPANY | 350,000 |

| **Flexi Basket Details** | Max Sub limits (p.a.) |
|---|---|
| Fuel Reimbursement and Car Maintenance Charges | - |
| Leave Travel Assistance / Allowance | - |
| Car Lease Rental | - |
| **TOTAL : Annual Flexi Basket** | - |

*Employee has an option of availing all, some or none of the Flexi Basket across various components as per annual limits and entitlements mentioned in the CTC sheet. Based on the individual declaration and actual reimbursements, any unclaimed amount will be paid as taxable to the individual*

| **Insurance & Medical Benefits (in INR)** | Max Sub limits (p.a.) |
|---|---|
| Hospitalization cost reimbursement limit | 360,000 |
| Term life Insurance Cover | 2,000,000 |
| Disability cover due to accident (upto) | 1,800,000 |

**NOTE:**

1. Flexi Basket is only applicable in E2+ employees
2. All salary components are governed by the company policies and statutory guidelines.
3. This salary sheet is strictly confidential and must not be discussed with anyone other than your HCLT Reporting Manager and/or your HR Manager.
4. Any personal tax liability arising out of compensation will be borne solely by the employee.



Signature of Employee:

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

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Technology Hub, Special Economic Zone
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5. Gratuity to be payable as per act

**Annexure II**

**Welcome aboard...**

It is often said that an organization can grow only if it empowers its employees to grow! At HCL, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you for the position of **Graduate Engineer Trainee.** This is to be read in conjunction with the offer & appointment letter as attached.

**GENERAL TERMS AND CONDITIONS OF EMPLOYMENT**

This Annexure lays down the general terms and conditions of employment to to **HCL TECH LTD. - IOMC (herein referred as "HCL" or "Company")** and is a legally binding document.

1. **Location:**

   Your place of work will be located at **Chennai-AMB-6, Amb. Ind. Est.,MTH Rd,ODC.**

2. **Commencement of Employment:**

   Your period of continuous employment with the Company will commence from the date of your joining the Company subject to fulfillment of the other conditions as mentioned on this employment contract.

3. **Medical Checkup:**

   Your employment is subject to you being declared medically fit by the company doctor.

4. **Probation**

a) You shall be on probation for a period of **12 months** from the date of your appointment and unless notified in writing, you will be deemed as "confirmed" on completion of your probation period.
b) Your case for permanent absorption in the employment of the Company shall be considered on your satisfactorily completing the probationary period.
c) If during, or on the expiry of, the probation period (initial or extended) the Management finds your performance to be unsatisfactory or that you lack the aptitude for the job or that you are not suitable for the job, or the like, your probationary employment would be liable to be terminated, at any time, and without any liability.

5. **HCL Training Program:**

   Training (classroom/on the job) sessions will be conducted after your joining. The training period may be either extended or may be deemed completed earlier, at the discretion of the Management.

6. **Notice Period/ Separation:**



Signature of Employee:

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Institute of Engineering & Technology
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Your employment with the Company can also be terminated either by the Company or by you by giving the other party 60 days advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the 'Basic' component of the salary for the balance notice period would be paid to you by adjusting the amounts payable by you to the Company. For the avoidance of doubt, all amounts payable by you to the company would need to be cleared forthwith in the event of such termination. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the 'Basic' component of the salary for the balance notice period along with other amount payable by you to the company, if any. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company.

On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

**7. Increments and Promotions**

Your growth in terms of role, compensation etc., in the Company will be based on your performance. Your salary will be subject to annual salary review. Salary adjustments effected at the salary review takes into consideration your job performance, movement of remuneration levels, benefits and conditions. Your anniversary performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter of your anniversary, post which you will be aligned to July/October Cycle, or any other Cycle as per discretion of the Company, depending on your current DOJ/Band/Employee Group.

**8. Agreements:**

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

**9. Background and Reference Check:**

This offer of employment is subject to your clearing our BGV process. As a precondition to accept this Offer Letter, you hereby give your express authorization to the Company (or the appointed third party) to conduct a background investigation on your credentials, as may be necessary and further agree that any misrepresentation in this regard or your failure to clear the BGV process shall give rise to the withdrawal of this offer of employment, and any employment contract which may have been subsequently executed shall be deemed void and ineffectual.

During the terms of employment, the Company may undertake the process of checking credentials of the Employee in terms of education, previous employment(s), and other information provided in the resumes/CVs as submitted by the said Employees, either on its own or with the help of a third party as and when required. For the avoidance of doubt, the Employee's signature in this Agreement constitutes the Employee's express authorization for the Company (or the appointed third party) to conduct a background investigation on his/her credentials, as may be necessary. Furthermore, the Employee agrees to submit himself /herself to random drug /medical testing at any time during the course of employment as permitted by law.



Signature of Employee:

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Hayathnagar,
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You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process. The company may also undertake reference check through at least two professional references submitted during the process of selection.

10. **Working Hours:**

This division works 24x7 Shifts and you will be required to do so as per the need of the organization. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

11. **Mobility:**

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises and Country

12. **Deputation/ Transfer:**

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

13. **Retirement:**

You will retire from service on attaining superannuation at the age of 55 years.

14. **Other benefits:**

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

15. **Transport Facility**

You shall be provided the shift cabs for pick and drop from home to office and vice versa within the limit of 20 KMs as per the company policy.

16. **IP, Copyright, Inventions and Patents**

All inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts and other intellectual property rights that you may make or conceive, either solely or jointly with others, during the period of your employment, shall be deemed to be sole property of the company and you hereby waive any and all right, title or interest, if any, in the same in favor of the company. Further, it shall be your duty to promptly reduce to writing and disclose to the Company all such inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts and other intellectual property rights, which you may make or conceive. You agree to, at all times, assist the company in every proper and possible way to patent or register the said ideas, concepts, inventions, discoveries, improvements, copyrightable material and/or trademarks in any and all countries and to vest the title thereto in the company, its successors, assigns and



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nominees. Your obligations under this clause shall survive expiration or termination of your employment with the Company.

**17. Data Protection:**

a) The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.

b) The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.

c) The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.

d) During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.

e) The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

**18. Exclusivity of service**

You agree not to undertake employment whether full time or part time, as the Director/ Partner/member/employee of any other organization or entity engaged in any form of business activity without the consent of **HCL TECH LTD. - IOMC** The consent may be given subject to any terms and conditions that the company may think fit and may be withdrawn at the discretion of the company.

**19. Confidentiality & Non-Disclosure**:

You acknowledge that the disclosure of any commercially sensitive information, trade secrets or other confidential information (which may not be readily available to competitors or to the general public) will cause significant harm to the Company.

You agree that you shall not at any time during your employment (except in the proper performance of your duties) with the Company, or at any time (without limit) after the termination thereof, directly or indirectly use or exploit for your own purposes or those of any other person, company, business entity or other organization whatsoever, or disclose to any person, company, business entity or other organization whatsoever, any trade secrets of the Company or its associated companies; any confidential information relating or belonging to the Company including but not limited to any such information relating to customers, customer lists or requirements, price lists or pricing structures, marketing and information, Intellectual Property, business plans or dealings, technical data, employees or officers, financial information and plans, designs, formulae, product lines or research activities; source codes and computer systems, software, any document marked "Confidential"; any information which you have been told is confidential or which you might reasonably expect the Company to regard as confidential or any information which has been given to the Company or any Associated Company in confidence by customers, suppliers and other persons.



Signature of Employee:

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Engineering & Technology
HCL

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You shall not at any time during the continuance of your employment with the Company make any notes or memoranda relating to any matter within the scope of the Company's or any Associated Company's business, dealings or affairs otherwise than for the benefit of the Company or any Associated Company.

You must not make or communicate (or cause or facilitate the making or communication of) any oral or written statement to any representative of the press, television, radio or other media on any matter connected with or relating to the Company or any of its Associated Companies, without the prior written consent of the Company.

The obligations contained in this provision shall not apply to, any information which you are required to disclose in accordance with an order of a Court of competent jurisdiction, any information or knowledge which may subsequently come into the public domain other than by way of unauthorized disclosure (whether by you or a third party); any act of yours in the proper performance of the duties of your employment; any use or disclosure where such use or disclosure has been properly authorized by the Company.

Your obligations under this paragraph would continue even beyond the cessation/termination of your employment. Any violation of the above obligations/conditions shall render you liable for appropriate disciplinary action including termination of your employment.

**20. Rules, Policies, Procedures:**

The Employee must comply at all times with the Company's rules, policies and procedures relating to equal opportunities, harassment, health and safety, e-mail and internet use, and all other rules, policies and procedures introduced by the Company from time to time. For the avoidance of doubt such rules, policies and procedures are not incorporated by reference into this contract and they may be changed, replaced or withdrawn at any time at the discretion of the Company.

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include upto termination of your employment with HCL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of **HCL TECH LTD. - IOMC** as applicable to you and the changes therein from time to time.

**21. Correctness of the Details Furnished:**

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.



Signature of Employee:

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**22. Warranty and Undertaking:**

You represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing the duties of your employment or any of them, in accordance with the terms and conditions of this Agreement.

You warrant and agree that you are not entering into this Agreement in reliance on any representation not expressly set out in this Agreement.

**23. Changes to the terms & conditions:**

The Company reserves the right to make reasonable changes to any of your terms and conditions of employment. If the Company changes any of the terms and conditions of your employment, it will notify you in writing of the changes taking effect.

In case of any dispute as to the interpretation of the terms and conditions of your service, the decision of the Company shall be final and binding on you.

**Authorized Signatory**
**September 18, 2020**

Amrita Das

Vice President, Head-Global Rewards

I confirm receipt of and accept the above Terms & Conditions of Employment.

**Annexure III**

| **LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL** | |
|---|---|
| **S.No.** | **Particulars (To be submitted to the Recruiter/Online of the BGV link)** |
| 1 | **Highest Qualification -** Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date |
| 2 | **Permanent/Current Address Proof** – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc. |



Signature of Employee:

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HCL

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| | |
|---|---|
| 3 | **Previous Employer** – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number |
| 4 | A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization) |
| 5 | **Identity Verification** - Copy of valid passport and PAN card required |

**Additional documents (To be submitted on request** – Only if required)

1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

**Things to Remember**

1. The information provided in Resume and background verification form must be same.
2. Information provided in background verification form must be accurate.
3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

**List of Documents required for joining / induction day (Hard Copies)**

| S. No | Document Name | Number of Photocopies |
|---|---|---|
| 1 | Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES) | 1 |
| 2 | Extension Letter (if the Date of Joining in the offer letter is past dated) | 1 |
| 3 | Passport –Front copy only - for Name & DOB proof. | 1 |
| 4 | 10th Mark sheet, only if passport is not available. | 1 |
| 5 | PAN CARD as ID Proof (Only if passport is not available) | 1 |
| 6 | Passport Size Photographs (Only with white background) | 3 |

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.



Signature of Employee:

PRINCIPAL
Gumlingpally
Ranga Reddy

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- Induction Timings are **0900 to 1830** IST.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

**Location of HCL Onboarding Team for joining formalities:**

| S. No | Location | Address |
|---|---|---|
| 1 | NOIDA | HCL Technologies Ltd, A-9, Sector-3, Noida-UP, 201301 |
| 2 | CHENNAI | HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm High Road, Chennai-600119 |
| 3 | BANGLORE | HCL Technologies Ltd,Surya Saphire, Plot#3, 1St Phase, Hosur Road, Electronic City Banglore-560100 |
| 4 | KOLKATA | HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091 |
| 5 | HYDERABAD | HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081 |
| 6 | PUNE | HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013 |
| 7 | MUMBAI | HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093 |
| 8 | LUCKNOW | HCL Technologies Ltd,Hcl It City, Sdc-01, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002 |
| 9 | MADURAI | HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020 |
| 10 | Nagpur | HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur |
| 11 | Coimbatore | State Street Hcl Services \| Human Resources \| Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526\| |
| 12 | Vijayawada | State Street HCL Services Private LimitedMedha IT Towers, Third Floor,Kesarapalli,Gannavaram,Krishna District 521102 |

## ANNEXURE IV

## EXPLANATION OF COMPENSATION STRUCTURE AND SOME BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- Basic Salary
- Monthly Allowances

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- Retirals & Insurances Benefit

The details for each component falling under these heads are explained as following:

**BASIC SALARY**

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

**MONTHLY ALLOWANCES**

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.

- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR. 50,000/- spread over 12 months.

- **Bright Hour Allowance (BHA):** BHA is a non-recoverable monthly earning opportunity payable against a declaration by the employee for his/her availability in the Bright Hours and consent to move to any other OMC at any given time working during Bright Hours.

- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR. 21,000/- (excluding variable component) as per the Payment of Bonus Act.

- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

**RETIRALS & INSURANCES BENEFIT**

You and your dependants will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

**Medical Insurance:** Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
- By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central



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Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.

- The premium payable depends on the dependants declared.
- The hospitalization coverage limit will be same as defined in compensation structure.
- Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
- You may refer 'Medical Insurance policy' for further details.

- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948**.

  Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

  *The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

  *The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days' Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.

- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.

- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!



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**HCL TECH LTD. - IOMC** will correspond with you on the address & contact details mentioned below :-

**Permanent Address: Hyderabad, Hyderabad,**
**Telangana, India, 500004**
**Email ID: sudhasujji2014@gmail.com**
**Telephone Number: +91 8639908119**



Signature of Employee:

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**Offer Release Date May 18, 2021**

**Gurram Niharika**
**Hyderabad, Hyderabad,**
**Telangana, India, 500004**

**Sub: Offer and Appointment Letter**

\

Dear **Gurram Niharika,**

Congratulations! With reference to the interviews conducted by **HCL TECH LTD. - IOMC ("HCL" or "Company"),** we are pleased to inform you that you have been selected for employment in our organization as **Graduate Engineer Trainee** in **band E1.**

This position is a great match for your talent and skills, and that you will enjoy the professional challenges and growth opportunities associated with this role.

You are requested to join us on **October 12, 2020** at **9:00 A.M** at the following address**, Chennai-AMB-6, Amb. Ind. Est.,MTH Rd,ODC.** Your joining would be subject to successful completion and compliance with the pre-joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure and BPO divisions, HCL Axon etc. In line with the same approach, we look forward to your being flexible towards your placement in – **HCL TECH LTD. - IOMC.** Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s).

**Your Total Compensation will be INR 3.5 Lacs per annum outlined in Annexure I.**

You will be on probation for a period of **12 months** from the date of your joining. The general terms and conditions governing your employment are outlined in **Annexure II.**

You will be required to sign a service agreement along with a surety amount of **INR 1.25 Lakhs** in terms of which you also bind yourself to serve the company for a period of at least of **24 months** from the date of Joining. The terms and conditions of such Service agreement shall also be deemed to form part of your contract of employment with the Company.

On the date of joining, you would be required to submit the documents listed in **Annexure III**. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.



Signature of Employee:

PRINCIPAL
HCL
Ranga Reddy (Dist.)

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**Annexure IV** provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

You need to have cleared all the subjects & should be a pass out of **2020 batch** for the current academic course and be able to produce a provisional certificate from your college/university at the time of joining. No candidature with standing arrears will be entertained for joining on the stated date.
Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by **HCL TECH LTD. - IOMC** will stand withdrawn without any liability.
Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
**For HCL TECH LTD. - IOMC**

**Authorized Signatory**

Amrita Das

Vice President, Head-Global Rewards

**Annexure 1**

| **COMPENSATION PLAN** | |
|---|---|
| **Name** | **Gurram Niharika** |
| **Band** | **E1** |
| **Designation** | **Graduate Engineer Trainee** |
| **City** | **Chennai** |
| **Monthly Components (in INR)** | |
| Basic Salary | 15,069 |
| House Rent Allowance | 7,523 |
| Advance Statutory Bonus | - |
| Food Wallet | - |
| Holiday Allowance | - |
| Flexi Basket* | - |
| Compensatory Allowance | 0 |
| | |
| TOTAL: Monthly | 22,592 |



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| | |
|---|---|
| **TOTAL: Monthly Components : Annualized** | **271,107** |
| | |
| **Retirals & Other Benefits (in INR)** | |
| Provident Fund | 21,699 |
| Medical Insurance Premium/ESIC | 10,000 |
| Gratuity | 8,694 |
| **TOTAL : Retirals** | **40,393** |
| | |
| **Variable Components (in INR)** | |
| Performance Bonus (in Rs.) | 21,000 |
| Engagement PB (paid monthly) @ 100% achievement levels | 17,500 |
| **TOTAL: Variable Components** | **38,500** |
| | |
| **COST TO COMPANY** | **350,000** |

| **Flexi Basket Details** | Max Sub limits (p.a.) |
|---|---|
| Fuel Reimbursement and Car Maintenance Charges | - |
| Leave Travel Assistance / Allowance | - |
| Car Lease Rental | - |
| **TOTAL : Annual Flexi Basket** | - |

*Employee has an option of availing all, some or none of the Flexi Basket across various components as per annual limits and entitlements mentioned in the CTC sheet. Based on the individual declaration and actual reimbursements, any unclaimed amount will be paid as taxable to the individual*

| **Insurance & Medical Benefits (in INR)** | Max Sub limits (p.a.) |
|---|---|
| Hospitalization cost reimbursement limit | 360,000 |
| Term life Insurance Cover | 2,000,000 |
| Disability cover due to accident (upto) | 1,800,000 |

**NOTE:**

1. Flexi Basket is only applicable in E2+ employees
2. All salary components are governed by the company policies and statutory guidelines.
3. This salary sheet is strictly confidential and must not be discussed with anyone other than your HCLT Reporting Manager and/or your HR Manager.
4. Any personal tax liability arising out of compensation will be borne solely by the employee.



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5. Gratuity to be payable as per act

**Annexure II**

**Welcome aboard...**

It is often said that an organization can grow only if it empowers its employees to grow! At HCL, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you for the position of **Graduate Engineer Trainee.** This is to be read in conjunction with the offer & appointment letter as attached.

**GENERAL TERMS AND CONDITIONS OF EMPLOYMENT**

This Annexure lays down the general terms and conditions of employment to to **HCL TECH LTD. - IOMC (herein referred as "HCL" or "Company")** and is a legally binding document.

1. **Location:**

   Your place of work will be located at **Chennai-AMB-6, Amb. Ind. Est.,MTH Rd,ODC.**

2. **Commencement of Employment:**

   Your period of continuous employment with the Company will commence from the date of your joining the Company subject to fulfillment of the other conditions as mentioned on this employment contract.

3. **Medical Checkup:**

   Your employment is subject to you being declared medically fit by the company doctor.

4. **Probation**

a) You shall be on probation for a period of **12 months** from the date of your appointment and unless notified in writing, you will be deemed as "confirmed" on completion of your probation period.
b) Your case for permanent absorption in the employment of the Company shall be considered on your satisfactorily completing the probationary period.
c) If during, or on the expiry of, the probation period (initial or extended) the Management finds your performance to be unsatisfactory or that you lack the aptitude for the job or that you are not suitable for the job, or the like, your probationary employment would be liable to be terminated, at any time, and without any liability.

5. **HCL Training Program:**

   Training (classroom/on the job) sessions will be conducted after your joining. The training period may be either extended or may be deemed completed earlier, at the discretion of the Management.

6. **Notice Period/ Separation:**



Signature of Employee:

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

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Your employment with the Company can also be terminated either by the Company or by you by giving the other party 60 days advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the 'Basic' component of the salary for the balance notice period would be paid to you by adjusting the amounts payable by you to the Company. For the avoidance of doubt, all amounts payable by you to the company would need to be cleared forthwith in the event of such termination. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the 'Basic' component of the salary for the balance notice period along with other amount payable by you to the company, if any. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company.

On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

**7. Increments and Promotions**

Your growth in terms of role, compensation etc., in the Company will be based on your performance. Your salary will be subject to annual salary review. Salary adjustments effected at the salary review takes into consideration your job performance, movement of remuneration levels, benefits and conditions. Your anniversary performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter of your anniversary, post which you will be aligned to July/October Cycle, or any other Cycle as per discretion of the Company, depending on your current DOJ/Band/Employee Group.

**8. Agreements:**

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

**9. Background and Reference Check:**

This offer of employment is subject to your clearing our BGV process. As a precondition to accept this Offer Letter, you hereby give your express authorization to the Company (or the appointed third party) to conduct a background investigation on your credentials, as may be necessary and further agree that any misrepresentation in this regard or your failure to clear the BGV process shall give rise to the withdrawal of this offer of employment, and any employment contract which may have been subsequently executed shall be deemed void and ineffectual.

During the terms of employment, the Company may undertake the process of checking credentials of the Employee in terms of education, previous employment(s), and other information provided in the resumes/CVs as submitted by the said Employees, either on its own or with the help of a third party as and when required. For the avoidance of doubt, the Employee's signature in this Agreement constitutes the Employee's express authorization for the Company (or the appointed third party) to conduct a background investigation on his/her credentials, as may be necessary. Furthermore, the Employee agrees to submit himself /herself to random drug /medical testing at any time during the course of employment as permitted by law.



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You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process. The company may also undertake reference check through at least two professional references submitted during the process of selection.

10. **Working Hours:**

This division works 24x7 Shifts and you will be required to do so as per the need of the organization. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

11. **Mobility:**

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises and Country

12. **Deputation/ Transfer:**

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

13. **Retirement:**

You will retire from service on attaining superannuation at the age of 55 years.

14. **Other benefits:**

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

15. **Transport Facility**

You shall be provided the shift cabs for pick and drop from home to office and vice versa within the limit of 20 KMs as per the company policy.

16. **IP, Copyright, Inventions and Patents**

All inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts and other intellectual property rights that you may make or conceive, either solely or jointly with others, during the period of your employment, shall be deemed to be sole property of the company and you hereby waive any and all right, title or interest, if any, in the same in favor of the company. Further, it shall be your duty to promptly reduce to writing and disclose to the Company all such inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts and other intellectual property rights, which you may make or conceive. You agree to, at all times, assist the company in every proper and possible way to patent or register the said ideas, concepts, inventions, discoveries, improvements, copyrightable material and/or trademarks in any and all countries and to vest the title thereto in the company, its successors, assigns and



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Hayathnagar

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nominees. Your obligations under this clause shall survive expiration or termination of your employment with the Company.

**17. Data Protection:**

a) The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.

b) The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.

c) The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.

d) During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.

e) The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

**18. Exclusivity of service**

You agree not to undertake employment whether full time or part time, as the Director/ Partner/member/employee of any other organization or entity engaged in any form of business activity without the consent of **HCL TECH LTD. - IOMC** The consent may be given subject to any terms and conditions that the company may think fit and may be withdrawn at the discretion of the company.

**19. Confidentiality & Non-Disclosure**:

You acknowledge that the disclosure of any commercially sensitive information, trade secrets or other confidential information (which may not be readily available to competitors or to the general public) will cause significant harm to the Company.

You agree that you shall not at any time during your employment (except in the proper performance of your duties) with the Company, or at any time (without limit) after the termination thereof, directly or indirectly use or exploit for your own purposes or those of any other person, company, business entity or other organization whatsoever, or disclose to any person, company, business entity or other organization whatsoever, any trade secrets of the Company or its associated companies; any confidential information relating or belonging to the Company including but not limited to any such information relating to customers, customer lists or requirements, price lists or pricing structures, marketing and information, Intellectual Property, business plans or dealings, technical data, employees or officers, financial information and plans, designs, formulae, product lines or research activities; source codes and computer systems, software, any document marked "Confidential"; any information which you have been told is confidential or which you might reasonably expect the Company to regard as confidential or any information which has been given to the Company or any Associated Company in confidence by customers, suppliers and other persons.



Signature of Employee:

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You shall not at any time during the continuance of your employment with the Company make any notes or memoranda relating to any matter within the scope of the Company's or any Associated Company's business, dealings or affairs otherwise than for the benefit of the Company or any Associated Company.

You must not make or communicate (or cause or facilitate the making or communication of) any oral or written statement to any representative of the press, television, radio or other media on any matter connected with or relating to the Company or any of its Associated Companies, without the prior written consent of the Company.

The obligations contained in this provision shall not apply to, any information which you are required to disclose in accordance with an order of a Court of competent jurisdiction, any information or knowledge which may subsequently come into the public domain other than by way of unauthorized disclosure (whether by you or a third party); any act of yours in the proper performance of the duties of your employment; any use or disclosure where such use or disclosure has been properly authorized by the Company.

Your obligations under this paragraph would continue even beyond the cessation/termination of your employment. Any violation of the above obligations/conditions shall render you liable for appropriate disciplinary action including termination of your employment.

**20. Rules, Policies, Procedures:**

The Employee must comply at all times with the Company's rules, policies and procedures relating to equal opportunities, harassment, health and safety, e-mail and internet use, and all other rules, policies and procedures introduced by the Company from time to time. For the avoidance of doubt such rules, policies and procedures are not incorporated by reference into this contract and they may be changed, replaced or withdrawn at any time at the discretion of the Company.

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include upto termination of your employment with HCL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of **HCL TECH LTD. - IOMC** as applicable to you and the changes therein from time to time.

**21. Correctness of the Details Furnished:**

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.



Signature of Employee:

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**22. Warranty and Undertaking:**

You represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing the duties of your employment or any of them, in accordance with the terms and conditions of this Agreement.

You warrant and agree that you are not entering into this Agreement in reliance on any representation not expressly set out in this Agreement.

**23. Changes to the terms & conditions:**

The Company reserves the right to make reasonable changes to any of your terms and conditions of employment. If the Company changes any of the terms and conditions of your employment, it will notify you in writing of the changes taking effect.

In case of any dispute as to the interpretation of the terms and conditions of your service, the decision of the Company shall be final and binding on you.

**Authorized Signatory**
**September 18, 2020**

Amrita Das

Vice President, Head-Global Rewards

I confirm receipt of and accept the above Terms & Conditions of Employment.

**Annexure III**

| LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL | |
|---|---|
| **S.No.** | **Particulars (To be submitted to the Recruiter/Online of the BGV link)** |
| 1 | **Highest Qualification -** Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date |
| 2 | **Permanent/Current Address Proof** – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc. |



Signature of Employee:

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

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| | |
|---|---|
| 3 | **Previous Employer** – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number |
| 4 | A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization) |
| 5 | **Identity Verification** - Copy of valid passport and PAN card required |

**Additional documents (To be submitted on request** – Only if required)

1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

**Things to Remember**

1. The information provided in Resume and background verification form must be same.
2. Information provided in background verification form must be accurate.
3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

| List of Documents required for joining / induction day (Hard Copies) | | |
|---|---|---|
| **S. No** | **Document Name** | **Number of Photocopies** |
| 1 | Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES) | 1 |
| 2 | Extension Letter (if the Date of Joining in the offer letter is past dated) | 1 |
| 3 | Passport –Front copy only - for Name & DOB proof. | 1 |
| 4 | 10th Mark sheet, only if passport is not available. | 1 |
| 5 | PAN CARD as ID Proof (Only if passport is not available) | 1 |
| 6 | Passport Size Photographs (Only with white background) | 3 |

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.



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- Induction Timings are **0900 to 1830** IST.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

**Location of HCL Onboarding Team for joining formalities:**

| S. No | Location | Address |
|---|---|---|
| 1 | NOIDA | HCL Technologies Ltd, A-9, Sector-3, Noida-UP, 201301 |
| 2 | CHENNAI | HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm High Road, Chennai-600119 |
| 3 | BANGLORE | HCL Technologies Ltd,Surya Saphire, Plot#3, 1St Phase, Hosur Road, Electronic City Banglore-560100 |
| 4 | KOLKATA | HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091 |
| 5 | HYDERABAD | HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081 |
| 6 | PUNE | HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013 |
| 7 | MUMBAI | HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093 |
| 8 | LUCKNOW | HCL Technologies Ltd,Hcl It City, Sdc-01, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002 |
| 9 | MADURAI | HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020 |
| 10 | Nagpur | HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur |
| 11 | Coimbatore | State Street Hcl Services \| Human Resources \| Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526\| |
| 12 | Vijayawada | State Street HCL Services Private LimitedMedha IT Towers, Third Floor,Kesarapalli,Gannavaram,Krishna District 521102 |

## ANNEXURE IV

## EXPLANATION OF COMPENSATION STRUCTURE AND SOME BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- Basic Salary
- Monthly Allowances



Signature of Employee:

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

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- Retirals & Insurances Benefit

The details for each component falling under these heads are explained as following:

**BASIC SALARY**

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

**MONTHLY ALLOWANCES**

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.

- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR. 50,000/- spread over 12 months.

- **Bright Hour Allowance (BHA):** BHA is a non-recoverable monthly earning opportunity payable against a declaration by the employee for his/her availability in the Bright Hours and consent to move to any other OMC at any given time working during Bright Hours.

- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR. 21,000/- (excluding variable component) as per the Payment of Bonus Act.

- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

**RETIRALS & INSURANCES BENEFIT**

You and your dependants will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

.

**Medical Insurance:** Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
- By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central



Signature of Employee:

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Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.

- The premium payable depends on the dependants declared.
- The hospitalization coverage limit will be same as defined in compensation structure.
- Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
- You may refer 'Medical Insurance policy' for further details.

- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948**.

  Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

  *The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

  *The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days' Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.

- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.

- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!



Signature of Employee:

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**HCL TECH LTD. - IOMC** will correspond with you on the address & contact details mentioned below :-

**Permanent Address: Hyderabad, Hyderabad,**
**Telangana, India, 500004**
**Email ID: sudhasujji2014@gmail.com**
**Telephone Number: +91 8639908119**



Signature of Employee:

PRINCIPAL
Engineering & Technolog
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

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**Offer Release Date May 18, 2021**

**K Naresh Goud**
**Hyderabad, Hyderabad,**
**Telangana, India, 500004**

**Sub: Offer and Appointment Letter**

**Dear K Naresh Goud,**

Congratulations! With reference to the interviews conducted by **HCL TECH LTD. - IOMC ("HCL" or "Company"),** we are pleased to inform you that you have been selected for employment in our organization as **Graduate Engineer Trainee** in **band E1.**

This position is a great match for your talent and skills, and that you will enjoy the professional challenges and growth opportunities associated with this role.

You are requested to join us on **October 12, 2020** at **9:00 A.M** at the following address**, Chennai-AMB-6, Amb. Ind. Est.,MTH Rd,ODC.** Your joining would be subject to successful completion and compliance with the pre-joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure and BPO divisions, HCL Axon etc. In line with the same approach, we look forward to your being flexible towards your placement in – **HCL TECH LTD. - IOMC.** Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s).

**Your Total Compensation will be INR 3.5 Lacs per annum outlined in Annexure I.**

You will be on probation for a period of **12 months** from the date of your joining. The general terms and conditions governing your employment are outlined in **Annexure II.**

You will be required to sign a service agreement along with a surety amount of **INR 1.25 Lakhs** in terms of which you also bind yourself to serve the company for a period of at least of **24 months** from the date of Joining. The terms and conditions of such Service agreement shall also be deemed to form part of your contract of employment with the Company.

On the date of joining, you would be required to submit the documents listed in **Annexure III**. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.



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**Annexure IV** provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

You need to have cleared all the subjects & should be a pass out of **2020 batch** for the current academic course and be able to produce a provisional certificate from your college/university at the time of joining. No candidature with standing arrears will be entertained for joining on the stated date.
Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by **HCL TECH LTD. - IOMC** will stand withdrawn without any liability.
Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
**For HCL TECH LTD. - IOMC**

**Authorized Signatory**

Amrita Das

Vice President, Head-Global Rewards

**Annexure 1**

| **COMPENSATION PLAN** | |
|---|---|
| **Name** | **K Naresh Goud** |
| **Band** | **E1** |
| **Designation** | **Graduate Engineer Trainee** |
| **City** | **Chennai** |
| **Monthly Components (in INR)** | |
| Basic Salary | 15,069 |
| House Rent Allowance | 7,523 |
| Advance Statutory Bonus | - |
| Food Wallet | - |
| Holiday Allowance | - |
| Flexi Basket* | - |
| Compensatory Allowance | 0 |
| | |
| TOTAL: Monthly | 22,592 |

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| | |
|---|---|
| **TOTAL: Monthly Components : Annualized** | **271,107** |
| | |
| **Retirals & Other Benefits (in INR)** | |
| Provident Fund | 21,699 |
| Medical Insurance Premium/ESIC | 10,000 |
| Gratuity | 8,694 |
| **TOTAL : Retirals** | **40,393** |
| | |
| **Variable Components (in INR)** | |
| Performance Bonus (in Rs.) | 21,000 |
| Engagement PB (paid monthly) @ 100% achievement levels | 17,500 |
| **TOTAL: Variable Components** | **38,500** |
| | |
| **COST TO COMPANY** | **350,000** |

| **Flexi Basket Details** | Max Sub limits (p.a.) |
|---|---|
| Fuel Reimbursement and Car Maintenance Charges | - |
| Leave Travel Assistance / Allowance | - |
| Car Lease Rental | - |
| **TOTAL : Annual Flexi Basket** | - |

*Employee has an option of availing all, some or none of the Flexi Basket across various components as per annual limits and entitlements mentioned in the CTC sheet. Based on the individual declaration and actual reimbursements, any unclaimed amount will be paid as taxable to the individual*

| **Insurance & Medical Benefits (in INR)** | Max Sub limits (p.a.) |
|---|---|
| Hospitalization cost reimbursement limit | 360,000 |
| Term life Insurance Cover | 2,000,000 |
| Disability cover due to accident (upto) | 1,800,000 |

**NOTE:**

1. Flexi Basket is only applicable in E2+ employees
2. All salary components are governed by the company policies and statutory guidelines.
3. This salary sheet is strictly confidential and must not be discussed with anyone other than your HCLT Reporting Manager and/or your HR Manager.
4. Any personal tax liability arising out of compensation will be borne solely by the employee.



Signature of Employee:

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Avanthi Institute of

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5. Gratuity to be payable as per act

**Annexure II**

**Welcome aboard...**

It is often said that an organization can grow only if it empowers its employees to grow! At HCL, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you for the position of **Graduate Engineer Trainee.** This is to be read in conjunction with the offer & appointment letter as attached.

**GENERAL TERMS AND CONDITIONS OF EMPLOYMENT**

This Annexure lays down the general terms and conditions of employment to to **HCL TECH LTD. - IOMC (herein referred as "HCL" or "Company")** and is a legally binding document.

1. **Location:**

   Your place of work will be located at **Chennai-AMB-6, Amb. Ind. Est.,MTH Rd,ODC.**

2. **Commencement of Employment:**

   Your period of continuous employment with the Company will commence from the date of your joining the Company subject to fulfillment of the other conditions as mentioned on this employment contract.

3. **Medical Checkup:**

   Your employment is subject to you being declared medically fit by the company doctor.

4. **Probation**

a) You shall be on probation for a period of **12 months** from the date of your appointment and unless notified in writing, you will be deemed as "confirmed" on completion of your probation period.
b) Your case for permanent absorption in the employment of the Company shall be considered on your satisfactorily completing the probationary period.
c) If during, or on the expiry of, the probation period (initial or extended) the Management finds your performance to be unsatisfactory or that you lack the aptitude for the job or that you are not suitable for the job, or the like, your probationary employment would be liable to be terminated, at any time, and without any liability.

5. **HCL Training Program:**

   Training (classroom/on the job) sessions will be conducted after your joining. The training period may be either extended or may be deemed completed earlier, at the discretion of the Management.

6. **Notice Period/ Separation:**



Signature of Employee:

PRINCIPAL
Institute of Engineering & Technology
Gurunathagar,
Ranga Reddy

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Your employment with the Company can also be terminated either by the Company or by you by giving the other party 60 days advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the 'Basic' component of the salary for the balance notice period would be paid to you by adjusting the amounts payable by you to the Company. For the avoidance of doubt, all amounts payable by you to the company would need to be cleared forthwith in the event of such termination. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the 'Basic' component of the salary for the balance notice period along with other amount payable by you to the company, if any. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company.

On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

**7. Increments and Promotions**

Your growth in terms of role, compensation etc., in the Company will be based on your performance. Your salary will be subject to annual salary review. Salary adjustments effected at the salary review takes into consideration your job performance, movement of remuneration levels, benefits and conditions. Your anniversary performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter of your anniversary, post which you will be aligned to July/October Cycle, or any other Cycle as per discretion of the Company, depending on your current DOJ/Band/Employee Group.

**8. Agreements:**

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

**9. Background and Reference Check:**

This offer of employment is subject to your clearing our BGV process. As a precondition to accept this Offer Letter, you hereby give your express authorization to the Company (or the appointed third party) to conduct a background investigation on your credentials, as may be necessary and further agree that any misrepresentation in this regard or your failure to clear the BGV process shall give rise to the withdrawal of this offer of employment, and any employment contract which may have been subsequently executed shall be deemed void and ineffectual.

During the terms of employment, the Company may undertake the process of checking credentials of the Employee in terms of education, previous employment(s), and other information provided in the resumes/CVs as submitted by the said Employees, either on its own or with the help of a third party as and when required. For the avoidance of doubt, the Employee's signature in this Agreement constitutes the Employee's express authorization for the Company (or the appointed third party) to conduct a background investigation on his/her credentials, as may be necessary. Furthermore, the Employee agrees to submit himself /herself to random drug /medical testing at any time during the course of employment as permitted by law.



Signature of Employee:

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You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process. The company may also undertake reference check through at least two professional references submitted during the process of selection.

**10. Working Hours:**

This division works 24x7 Shifts and you will be required to do so as per the need of the organization. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

**11. Mobility:**

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises and Country

**12. Deputation/ Transfer:**

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

**13. Retirement:**

You will retire from service on attaining superannuation at the age of 55 years.

**14. Other benefits:**

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

**15. Transport Facility**

You shall be provided the shift cabs for pick and drop from home to office and vice versa within the limit of 20 KMs as per the company policy.

**16. IP, Copyright, Inventions and Patents**

All inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts and other intellectual property rights that you may make or conceive, either solely or jointly with others, during the period of your employment, shall be deemed to be sole property of the company and you hereby waive any and all right, title or interest, if any, in the same in favor of the company. Further, it shall be your duty to promptly reduce to writing and disclose to the Company all such inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts and other intellectual property rights, which you may make or conceive. You agree to, at all times, assist the company in every proper and possible way to patent or register the said ideas, concepts, inventions, discoveries, improvements, copyrightable material and/or trademarks in any and all countries and to vest the title thereto in the company, its successors, assigns and



Signature of Employee:

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Ranga Reddy (Dist.)

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nominees. Your obligations under this clause shall survive expiration or termination of your employment with the Company.

**17. Data Protection:**

a) The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.

b) The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.

c) The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.

d) During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.

e) The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

**18. Exclusivity of service**

You agree not to undertake employment whether full time or part time, as the Director/ Partner/member/employee of any other organization or entity engaged in any form of business activity without the consent of **HCL TECH LTD. - IOMC** The consent may be given subject to any terms and conditions that the company may think fit and may be withdrawn at the discretion of the company.

**19. Confidentiality & Non-Disclosure**:

You acknowledge that the disclosure of any commercially sensitive information, trade secrets or other confidential information (which may not be readily available to competitors or to the general public) will cause significant harm to the Company.

You agree that you shall not at any time during your employment (except in the proper performance of your duties) with the Company, or at any time (without limit) after the termination thereof, directly or indirectly use or exploit for your own purposes or those of any other person, company, business entity or other organization whatsoever, or disclose to any person, company, business entity or other organization whatsoever, any trade secrets of the Company or its associated companies; any confidential information relating or belonging to the Company including but not limited to any such information relating to customers, customer lists or requirements, price lists or pricing structures, marketing and information, Intellectual Property, business plans or dealings, technical data, employees or officers, financial information and plans, designs, formulae, product lines or research activities; source codes and computer systems, software, any document marked "Confidential"; any information which you have been told is confidential or which you might reasonably expect the Company to regard as confidential or any information which has been given to the Company or any Associated Company in confidence by customers, suppliers and other persons.



Signature of Employee:

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You shall not at any time during the continuance of your employment with the Company make any notes or memoranda relating to any matter within the scope of the Company's or any Associated Company's business, dealings or affairs otherwise than for the benefit of the Company or any Associated Company.

You must not make or communicate (or cause or facilitate the making or communication of) any oral or written statement to any representative of the press, television, radio or other media on any matter connected with or relating to the Company or any of its Associated Companies, without the prior written consent of the Company.

The obligations contained in this provision shall not apply to, any information which you are required to disclose in accordance with an order of a Court of competent jurisdiction, any information or knowledge which may subsequently come into the public domain other than by way of unauthorized disclosure (whether by you or a third party); any act of yours in the proper performance of the duties of your employment; any use or disclosure where such use or disclosure has been properly authorized by the Company.

Your obligations under this paragraph would continue even beyond the cessation/termination of your employment. Any violation of the above obligations/conditions shall render you liable for appropriate disciplinary action including termination of your employment.

**20. Rules, Policies, Procedures:**

The Employee must comply at all times with the Company's rules, policies and procedures relating to equal opportunities, harassment, health and safety, e-mail and internet use, and all other rules, policies and procedures introduced by the Company from time to time. For the avoidance of doubt such rules, policies and procedures are not incorporated by reference into this contract and they may be changed, replaced or withdrawn at any time at the discretion of the Company.

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include upto termination of your employment with HCL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of **HCL TECH LTD. - IOMC** as applicable to you and the changes therein from time to time.

**21. Correctness of the Details Furnished:**

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,



Signature of Employee:

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**22. Warranty and Undertaking:**

You represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing the duties of your employment or any of them, in accordance with the terms and conditions of this Agreement.

You warrant and agree that you are not entering into this Agreement in reliance on any representation not expressly set out in this Agreement.

**23. Changes to the terms & conditions:**

The Company reserves the right to make reasonable changes to any of your terms and conditions of employment. If the Company changes any of the terms and conditions of your employment, it will notify you in writing of the changes taking effect.

In case of any dispute as to the interpretation of the terms and conditions of your service, the decision of the Company shall be final and binding on you.

**Authorized Signatory**
**September 18, 2020**

Amrita

Amrita Das

Vice President, Head-Global Rewards

I confirm receipt of and accept the above Terms & Conditions of Employment.

**Annexure III**

| **LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL** | |
|---|---|
| **S.No.** | **Particulars (To be submitted to the Recruiter/Online of the BGV link)** |
| 1 | **Highest Qualification -** Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date |
| 2 | **Permanent/Current Address Proof** – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc. |

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| | |
|---|---|
| 3 | **Previous Employer** – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number |
| 4 | A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization) |
| 5 | **Identity Verification** - Copy of valid passport and PAN card required |

**Additional documents (To be submitted on request** – Only if required)

1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

**Things to Remember**

1. The information provided in Resume and background verification form must be same.
2. Information provided in background verification form must be accurate.
3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

| List of Documents required for joining / induction day (Hard Copies) | | |
|---|---|---|
| **S. No** | **Document Name** | **Number of Photocopies** |
| 1 | Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES) | 1 |
| 2 | Extension Letter (if the Date of Joining in the offer letter is past dated) | 1 |
| 3 | Passport –Front copy only - for Name & DOB proof. | 1 |
| 4 | 10th Mark sheet, only if passport is not available. | 1 |
| 5 | PAN CARD as ID Proof (Only if passport is not available) | 1 |
| 6 | Passport Size Photographs (Only with white background) | 3 |

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.

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- Induction Timings are **0900 to 1830** IST.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

**Location of HCL Onboarding Team for joining formalities:**

| S. No | Location | Address |
|---|---|---|
| 1 | NOIDA | HCL Technologies Ltd, A-9, Sector-3, Noida-UP, 201301 |
| 2 | CHENNAI | HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm High Road, Chennai-600119 |
| 3 | BANGLORE | HCL Technologies Ltd,Surya Saphire, Plot#3, 1St Phase, Hosur Road, Electronic City Banglore-560100 |
| 4 | KOLKATA | HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091 |
| 5 | HYDERABAD | HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081 |
| 6 | PUNE | HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013 |
| 7 | MUMBAI | HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093 |
| 8 | LUCKNOW | HCL Technologies Ltd,Hcl It City, Sdc-01, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002 |
| 9 | MADURAI | HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020 |
| 10 | Nagpur | HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur |
| 11 | Coimbatore | State Street Hcl Services \| Human Resources \| Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526\| |
| 12 | Vijayawada | State Street HCL Services Private LimitedMedha IT Towers, Third Floor,Kesarapalli,Gannavaram,Krishna District 521102 |

## ANNEXURE IV

## EXPLANATION OF COMPENSATION STRUCTURE AND SOME BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- Basic Salary
- Monthly Allowances

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Signature of Employee:

- Retirals & Insurances Benefit

The details for each component falling under these heads are explained as following:

**BASIC SALARY**

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

**MONTHLY ALLOWANCES**

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.

- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR. 50,000/- spread over 12 months.

- **Bright Hour Allowance (BHA):** BHA is a non-recoverable monthly earning opportunity payable against a declaration by the employee for his/her availability in the Bright Hours and consent to move to any other OMC at any given time working during Bright Hours.

- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR. 21,000/- (excluding variable component) as per the Payment of Bonus Act.

- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

**RETIRALS & INSURANCES BENEFIT**

You and your dependants will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

**Medical Insurance:** Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
- By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central

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Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.

- The premium payable depends on the dependants declared.
- The hospitalization coverage limit will be same as defined in compensation structure.
- Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
- You may refer 'Medical Insurance policy' for further details.

- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948**.

  Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

  *The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

  *The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days' Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.

- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.

- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

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Signature of Employee:

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**HCL TECH LTD. - IOMC** will correspond with you on the address & contact details mentioned below :-

**Permanent Address: Hyderabad, Hyderabad,**
**Telangana, India, 500004**
**Email ID: sudhasujji2014@gmail.com**
**Telephone Number: +91 8639908119**

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**Offer Release Date May 18, 2021**

**Cholleti Shashank**
**Hyderabad, Hyderabad,**
**Telangana, India, 500004**

**Sub: Offer and Appointment Letter**

Dear **Cholleti Shashank,**

Congratulations! With reference to the interviews conducted by **HCL TECH LTD. - IOMC ("HCL" or "Company"),** we are pleased to inform you that you have been selected for employment in our organization as **Graduate Engineer Trainee** in **band E1.**

This position is a great match for your talent and skills, and that you will enjoy the professional challenges and growth opportunities associated with this role.

You are requested to join us on **October 12, 2020** at **9:00 A.M** at the following address**, Chennai-AMB-6, Amb. Ind. Est.,MTH Rd,ODC.** Your joining would be subject to successful completion and compliance with the pre-joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure and BPO divisions, HCL Axon etc. In line with the same approach, we look forward to your being flexible towards your placement in – **HCL TECH LTD. - IOMC.** Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s).

**Your Total Compensation will be INR 3.5 Lacs per annum outlined in Annexure I.**

You will be on probation for a period of **12 months** from the date of your joining. The general terms and conditions governing your employment are outlined in **Annexure II.**

You will be required to sign a service agreement along with a surety amount of **INR 1.25 Lakhs** in terms of which you also bind yourself to serve the company for a period of at least of **24 months** from the date of Joining. The terms and conditions of such Service agreement shall also be deemed to form part of your contract of employment with the Company.

On the date of joining, you would be required to submit the documents listed in **Annexure III**. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.



Signature of Employee:

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**Annexure IV** provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

You need to have cleared all the subjects & should be a pass out of **2020 batch** for the current academic course and be able to produce a provisional certificate from your college/university at the time of joining. No candidature with standing arrears will be entertained for joining on the stated date.
Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by **HCL TECH LTD. - IOMC** will stand withdrawn without any liability.
Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
**For HCL TECH LTD. - IOMC**

**Authorized Signatory**

Amrita Das

Vice President, Head-Global Rewards

**Annexure 1**

| **COMPENSATION PLAN** | |
|---|---|
| **Name** | **Cholleti Shashank** |
| **Band** | **E1** |
| **Designation** | **Graduate Engineer Trainee** |
| **City** | **Chennai** |
| **Monthly Components (in INR)** | |
| Basic Salary | 15,069 |
| House Rent Allowance | 7,523 |
| Advance Statutory Bonus | - |
| Food Wallet | - |
| Holiday Allowance | - |
| Flexi Basket* | - |
| Compensatory Allowance | 0 |
| | |
| TOTAL: Monthly | 22,592 |



Signature of Employee:

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| | |
|---|---|
| **TOTAL: Monthly Components : Annualized** | **271,107** |
| | |
| **Retirals & Other Benefits (in INR)** | |
| Provident Fund | 21,699 |
| Medical Insurance Premium/ESIC | 10,000 |
| Gratuity | 8,694 |
| **TOTAL : Retirals** | **40,393** |
| | |
| **Variable Components (in INR)** | |
| Performance Bonus (in Rs.) | 21,000 |
| Engagement PB (paid monthly) @ 100% achievement levels | 17,500 |
| **TOTAL: Variable Components** | **38,500** |
| | |
| COST TO COMPANY | 350,000 |

| | |
|---|---|
| **Flexi Basket Details** | Max Sub limits (p.a.) |
| Fuel Reimbursement and Car Maintenance Charges | - |
| Leave Travel Assistance / Allowance | - |
| Car Lease Rental | - |
| **TOTAL : Annual Flexi Basket** | - |

*Employee has an option of availing all, some or none of the Flexi Basket across various components as per annual limits and entitlements mentioned in the CTC sheet. Based on the individual declaration and actual reimbursements, any unclaimed amount will be paid as taxable to the individual*

| | |
|---|---|
| **Insurance & Medical Benefits (in INR)** | Max Sub limits (p.a.) |
| Hospitalization cost reimbursement limit | 360,000 |
| Term life Insurance Cover | 2,000,000 |
| Disability cover due to accident (upto) | 1,800,000 |

**NOTE:**

1. Flexi Basket is only applicable in E2+ employees
2. All salary components are governed by the company policies and statutory guidelines.
3. This salary sheet is strictly confidential and must not be discussed with anyone other than your HCLT Reporting Manager and/or your HR Manager.
4. Any personal tax liability arising out of compensation will be borne solely by the employee.



Signature of Employee:

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5. Gratuity to be payable as per act

**Annexure II**

**Welcome aboard...**

It is often said that an organization can grow only if it empowers its employees to grow! At HCL, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you for the position of **Graduate Engineer Trainee.** This is to be read in conjunction with the offer & appointment letter as attached.

**GENERAL TERMS AND CONDITIONS OF EMPLOYMENT**

This Annexure lays down the general terms and conditions of employment to to **HCL TECH LTD. - IOMC (herein referred as "HCL" or "Company")** and is a legally binding document.

1. **Location:**

   Your place of work will be located at **Chennai-AMB-6, Amb. Ind. Est.,MTH Rd,ODC.**

2. **Commencement of Employment:**

   Your period of continuous employment with the Company will commence from the date of your joining the Company subject to fulfillment of the other conditions as mentioned on this employment contract.

3. **Medical Checkup:**

   Your employment is subject to you being declared medically fit by the company doctor.

4. **Probation**

a) You shall be on probation for a period of **12 months** from the date of your appointment and unless notified in writing, you will be deemed as "confirmed" on completion of your probation period.
b) Your case for permanent absorption in the employment of the Company shall be considered on your satisfactorily completing the probationary period.
c) If during, or on the expiry of, the probation period (initial or extended) the Management finds your performance to be unsatisfactory or that you lack the aptitude for the job or that you are not suitable for the job, or the like, your probationary employment would be liable to be terminated, at any time, and without any liability.

5. **HCL Training Program:**

   Training (classroom/on the job) sessions will be conducted after your joining. The training period may be either extended or may be deemed completed earlier, at the discretion of the Management.

6. **Notice Period/ Separation:**



Signature of Employee:

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Your employment with the Company can also be terminated either by the Company or by you by giving the other party 60 days advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the 'Basic' component of the salary for the balance notice period would be paid to you by adjusting the amounts payable by you to the Company. For the avoidance of doubt, all amounts payable by you to the company would need to be cleared forthwith in the event of such termination. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the 'Basic' component of the salary for the balance notice period along with other amount payable by you to the company, if any. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company.

On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

**7. Increments and Promotions**

Your growth in terms of role, compensation etc., in the Company will be based on your performance. Your salary will be subject to annual salary review. Salary adjustments effected at the salary review takes into consideration your job performance, movement of remuneration levels, benefits and conditions. Your anniversary performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter of your anniversary, post which you will be aligned to July/October Cycle, or any other Cycle as per discretion of the Company, depending on your current DOJ/Band/Employee Group.

**8. Agreements:**

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

**9. Background and Reference Check:**

This offer of employment is subject to your clearing our BGV process. As a precondition to accept this Offer Letter, you hereby give your express authorization to the Company (or the appointed third party) to conduct a background investigation on your credentials, as may be necessary and further agree that any misrepresentation in this regard or your failure to clear the BGV process shall give rise to the withdrawal of this offer of employment, and any employment contract which may have been subsequently executed shall be deemed void and ineffectual.

During the terms of employment, the Company may undertake the process of checking credentials of the Employee in terms of education, previous employment(s), and other information provided in the resumes/CVs as submitted by the said Employees, either on its own or with the help of a third party as and when required. For the avoidance of doubt, the Employee's signature in this Agreement constitutes the Employee's express authorization for the Company (or the appointed third party) to conduct a background investigation on his/her credentials, as may be necessary. Furthermore, the Employee agrees to submit himself /herself to random drug /medical testing at any time during the course of employment as permitted by law.



Signature of Employee:

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You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process. The company may also undertake reference check through at least two professional references submitted during the process of selection.

10. **Working Hours:**

This division works 24x7 Shifts and you will be required to do so as per the need of the organization. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

11. **Mobility:**

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises and Country

12. **Deputation/ Transfer:**

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

13. **Retirement:**

You will retire from service on attaining superannuation at the age of 55 years.

14. **Other benefits:**

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

15. **Transport Facility**

You shall be provided the shift cabs for pick and drop from home to office and vice versa within the limit of 20 KMs as per the company policy.

16. **IP, Copyright, Inventions and Patents**

All inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts and other intellectual property rights that you may make or conceive, either solely or jointly with others, during the period of your employment, shall be deemed to be sole property of the company and you hereby waive any and all right, title or interest, if any, in the same in favor of the company. Further, it shall be your duty to promptly reduce to writing and disclose to the Company all such inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts and other intellectual property rights, which you may make or conceive. You agree to, at all times, assist the company in every proper and possible way to patent or register the said ideas, concepts, inventions, discoveries, improvements, copyrightable material and/or trademarks in any and all countries and to vest the title thereto in the company, its successors, assigns and



Signature of Employee:

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nominees. Your obligations under this clause shall survive expiration or termination of your employment with the Company.

**17. Data Protection:**

a) The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.

b) The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.

c) The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.

d) During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.

e) The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

**18. Exclusivity of service**

You agree not to undertake employment whether full time or part time, as the Director/ Partner/member/employee of any other organization or entity engaged in any form of business activity without the consent of **HCL TECH LTD. - IOMC** The consent may be given subject to any terms and conditions that the company may think fit and may be withdrawn at the discretion of the company.

**19. Confidentiality & Non-Disclosure**:

You acknowledge that the disclosure of any commercially sensitive information, trade secrets or other confidential information (which may not be readily available to competitors or to the general public) will cause significant harm to the Company.

You agree that you shall not at any time during your employment (except in the proper performance of your duties) with the Company, or at any time (without limit) after the termination thereof, directly or indirectly use or exploit for your own purposes or those of any other person, company, business entity or other organization whatsoever, or disclose to any person, company, business entity or other organization whatsoever, any trade secrets of the Company or its associated companies; any confidential information relating or belonging to the Company including but not limited to any such information relating to customers, customer lists or requirements, price lists or pricing structures, marketing and information, Intellectual Property, business plans or dealings, technical data, employees or officers, financial information and plans, designs, formulae, product lines or research activities; source codes and computer systems, software, any document marked "Confidential"; any information which you have been told is confidential or which you might reasonably expect the Company to regard as confidential or any information which has been given to the Company or any Associated Company in confidence by customers, suppliers and other persons.



Signature of Employee:

ORIGINAL
Avanthi Institute of Engineering & Technology
Ranga Reddy (Dist.)

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You shall not at any time during the continuance of your employment with the Company make any notes or memoranda relating to any matter within the scope of the Company's or any Associated Company's business, dealings or affairs otherwise than for the benefit of the Company or any Associated Company.

You must not make or communicate (or cause or facilitate the making or communication of) any oral or written statement to any representative of the press, television, radio or other media on any matter connected with or relating to the Company or any of its Associated Companies, without the prior written consent of the Company.

The obligations contained in this provision shall not apply to, any information which you are required to disclose in accordance with an order of a Court of competent jurisdiction, any information or knowledge which may subsequently come into the public domain other than by way of unauthorized disclosure (whether by you or a third party); any act of yours in the proper performance of the duties of your employment; any use or disclosure where such use or disclosure has been properly authorized by the Company.

Your obligations under this paragraph would continue even beyond the cessation/termination of your employment. Any violation of the above obligations/conditions shall render you liable for appropriate disciplinary action including termination of your employment.

**20. Rules, Policies, Procedures:**

The Employee must comply at all times with the Company's rules, policies and procedures relating to equal opportunities, harassment, health and safety, e-mail and internet use, and all other rules, policies and procedures introduced by the Company from time to time. For the avoidance of doubt such rules, policies and procedures are not incorporated by reference into this contract and they may be changed, replaced or withdrawn at any time at the discretion of the Company.

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include upto termination of your employment with HCL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of **HCL TECH LTD. - IOMC** as applicable to you and the changes therein from time to time.

**21. Correctness of the Details Furnished:**

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.



Signature of Employee:

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

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**22. Warranty and Undertaking:**

You represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing the duties of your employment or any of them, in accordance with the terms and conditions of this Agreement.

You warrant and agree that you are not entering into this Agreement in reliance on any representation not expressly set out in this Agreement.

**23. Changes to the terms & conditions:**

The Company reserves the right to make reasonable changes to any of your terms and conditions of employment. If the Company changes any of the terms and conditions of your employment, it will notify you in writing of the changes taking effect.

In case of any dispute as to the interpretation of the terms and conditions of your service, the decision of the Company shall be final and binding on you.

**Authorized Signatory**
**September 18, 2020**

Amrita Das

Vice President, Head-Global Rewards

I confirm receipt of and accept the above Terms & Conditions of Employment.

**Annexure III**

| **LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL** | |
|---|---|
| **S.No.** | **Particulars (To be submitted to the Recruiter/Online of the BGV link)** |
| 1 | **Highest Qualification -** Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date |
| 2 | **Permanent/Current Address Proof** – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc. |



Signature of Employee:

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| | |
|---|---|
| 3 | **Previous Employer** – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number |
| 4 | A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization) |
| 5 | **Identity Verification** - Copy of valid passport and PAN card required |

**Additional documents (To be submitted on request** – Only if required)

1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

**Things to Remember**

1. The information provided in Resume and background verification form must be same.
2. Information provided in background verification form must be accurate.
3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

| List of Documents required for joining / induction day (Hard Copies) | | |
|---|---|---|
| **S. No** | **Document Name** | **Number of Photocopies** |
| 1 | Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES) | 1 |
| 2 | Extension Letter (if the Date of Joining in the offer letter is past dated) | 1 |
| 3 | Passport –Front copy only - for Name & DOB proof. | 1 |
| 4 | 10th Mark sheet, only if passport is not available. | 1 |
| 5 | PAN CARD as ID Proof (Only if passport is not available) | 1 |
| 6 | Passport Size Photographs (Only with white background) | 3 |

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.



Signature of Employee:

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- Induction Timings are **0900 to 1830** IST.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

**Location of HCL Onboarding Team for joining formalities:**

| S. No | Location | Address |
|---|---|---|
| 1 | NOIDA | HCL Technologies Ltd, A-9, Sector-3, Noida-UP, 201301 |
| 2 | CHENNAI | HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm High Road, Chennai-600119 |
| 3 | BANGLORE | HCL Technologies Ltd,Surya Saphire, Plot#3, 1St Phase, Hosur Road, Electronic City Banglore-560100 |
| 4 | KOLKATA | HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091 |
| 5 | HYDERABAD | HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081 |
| 6 | PUNE | HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013 |
| 7 | MUMBAI | HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093 |
| 8 | LUCKNOW | HCL Technologies Ltd,Hcl It City, Sdc-01, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002 |
| 9 | MADURAI | HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020 |
| 10 | Nagpur | HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur |
| 11 | Coimbatore | State Street Hcl Services \| Human Resources \| Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526\| |
| 12 | Vijayawada | State Street HCL Services Private LimitedMedha IT Towers, Third Floor,Kesarapalli,Gannavaram,Krishna District 521102 |

## ANNEXURE IV

## EXPLANATION OF COMPENSATION STRUCTURE AND SOME BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- Basic Salary
- Monthly Allowances



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- Retirals & Insurances Benefit

The details for each component falling under these heads are explained as following:

**BASIC SALARY**

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

**MONTHLY ALLOWANCES**

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.

- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR. 50,000/- spread over 12 months.

- **Bright Hour Allowance (BHA):** BHA is a non-recoverable monthly earning opportunity payable against a declaration by the employee for his/her availability in the Bright Hours and consent to move to any other OMC at any given time working during Bright Hours.

- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR. 21,000/- (excluding variable component) as per the Payment of Bonus Act.

- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

**RETIRALS & INSURANCES BENEFIT**

You and your dependants will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

**Medical Insurance:** Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
- By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central



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Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.

- The premium payable depends on the dependants declared.
- The hospitalization coverage limit will be same as defined in compensation structure.
- Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
- You may refer 'Medical Insurance policy' for further details.

- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948**.

  Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

  *The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

  *The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days' Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.

- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.

- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!



Signature of Employee:

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**HCL TECH LTD. - IOMC** will correspond with you on the address & contact details mentioned below :-

**Permanent Address: Hyderabad, Hyderabad,**
**Telangana, India, 500004**
**Email ID: sudhasujji2014@gmail.com**
**Telephone Number: +91 8639908119**



Signature of Employee:

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

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**Offer Release Date May 18, 2021**

**Emmadi Deepa**
**Hyderabad, Hyderabad,**
**Telangana, India, 500004**

**Sub: Offer and Appointment Letter**

\

Dear **Emmadi Deepa,**

Congratulations! With reference to the interviews conducted by **HCL TECH LTD. - IOMC ("HCL" or "Company"),** we are pleased to inform you that you have been selected for employment in our organization as **Graduate Engineer Trainee** in **band E1.**

This position is a great match for your talent and skills, and that you will enjoy the professional challenges and growth opportunities associated with this role.

You are requested to join us on **October 12, 2020** at **9:00 A.M** at the following address, **Chennai-AMB-6, Amb. Ind. Est.,MTH Rd,ODC.** Your joining would be subject to successful completion and compliance with the pre-joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure and BPO divisions, HCL Axon etc. In line with the same approach, we look forward to your being flexible towards your placement in – **HCL TECH LTD. - IOMC.** Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s).

**Your Total Compensation will be INR 3.5 Lacs per annum outlined in Annexure I.**

You will be on probation for a period of **12 months** from the date of your joining. The general terms and conditions governing your employment are outlined in **Annexure II.**

You will be required to sign a service agreement along with a surety amount of **INR 1.25 Lakhs** in terms of which you also bind yourself to serve the company for a period of at least of **24 months** from the date of Joining. The terms and conditions of such Service agreement shall also be deemed to form part of your contract of employment with the Company.

On the date of joining, you would be required to submit the documents listed in **Annexure III**. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.



Signature of Employee:

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Engineering & Technology
Hayathnagar,
Ranga Reddy (Dist.)

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**Annexure IV** provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

You need to have cleared all the subjects & should be a pass out of **2020 batch** for the current academic course and be able to produce a provisional certificate from your college/university at the time of joining. No candidature with standing arrears will be entertained for joining on the stated date.
Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by **HCL TECH LTD. - IOMC** will stand withdrawn without any liability.
Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
**For HCL TECH LTD. - IOMC**

**Authorized Signatory**

Amrita Das

Vice President, Head-Global Rewards

**Annexure 1**

| **COMPENSATION PLAN** | |
|---|---|
| **Name** | **Emmadi Deepa** |
| **Band** | **E1** |
| **Designation** | **Graduate Engineer Trainee** |
| **City** | **Chennai** |
| **Monthly Components (in INR)** | |
| Basic Salary | 15,069 |
| House Rent Allowance | 7,523 |
| Advance Statutory Bonus | - |
| Food Wallet | - |
| Holiday Allowance | - |
| Flexi Basket* | - |
| Compensatory Allowance | 0 |
| | |
| TOTAL: Monthly | 22,592 |

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,



Signature of Employee:

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| | |
|---|---|
| **TOTAL: Monthly Components : Annualized** | **271,107** |
| | |
| **Retirals & Other Benefits (in INR)** | |
| Provident Fund | 21,699 |
| Medical Insurance Premium/ESIC | 10,000 |
| Gratuity | 8,694 |
| **TOTAL : Retirals** | **40,393** |
| | |
| **Variable Components (in INR)** | |
| Performance Bonus (in Rs.) | 21,000 |
| Engagement PB (paid monthly) @ 100% achievement levels | 17,500 |
| **TOTAL: Variable Components** | **38,500** |
| | |
| **COST TO COMPANY** | **350,000** |
| | |
| **Flexi Basket Details** | Max Sub limits (p.a.) |
| Fuel Reimbursement and Car Maintenance Charges | - |
| Leave Travel Assistance / Allowance | - |
| Car Lease Rental | - |
| **TOTAL : Annual Flexi Basket** | - |

*Employee has an option of availing all, some or none of the Flexi Basket across various components as per annual limits and entitlements mentioned in the CTC sheet. Based on the individual declaration and actual reimbursements, any unclaimed amount will be paid as taxable to the individual*

| **Insurance & Medical Benefits (in INR)** | Max Sub limits (p.a.) |
|---|---|
| Hospitalization cost reimbursement limit | 360,000 |
| Term life Insurance Cover | 2,000,000 |
| Disability cover due to accident (upto) | 1,800,000 |

**NOTE:**

1. Flexi Basket is only applicable in E2+ employees
2. All salary components are governed by the company policies and statutory guidelines.
3. This salary sheet is strictly confidential and must not be discussed with anyone other than your HCLT Reporting Manager and/or your HR Manager.
4. Any personal tax liability arising out of compensation will be borne solely by the employee.

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



Signature of Employee:

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5. Gratuity to be payable as per act

**Annexure II**

**Welcome aboard...**

It is often said that an organization can grow only if it empowers its employees to grow! At HCL, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you for the position of **Graduate Engineer Trainee.** This is to be read in conjunction with the offer & appointment letter as attached.

**GENERAL TERMS AND CONDITIONS OF EMPLOYMENT**

This Annexure lays down the general terms and conditions of employment to to **HCL TECH LTD. - IOMC (herein referred as "HCL" or "Company")** and is a legally binding document.

1. **Location:**

   Your place of work will be located at **Chennai-AMB-6, Amb. Ind. Est.,MTH Rd,ODC.**

2. **Commencement of Employment:**

   Your period of continuous employment with the Company will commence from the date of your joining the Company subject to fulfillment of the other conditions as mentioned on this employment contract.

3. **Medical Checkup:**

   Your employment is subject to you being declared medically fit by the company doctor.

4. **Probation**

a) You shall be on probation for a period of **12 months** from the date of your appointment and unless notified in writing, you will be deemed as "confirmed" on completion of your probation period.
b) Your case for permanent absorption in the employment of the Company shall be considered on your satisfactorily completing the probationary period.
c) If during, or on the expiry of, the probation period (initial or extended) the Management finds your performance to be unsatisfactory or that you lack the aptitude for the job or that you are not suitable for the job, or the like, your probationary employment would be liable to be terminated, at any time, and without any liability.

5. **HCL Training Program:**

   Training (classroom/on the job) sessions will be conducted after your joining. The training period may be either extended or may be deemed completed earlier, at the discretion of the Management.

6. **Notice Period/ Separation:**

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



Signature of Employee:

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Your employment with the Company can also be terminated either by the Company or by you by giving the other party 60 days advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the 'Basic' component of the salary for the balance notice period would be paid to you by adjusting the amounts payable by you to the Company. For the avoidance of doubt, all amounts payable by you to the company would need to be cleared forthwith in the event of such termination. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the 'Basic' component of the salary for the balance notice period along with other amount payable by you to the company, if any. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company.

On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

**7. Increments and Promotions**

Your growth in terms of role, compensation etc., in the Company will be based on your performance. Your salary will be subject to annual salary review. Salary adjustments effected at the salary review takes into consideration your job performance, movement of remuneration levels, benefits and conditions. Your anniversary performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter of your anniversary, post which you will be aligned to July/October Cycle, or any other Cycle as per discretion of the Company, depending on your current DOJ/Band/Employee Group.

**8. Agreements:**

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

**9. Background and Reference Check:**

This offer of employment is subject to your clearing our BGV process. As a precondition to accept this Offer Letter, you hereby give your express authorization to the Company (or the appointed third party) to conduct a background investigation on your credentials, as may be necessary and further agree that any misrepresentation in this regard or your failure to clear the BGV process shall give rise to the withdrawal of this offer of employment, and any employment contract which may have been subsequently executed shall be deemed void and ineffectual.

During the terms of employment, the Company may undertake the process of checking credentials of the Employee in terms of education, previous employment(s), and other information provided in the resumes/CVs as submitted by the said Employees, either on its own or with the help of a third party as and when required. For the avoidance of doubt, the Employee's signature in this Agreement constitutes the Employee's express authorization for the Company (or the appointed third party) to conduct a background investigation on his/her credentials, as may be necessary. Furthermore, the Employee agrees to submit himself /herself to random drug /medical testing at any time during the course of employment as permitted by law.

PRINCIPAL
Gunthapilly (V), Hayathnagar,



Signature of Employee:

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You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process. The company may also undertake reference check through at least two professional references submitted during the process of selection.

10. **Working Hours:**

This division works 24x7 Shifts and you will be required to do so as per the need of the organization. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

11. **Mobility:**

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises and Country

12. **Deputation/ Transfer:**

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

13. **Retirement:**

You will retire from service on attaining superannuation at the age of 55 years.

14. **Other benefits:**

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

15. **Transport Facility**

You shall be provided the shift cabs for pick and drop from home to office and vice versa within the limit of 20 KMs as per the company policy.

16. **IP, Copyright, Inventions and Patents**

All inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts and other intellectual property rights that you may make or conceive, either solely or jointly with others, during the period of your employment, shall be deemed to be sole property of the company and you hereby waive any and all right, title or interest, if any, in the same in favor of the company. Further, it shall be your duty to promptly reduce to writing and disclose to the Company all such inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts and other intellectual property rights, which you may make or conceive. You agree to, at all times, assist the company in every proper and possible way to patent or register the said ideas, concepts, inventions, discoveries, improvements, copyrightable material and/or trademarks in any and all countries and to vest the title thereto in the company, its successors, assigns and



Signature of Employee:

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of Engineering & Technology
Ranga Reddy (Dist.)

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nominees. Your obligations under this clause shall survive expiration or termination of your employment with the Company.

**17. Data Protection:**

a) The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.

b) The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.

c) The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.

d) During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.

e) The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

**18. Exclusivity of service**

You agree not to undertake employment whether full time or part time, as the Director/ Partner/member/employee of any other organization or entity engaged in any form of business activity without the consent of **HCL TECH LTD. - IOMC** The consent may be given subject to any terms and conditions that the company may think fit and may be withdrawn at the discretion of the company.

**19. Confidentiality & Non-Disclosure**:

You acknowledge that the disclosure of any commercially sensitive information, trade secrets or other confidential information (which may not be readily available to competitors or to the general public) will cause significant harm to the Company.

You agree that you shall not at any time during your employment (except in the proper performance of your duties) with the Company, or at any time (without limit) after the termination thereof, directly or indirectly use or exploit for your own purposes or those of any other person, company, business entity or other organization whatsoever, or disclose to any person, company, business entity or other organization whatsoever, any trade secrets of the Company or its associated companies; any confidential information relating or belonging to the Company including but not limited to any such information relating to customers, customer lists or requirements, price lists or pricing structures, marketing and information, Intellectual Property, business plans or dealings, technical data, employees or officers, financial information and plans, designs, formulae, product lines or research activities; source codes and computer systems, software, any document marked "Confidential"; any information which you have been told is confidential or which you might reasonably expect the Company to regard as confidential or any information which has been given to the Company or any Associated Company in confidence by customers, suppliers and other persons.

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You shall not at any time during the continuance of your employment with the Company make any notes or memoranda relating to any matter within the scope of the Company's or any Associated Company's business, dealings or affairs otherwise than for the benefit of the Company or any Associated Company.

You must not make or communicate (or cause or facilitate the making or communication of) any oral or written statement to any representative of the press, television, radio or other media on any matter connected with or relating to the Company or any of its Associated Companies, without the prior written consent of the Company.

The obligations contained in this provision shall not apply to, any information which you are required to disclose in accordance with an order of a Court of competent jurisdiction, any information or knowledge which may subsequently come into the public domain other than by way of unauthorized disclosure (whether by you or a third party); any act of yours in the proper performance of the duties of your employment; any use or disclosure where such use or disclosure has been properly authorized by the Company.

Your obligations under this paragraph would continue even beyond the cessation/termination of your employment. Any violation of the above obligations/conditions shall render you liable for appropriate disciplinary action including termination of your employment.

**20. Rules, Policies, Procedures:**

The Employee must comply at all times with the Company's rules, policies and procedures relating to equal opportunities, harassment, health and safety, e-mail and internet use, and all other rules, policies and procedures introduced by the Company from time to time. For the avoidance of doubt such rules, policies and procedures are not incorporated by reference into this contract and they may be changed, replaced or withdrawn at any time at the discretion of the Company.

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include upto termination of your employment with HCL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of **HCL TECH LTD. - IOMC** as applicable to you and the changes therein from time to time.

**21. Correctness of the Details Furnished:**

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

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Hyderabad
Ranga Reddy (Dist.)



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**22. Warranty and Undertaking:**

You represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing the duties of your employment or any of them, in accordance with the terms and conditions of this Agreement.

You warrant and agree that you are not entering into this Agreement in reliance on any representation not expressly set out in this Agreement.

**23. Changes to the terms & conditions:**

The Company reserves the right to make reasonable changes to any of your terms and conditions of employment. If the Company changes any of the terms and conditions of your employment, it will notify you in writing of the changes taking effect.

In case of any dispute as to the interpretation of the terms and conditions of your service, the decision of the Company shall be final and binding on you.

**Authorized Signatory**
**September 18, 2020**

Amrita Das

Vice President, Head-Global Rewards

I confirm receipt of and accept the above Terms & Conditions of Employment.

**Annexure III**

| **LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL** | |
|---|---|
| **S.No.** | **Particulars (To be submitted to the Recruiter/Online of the BGV link)** |
| 1 | **Highest Qualification -** Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date |
| 2 | **Permanent/Current Address Proof** – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc. |



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| | |
|---|---|
| 3 | **Previous Employer** – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number |
| 4 | A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization) |
| 5 | **Identity Verification** - Copy of valid passport and PAN card required |

**Additional documents (To be submitted on request** – Only if required)

1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

**Things to Remember**

1. The information provided in Resume and background verification form must be same.
2. Information provided in background verification form must be accurate.
3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

**List of Documents required for joining / induction day (Hard Copies)**

| S. No | Document Name | Number of Photocopies |
|---|---|---|
| 1 | Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES) | 1 |
| 2 | Extension Letter (if the Date of Joining in the offer letter is past dated) | 1 |
| 3 | Passport –Front copy only - for Name & DOB proof. | 1 |
| 4 | 10th Mark sheet, only if passport is not available. | 1 |
| 5 | PAN CARD as ID Proof (Only if passport is not available) | 1 |
| 6 | Passport Size Photographs (Only with white background) | 3 |

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.



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- Induction Timings are **0900 to 1830** IST.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

**Location of HCL Onboarding Team for joining formalities:**

| S. No | Location | Address |
|---|---|---|
| 1 | NOIDA | HCL Technologies Ltd, A-9, Sector-3, Noida-UP, 201301 |
| 2 | CHENNAI | HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm High Road, Chennai-600119 |
| 3 | BANGLORE | HCL Technologies Ltd,Surya Saphire, Plot#3, 1St Phase, Hosur Road, Electronic City Banglore-560100 |
| 4 | KOLKATA | HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091 |
| 5 | HYDERABAD | HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081 |
| 6 | PUNE | HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013 |
| 7 | MUMBAI | HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093 |
| 8 | LUCKNOW | HCL Technologies Ltd,Hcl It City, Sdc-01, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002 |
| 9 | MADURAI | HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020 |
| 10 | Nagpur | HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur |
| 11 | Coimbatore | State Street Hcl Services \| Human Resources \| Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526\| |
| 12 | Vijayawada | State Street HCL Services Private LimitedMedha IT Towers, Third Floor,Kesarapalli,Gannavaram,Krishna District 521102 |

## ANNEXURE IV

## EXPLANATION OF COMPENSATION STRUCTURE AND SOME BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- Basic Salary
- Monthly Allowances



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- Retirals & Insurances Benefit

The details for each component falling under these heads are explained as following:

**BASIC SALARY**

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

**MONTHLY ALLOWANCES**

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.

- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR. 50,000/- spread over 12 months.

- **Bright Hour Allowance (BHA):** BHA is a non-recoverable monthly earning opportunity payable against a declaration by the employee for his/her availability in the Bright Hours and consent to move to any other OMC at any given time working during Bright Hours.

- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR. 21,000/- (excluding variable component) as per the Payment of Bonus Act.

- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

**RETIRALS & INSURANCES BENEFIT**

You and your dependants will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

**Medical Insurance:** Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
- By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central



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Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.

- The premium payable depends on the dependants declared.
- The hospitalization coverage limit will be same as defined in compensation structure.
- Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
- You may refer 'Medical Insurance policy' for further details.

- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948**.

  Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

  *The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

  *The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days' Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.

- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.

- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!



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**HCL TECH LTD. - IOMC** will correspond with you on the address & contact details mentioned below :-

**Permanent Address: Hyderabad, Hyderabad,**
**Telangana, India, 500004**
**Email ID: sudhasujji2014@gmail.com**
**Telephone Number: +91 8639908119**



Signature of Employee:

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**Offer Release Date May 18, 2021**

**Arjilli Harish**
**Hyderabad, Hyderabad,**
**Telangana, India, 500004**

**Sub: Offer and Appointment Letter**

\

Dear **Arjilli Harish,**

Congratulations! With reference to the interviews conducted by **HCL TECH LTD. - IOMC ("HCL" or "Company"),** we are pleased to inform you that you have been selected for employment in our organization as **Graduate Engineer Trainee** in **band E1.**

This position is a great match for your talent and skills, and that you will enjoy the professional challenges and growth opportunities associated with this role.

You are requested to join us on **October 12, 2020** at **9:00 A.M** at the following address**, Chennai-AMB-6, Amb. Ind. Est.,MTH Rd,ODC.** Your joining would be subject to successful completion and compliance with the pre-joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure and BPO divisions, HCL Axon etc. In line with the same approach, we look forward to your being flexible towards your placement in – **HCL TECH LTD. - IOMC.** Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s).

**Your Total Compensation will be INR 3.5 Lacs per annum outlined in Annexure I.**

You will be on probation for a period of **12 months** from the date of your joining. The general terms and conditions governing your employment are outlined in **Annexure II.**

You will be required to sign a service agreement along with a surety amount of **INR 1.25 Lakhs** in terms of which you also bind yourself to serve the company for a period of at least of **24 months** from the date of Joining. The terms and conditions of such Service agreement shall also be deemed to form part of your contract of employment with the Company.

On the date of joining, you would be required to submit the documents listed in **Annexure III**. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.



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**Annexure IV** provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

You need to have cleared all the subjects & should be a pass out of **2020 batch** for the current academic course and be able to produce a provisional certificate from your college/university at the time of joining. No candidature with standing arrears will be entertained for joining on the stated date.
Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by **HCL TECH LTD. - IOMC** will stand withdrawn without any liability.
Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
**For HCL TECH LTD. - IOMC**

**Authorized Signatory**

Amrita Das

Vice President, Head-Global Rewards

**Annexure 1**

| **COMPENSATION PLAN** | |
|---|---|
| **Name** | **Arjilli Harish** |
| **Band** | **E1** |
| **Designation** | **Graduate Engineer Trainee** |
| **City** | **Chennai** |
| **Monthly Components (in INR)** | |
| Basic Salary | 15,069 |
| House Rent Allowance | 7,523 |
| Advance Statutory Bonus | - |
| Food Wallet | - |
| Holiday Allowance | - |
| Flexi Basket* | - |
| Compensatory Allowance | 0 |
| | |
| TOTAL: Monthly | 22,592 |



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| | |
|---|---|
| **TOTAL: Monthly Components : Annualized** | **271,107** |
| | |
| **Retirals & Other Benefits (in INR)** | |
| Provident Fund | 21,699 |
| Medical Insurance Premium/ESIC | 10,000 |
| Gratuity | 8,694 |
| **TOTAL : Retirals** | **40,393** |
| | |
| **Variable Components (in INR)** | |
| Performance Bonus (in Rs.) | 21,000 |
| Engagement PB (paid monthly) @ 100% achievement levels | 17,500 |
| **TOTAL: Variable Components** | **38,500** |
| | |
| COST TO COMPANY | 350,000 |

| | |
|---|---|
| **Flexi Basket Details** | Max Sub limits (p.a.) |
| Fuel Reimbursement and Car Maintenance Charges | - |
| Leave Travel Assistance / Allowance | - |
| Car Lease Rental | - |
| **TOTAL : Annual Flexi Basket** | - |

*Employee has an option of availing all, some or none of the Flexi Basket across various components as per annual limits and entitlements mentioned in the CTC sheet. Based on the individual declaration and actual reimbursements, any unclaimed amount will be paid as taxable to the individual*

| | |
|---|---|
| **Insurance & Medical Benefits (in INR)** | Max Sub limits (p.a.) |
| Hospitalization cost reimbursement limit | 360,000 |
| Term life Insurance Cover | 2,000,000 |
| Disability cover due to accident (upto) | 1,800,000 |

**NOTE:**

1. Flexi Basket is only applicable in E2+ employees
2. All salary components are governed by the company policies and statutory guidelines.
3. This salary sheet is strictly confidential and must not be discussed with anyone other than your HCLT Reporting Manager and/or your HR Manager.
4. Any personal tax liability arising out of compensation will be borne solely by the employee.



Signature of Employee:

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

HCL TECHNOLOGIES LTD.
Corporate Identity Number: L74140DL1991PLC046369
Technology Hub, Special Economic Zone
Plot No : 3A, Sector 126, NOIDA 201 304, UP, India.
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5. Gratuity to be payable as per act

**Annexure II**

**Welcome aboard...**

It is often said that an organization can grow only if it empowers its employees to grow! At HCL, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you for the position of **Graduate Engineer Trainee.** This is to be read in conjunction with the offer & appointment letter as attached.

**GENERAL TERMS AND CONDITIONS OF EMPLOYMENT**

This Annexure lays down the general terms and conditions of employment to to **HCL TECH LTD. - IOMC (herein referred as "HCL" or "Company")** and is a legally binding document.

1. **Location:**

   Your place of work will be located at **Chennai-AMB-6, Amb. Ind. Est.,MTH Rd,ODC.**

2. **Commencement of Employment:**

   Your period of continuous employment with the Company will commence from the date of your joining the Company subject to fulfillment of the other conditions as mentioned on this employment contract.

3. **Medical Checkup:**

   Your employment is subject to you being declared medically fit by the company doctor.

4. **Probation**

a) You shall be on probation for a period of **12 months** from the date of your appointment and unless notified in writing, you will be deemed as "confirmed" on completion of your probation period.
b) Your case for permanent absorption in the employment of the Company shall be considered on your satisfactorily completing the probationary period.
c) If during, or on the expiry of, the probation period (initial or extended) the Management finds your performance to be unsatisfactory or that you lack the aptitude for the job or that you are not suitable for the job, or the like, your probationary employment would be liable to be terminated, at any time, and without any liability.

5. **HCL Training Program:**

   Training (classroom/on the job) sessions will be conducted after your joining. The training period may be either extended or may be deemed completed earlier, at the discretion of the Management.

6. **Notice Period/ Separation:**



Signature of Employee:

PRINCIPAL
Gunthapilly (V), Hayathnagar,

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Your employment with the Company can also be terminated either by the Company or by you by giving the other party 60 days advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the 'Basic' component of the salary for the balance notice period would be paid to you by adjusting the amounts payable by you to the Company. For the avoidance of doubt, all amounts payable by you to the company would need to be cleared forthwith in the event of such termination. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the 'Basic' component of the salary for the balance notice period along with other amount payable by you to the company, if any. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company.

On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

**7. Increments and Promotions**

Your growth in terms of role, compensation etc., in the Company will be based on your performance. Your salary will be subject to annual salary review. Salary adjustments effected at the salary review takes into consideration your job performance, movement of remuneration levels, benefits and conditions. Your anniversary performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter of your anniversary, post which you will be aligned to July/October Cycle, or any other Cycle as per discretion of the Company, depending on your current DOJ/Band/Employee Group.

**8. Agreements:**

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

**9. Background and Reference Check:**

This offer of employment is subject to your clearing our BGV process. As a precondition to accept this Offer Letter, you hereby give your express authorization to the Company (or the appointed third party) to conduct a background investigation on your credentials, as may be necessary and further agree that any misrepresentation in this regard or your failure to clear the BGV process shall give rise to the withdrawal of this offer of employment, and any employment contract which may have been subsequently executed shall be deemed void and ineffectual.

During the terms of employment, the Company may undertake the process of checking credentials of the Employee in terms of education, previous employment(s), and other information provided in the resumes/CVs as submitted by the said Employees, either on its own or with the help of a third party as and when required. For the avoidance of doubt, the Employee's signature in this Agreement constitutes the Employee's express authorization for the Company (or the appointed third party) to conduct a background investigation on his/her credentials, as may be necessary. Furthermore, the Employee agrees to submit himself /herself to random drug /medical testing at any time during the course of employment as permitted by law.



Signature of Employee:

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

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You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process. The company may also undertake reference check through at least two professional references submitted during the process of selection.

**10. Working Hours:**

This division works 24x7 Shifts and you will be required to do so as per the need of the organization. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

**11. Mobility:**

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises and Country

**12. Deputation/ Transfer:**

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

**13. Retirement:**

You will retire from service on attaining superannuation at the age of 55 years.

**14. Other benefits:**

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

**15. Transport Facility**

You shall be provided the shift cabs for pick and drop from home to office and vice versa within the limit of 20 KMs as per the company policy.

**16. IP, Copyright, Inventions and Patents**

All inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts and other intellectual property rights that you may make or conceive, either solely or jointly with others, during the period of your employment, shall be deemed to be sole property of the company and you hereby waive any and all right, title or interest, if any, in the same in favor of the company. Further, it shall be your duty to promptly reduce to writing and disclose to the Company all such inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts and other intellectual property rights, which you may make or conceive. You agree to, at all times, assist the company in every proper and possible way to patent or register the said ideas, concepts, inventions, discoveries, improvements, copyrightable material and/or trademarks in any and all countries and to vest the title thereto in the company, its successors, assigns and



Signature of Employee:

Institute of Engineering & Technology
HCL
Ranga Reddy (Dist.)

nominees. Your obligations under this clause shall survive expiration or termination of your employment with the Company.

**17. Data Protection:**

a) The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.

b) The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.

c) The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.

d) During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.

e) The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

**18. <u>Exclusivity of service</u>**

You agree not to undertake employment whether full time or part time, as the Director/ Partner/member/employee of any other organization or entity engaged in any form of business activity without the consent of **HCL TECH LTD. - IOMC** The consent may be given subject to any terms and conditions that the company may think fit and may be withdrawn at the discretion of the company.

**19. <u>Confidentiality & Non-Disclosure</u>:**

You acknowledge that the disclosure of any commercially sensitive information, trade secrets or other confidential information (which may not be readily available to competitors or to the general public) will cause significant harm to the Company.

You agree that you shall not at any time during your employment (except in the proper performance of your duties) with the Company, or at any time (without limit) after the termination thereof, directly or indirectly use or exploit for your own purposes or those of any other person, company, business entity or other organization whatsoever, or disclose to any person, company, business entity or other organization whatsoever, any trade secrets of the Company or its associated companies; any confidential information relating or belonging to the Company including but not limited to any such information relating to customers, customer lists or requirements, price lists or pricing structures, marketing and information, Intellectual Property, business plans or dealings, technical data, employees or officers, financial information and plans, designs, formulae, product lines or research activities; source codes and computer systems, software, any document marked "Confidential"; any information which you have been told is confidential or which you might reasonably expect the Company to regard as confidential or any information which has been given to the Company or any Associated Company in confidence by customers, suppliers and other persons.



Signature of Employee:

Institute of Engineering & Technology
HCL
Ranga Reddy (Dist.)

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You shall not at any time during the continuance of your employment with the Company make any notes or memoranda relating to any matter within the scope of the Company's or any Associated Company's business, dealings or affairs otherwise than for the benefit of the Company or any Associated Company.

You must not make or communicate (or cause or facilitate the making or communication of) any oral or written statement to any representative of the press, television, radio or other media on any matter connected with or relating to the Company or any of its Associated Companies, without the prior written consent of the Company.

The obligations contained in this provision shall not apply to, any information which you are required to disclose in accordance with an order of a Court of competent jurisdiction, any information or knowledge which may subsequently come into the public domain other than by way of unauthorized disclosure (whether by you or a third party); any act of yours in the proper performance of the duties of your employment; any use or disclosure where such use or disclosure has been properly authorized by the Company.

Your obligations under this paragraph would continue even beyond the cessation/termination of your employment. Any violation of the above obligations/conditions shall render you liable for appropriate disciplinary action including termination of your employment.

**20. Rules, Policies, Procedures:**

The Employee must comply at all times with the Company's rules, policies and procedures relating to equal opportunities, harassment, health and safety, e-mail and internet use, and all other rules, policies and procedures introduced by the Company from time to time. For the avoidance of doubt such rules, policies and procedures are not incorporated by reference into this contract and they may be changed, replaced or withdrawn at any time at the discretion of the Company.

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include upto termination of your employment with HCL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of **HCL TECH LTD. - IOMC** as applicable to you and the changes therein from time to time.

**21. Correctness of the Details Furnished:**

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.



Signature of Employee:

PRINCIPAL
Institute of Engineering & Technology

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**22. Warranty and Undertaking:**

You represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing the duties of your employment or any of them, in accordance with the terms and conditions of this Agreement.

You warrant and agree that you are not entering into this Agreement in reliance on any representation not expressly set out in this Agreement.

**23. Changes to the terms & conditions:**

The Company reserves the right to make reasonable changes to any of your terms and conditions of employment. If the Company changes any of the terms and conditions of your employment, it will notify you in writing of the changes taking effect.

In case of any dispute as to the interpretation of the terms and conditions of your service, the decision of the Company shall be final and binding on you.

**Authorized Signatory**
**September 18, 2020**

Amrita Das

Vice President, Head-Global Rewards

I confirm receipt of and accept the above Terms & Conditions of Employment.

**Annexure III**

| **LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL** | |
|---|---|
| **S.No.** | **Particulars (To be submitted to the Recruiter/Online of the BGV link)** |
| 1 | **Highest Qualification -** Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date |
| 2 | **Permanent/Current Address Proof** – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc. |

PRINCIPAL
Nalanda Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,



Signature of Employee:

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| | |
|---|---|
| 3 | **Previous Employer** – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number |
| 4 | A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization) |
| 5 | **Identity Verification** - Copy of valid passport and PAN card required |

**Additional documents (To be submitted on request** – Only if required)

1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

**Things to Remember**

1. The information provided in Resume and background verification form must be same.
2. Information provided in background verification form must be accurate.
3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

| List of Documents required for joining / induction day (Hard Copies) | | |
|---|---|---|
| **S. No** | **Document Name** | **Number of Photocopies** |
| 1 | Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES) | 1 |
| 2 | Extension Letter (if the Date of Joining in the offer letter is past dated) | 1 |
| 3 | Passport –Front copy only - for Name & DOB proof. | 1 |
| 4 | 10th Mark sheet, only if passport is not available. | 1 |
| 5 | PAN CARD as ID Proof (Only if passport is not available) | 1 |
| 6 | Passport Size Photographs (Only with white background) | 3 |

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.



Signature of Employee:

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- Induction Timings are **0900 to 1830** IST.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

**Location of HCL Onboarding Team for joining formalities:**

| S. No | Location | Address |
|---|---|---|
| 1 | NOIDA | HCL Technologies Ltd, A-9, Sector-3, Noida-UP, 201301 |
| 2 | CHENNAI | HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm High Road, Chennai-600119 |
| 3 | BANGLORE | HCL Technologies Ltd,Surya Saphire, Plot#3, 1St Phase, Hosur Road, Electronic City Banglore-560100 |
| 4 | KOLKATA | HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091 |
| 5 | HYDERABAD | HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081 |
| 6 | PUNE | HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013 |
| 7 | MUMBAI | HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093 |
| 8 | LUCKNOW | HCL Technologies Ltd,Hcl It City, Sdc-01, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002 |
| 9 | MADURAI | HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020 |
| 10 | Nagpur | HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur |
| 11 | Coimbatore | State Street Hcl Services \| Human Resources \| Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526\| |
| 12 | Vijayawada | State Street HCL Services Private LimitedMedha IT Towers, Third Floor,Kesarapalli,Gannavaram,Krishna District 521102 |

## ANNEXURE IV

## EXPLANATION OF COMPENSATION STRUCTURE AND SOME BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- Basic Salary
- Monthly Allowances



Signature of Employee:

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- Retirals & Insurances Benefit

The details for each component falling under these heads are explained as following:

**BASIC SALARY**

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

**MONTHLY ALLOWANCES**

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.

- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR. 50,000/- spread over 12 months.

- **Bright Hour Allowance (BHA):** BHA is a non-recoverable monthly earning opportunity payable against a declaration by the employee for his/her availability in the Bright Hours and consent to move to any other OMC at any given time working during Bright Hours.

- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR. 21,000/- (excluding variable component) as per the Payment of Bonus Act.

- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

**RETIRALS & INSURANCES BENEFIT**

You and your dependants will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

.

**Medical Insurance:** Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
- By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central



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Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.

- The premium payable depends on the dependants declared.
- The hospitalization coverage limit will be same as defined in compensation structure.
- Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
- You may refer 'Medical Insurance policy' for further details.

- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948**.

  Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

  *The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

  *The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days' Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.

- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.

- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!



Signature of Employee:

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**HCL TECH LTD. - IOMC** will correspond with you on the address & contact details mentioned below :-

**Permanent Address: Hyderabad, Hyderabad,**
**Telangana, India, 500004**
**Email ID: sudhasujji2014@gmail.com**
**Telephone Number: +91 8639908119**

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



Signature of Employee:

HCL TECHNOLOGIES LTD.
Corporate Identity Number: L74140DL1991PLC046369
Technology Hub, Special Economic Zone
Plot No : 3A, Sector 126, NOIDA 201 304, UP, India.
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Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.
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**Offer Release Date May 18, 2021**

**Sandeep Gupta**
**Hyderabad, Hyderabad,**
**Telangana, India, 500004**

**Sub: Offer and Appointment Letter**

\

Dear **Sandeep Gupta,**

Congratulations! With reference to the interviews conducted by **HCL TECH LTD. - IOMC ("HCL" or "Company"),** we are pleased to inform you that you have been selected for employment in our organization as **Graduate Engineer Trainee** in **band E1.**

This position is a great match for your talent and skills, and that you will enjoy the professional challenges and growth opportunities associated with this role.

You are requested to join us on **October 12, 2020** at **9:00 A.M** at the following address**, Chennai-AMB-6, Amb. Ind. Est.,MTH Rd,ODC.** Your joining would be subject to successful completion and compliance with the pre-joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure and BPO divisions, HCL Axon etc. In line with the same approach, we look forward to your being flexible towards your placement in – **HCL TECH LTD. - IOMC.** Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s).

**Your Total Compensation will be INR 3.5 Lacs per annum outlined in Annexure I.**

You will be on probation for a period of **12 months** from the date of your joining. The general terms and conditions governing your employment are outlined in **Annexure II.**

You will be required to sign a service agreement along with a surety amount of **INR 1.25 Lakhs** in terms of which you also bind yourself to serve the company for a period of at least of **24 months** from the date of Joining. The terms and conditions of such Service agreement shall also be deemed to form part of your contract of employment with the Company.

On the date of joining, you would be required to submit the documents listed in **Annexure III**. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

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Ranga Reddy (Dist.)



Signature of Employee:

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**Annexure IV** provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

You need to have cleared all the subjects & should be a pass out of **2020 batch** for the current academic course and be able to produce a provisional certificate from your college/university at the time of joining. No candidature with standing arrears will be entertained for joining on the stated date.
Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by **HCL TECH LTD. - IOMC** will stand withdrawn without any liability.
Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
**For HCL TECH LTD. - IOMC**

**Authorized Signatory**

Amrita Das

Vice President, Head-Global Rewards

**Annexure 1**

| **COMPENSATION PLAN** | |
|---|---|
| **Name** | **Sandeep Gupta** |
| **Band** | **E1** |
| **Designation** | **Graduate Engineer Trainee** |
| **City** | **Chennai** |
| **Monthly Components (in INR)** | |
| Basic Salary | 15,069 |
| House Rent Allowance | 7,523 |
| Advance Statutory Bonus | - |
| Food Wallet | - |
| Holiday Allowance | - |
| Flexi Basket* | - |
| Compensatory Allowance | 0 |
| | |
| TOTAL: Monthly | 22,592 |



Signature of Employee:

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| | |
|---|---|
| **TOTAL: Monthly Components : Annualized** | **271,107** |
| | |
| **Retirals & Other Benefits (in INR)** | |
| Provident Fund | 21,699 |
| Medical Insurance Premium/ESIC | 10,000 |
| Gratuity | 8,694 |
| **TOTAL : Retirals** | **40,393** |
| | |
| **Variable Components (in INR)** | |
| Performance Bonus (in Rs.) | 21,000 |
| Engagement PB (paid monthly) @ 100% achievement levels | 17,500 |
| **TOTAL: Variable Components** | **38,500** |
| | |
| **COST TO COMPANY** | **350,000** |

| | |
|---|---|
| **Flexi Basket Details** | Max Sub limits (p.a.) |
| Fuel Reimbursement and Car Maintenance Charges | - |
| Leave Travel Assistance / Allowance | - |
| Car Lease Rental | - |
| **TOTAL : Annual Flexi Basket** | - |

*Employee has an option of availing all, some or none of the Flexi Basket across various components as per annual limits and entitlements mentioned in the CTC sheet. Based on the individual declaration and actual reimbursements, any unclaimed amount will be paid as taxable to the individual*

| | |
|---|---|
| **Insurance & Medical Benefits (in INR)** | Max Sub limits (p.a.) |
| Hospitalization cost reimbursement limit | 360,000 |
| Term life Insurance Cover | 2,000,000 |
| Disability cover due to accident (upto) | 1,800,000 |

**NOTE:**

1. Flexi Basket is only applicable in E2+ employees
2. All salary components are governed by the company policies and statutory guidelines.
3. This salary sheet is strictly confidential and must not be discussed with anyone other than your HCLT Reporting Manager and/or your HR Manager.
4. Any personal tax liability arising out of compensation will be borne solely by the employee.



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5. Gratuity to be payable as per act

## Annexure II

**Welcome aboard...**

It is often said that an organization can grow only if it empowers its employees to grow! At HCL, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you for the position of **Graduate Engineer Trainee.** This is to be read in conjunction with the offer & appointment letter as attached.

## GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

This Annexure lays down the general terms and conditions of employment to to **HCL TECH LTD. - IOMC (herein referred as "HCL" or "Company")** and is a legally binding document.

1. **Location:**

   Your place of work will be located at **Chennai-AMB-6, Amb. Ind. Est.,MTH Rd,ODC.**

2. **Commencement of Employment:**

   Your period of continuous employment with the Company will commence from the date of your joining the Company subject to fulfillment of the other conditions as mentioned on this employment contract.

3. **Medical Checkup:**

   Your employment is subject to you being declared medically fit by the company doctor.

4. **Probation**

a) You shall be on probation for a period of **12 months** from the date of your appointment and unless notified in writing, you will be deemed as "confirmed" on completion of your probation period.
b) Your case for permanent absorption in the employment of the Company shall be considered on your satisfactorily completing the probationary period.
c) If during, or on the expiry of, the probation period (initial or extended) the Management finds your performance to be unsatisfactory or that you lack the aptitude for the job or that you are not suitable for the job, or the like, your probationary employment would be liable to be terminated, at any time, and without any liability.

5. **HCL Training Program:**

   Training (classroom/on the job) sessions will be conducted after your joining. The training period may be either extended or may be deemed completed earlier, at the discretion of the Management.

6. **Notice Period/ Separation:**



Signature of Employee:

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Technology
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Your employment with the Company can also be terminated either by the Company or by you by giving the other party 60 days advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the 'Basic' component of the salary for the balance notice period would be paid to you by adjusting the amounts payable by you to the Company. For the avoidance of doubt, all amounts payable by you to the company would need to be cleared forthwith in the event of such termination. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the 'Basic' component of the salary for the balance notice period along with other amount payable by you to the company, if any. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company.

On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

**7. Increments and Promotions**

Your growth in terms of role, compensation etc., in the Company will be based on your performance. Your salary will be subject to annual salary review. Salary adjustments effected at the salary review takes into consideration your job performance, movement of remuneration levels, benefits and conditions. Your anniversary performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter of your anniversary, post which you will be aligned to July/October Cycle, or any other Cycle as per discretion of the Company, depending on your current DOJ/Band/Employee Group.

**8. Agreements:**

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

**9. Background and Reference Check:**

This offer of employment is subject to your clearing our BGV process. As a precondition to accept this Offer Letter, you hereby give your express authorization to the Company (or the appointed third party) to conduct a background investigation on your credentials, as may be necessary and further agree that any misrepresentation in this regard or your failure to clear the BGV process shall give rise to the withdrawal of this offer of employment, and any employment contract which may have been subsequently executed shall be deemed void and ineffectual.

During the terms of employment, the Company may undertake the process of checking credentials of the Employee in terms of education, previous employment(s), and other information provided in the resumes/CVs as submitted by the said Employees, either on its own or with the help of a third party as and when required. For the avoidance of doubt, the Employee's signature in this Agreement constitutes the Employee's express authorization for the Company (or the appointed third party) to conduct a background investigation on his/her credentials, as may be necessary. Furthermore, the Employee agrees to submit himself /herself to random drug /medical testing at any time during the course of employment as permitted by law.



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You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process. The company may also undertake reference check through at least two professional references submitted during the process of selection.

**10. Working Hours:**

This division works 24x7 Shifts and you will be required to do so as per the need of the organization. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

**11. Mobility:**

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises and Country

**12. Deputation/ Transfer:**

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

**13. Retirement:**

You will retire from service on attaining superannuation at the age of 55 years.

**14. Other benefits:**

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

**15. Transport Facility**

You shall be provided the shift cabs for pick and drop from home to office and vice versa within the limit of 20 KMs as per the company policy.

**16. IP, Copyright, Inventions and Patents**

All inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts and other intellectual property rights that you may make or conceive, either solely or jointly with others, during the period of your employment, shall be deemed to be sole property of the company and you hereby waive any and all right, title or interest, if any, in the same in favor of the company. Further, it shall be your duty to promptly reduce to writing and disclose to the Company all such inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts and other intellectual property rights, which you may make or conceive. You agree to, at all times, assist the company in every proper and possible way to patent or register the said ideas, concepts, inventions, discoveries, improvements, copyrightable material and/or trademarks in any and all countries and to vest the title thereto in the company, its successors, assigns and



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nominees. Your obligations under this clause shall survive expiration or termination of your employment with the Company.

**17. Data Protection:**

a) The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.

b) The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.

c) The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.

d) During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.

e) The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

**18. Exclusivity of service**

You agree not to undertake employment whether full time or part time, as the Director/ Partner/member/employee of any other organization or entity engaged in any form of business activity without the consent of **HCL TECH LTD. - IOMC** The consent may be given subject to any terms and conditions that the company may think fit and may be withdrawn at the discretion of the company.

**19. Confidentiality & Non-Disclosure**:

You acknowledge that the disclosure of any commercially sensitive information, trade secrets or other confidential information (which may not be readily available to competitors or to the general public) will cause significant harm to the Company.

You agree that you shall not at any time during your employment (except in the proper performance of your duties) with the Company, or at any time (without limit) after the termination thereof, directly or indirectly use or exploit for your own purposes or those of any other person, company, business entity or other organization whatsoever, or disclose to any person, company, business entity or other organization whatsoever, any trade secrets of the Company or its associated companies; any confidential information relating or belonging to the Company including but not limited to any such information relating to customers, customer lists or requirements, price lists or pricing structures, marketing and information, Intellectual Property, business plans or dealings, technical data, employees or officers, financial information and plans, designs, formulae, product lines or research activities; source codes and computer systems, software, any document marked "Confidential"; any information which you have been told is confidential or which you might reasonably expect the Company to regard as confidential or any information which has been given to the Company or any Associated Company in confidence by customers, suppliers and other persons.



Signature of Employee:

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You shall not at any time during the continuance of your employment with the Company make any notes or memoranda relating to any matter within the scope of the Company's or any Associated Company's business, dealings or affairs otherwise than for the benefit of the Company or any Associated Company.

You must not make or communicate (or cause or facilitate the making or communication of) any oral or written statement to any representative of the press, television, radio or other media on any matter connected with or relating to the Company or any of its Associated Companies, without the prior written consent of the Company.

The obligations contained in this provision shall not apply to, any information which you are required to disclose in accordance with an order of a Court of competent jurisdiction, any information or knowledge which may subsequently come into the public domain other than by way of unauthorized disclosure (whether by you or a third party); any act of yours in the proper performance of the duties of your employment; any use or disclosure where such use or disclosure has been properly authorized by the Company.

Your obligations under this paragraph would continue even beyond the cessation/termination of your employment. Any violation of the above obligations/conditions shall render you liable for appropriate disciplinary action including termination of your employment.

**20. Rules, Policies, Procedures:**

The Employee must comply at all times with the Company's rules, policies and procedures relating to equal opportunities, harassment, health and safety, e-mail and internet use, and all other rules, policies and procedures introduced by the Company from time to time. For the avoidance of doubt such rules, policies and procedures are not incorporated by reference into this contract and they may be changed, replaced or withdrawn at any time at the discretion of the Company.

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include upto termination of your employment with HCL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of **HCL TECH LTD. - IOMC** as applicable to you and the changes therein from time to time.

**21. Correctness of the Details Furnished:**

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.



Signature of Employee:

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**22. Warranty and Undertaking:**

You represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing the duties of your employment or any of them, in accordance with the terms and conditions of this Agreement.

You warrant and agree that you are not entering into this Agreement in reliance on any representation not expressly set out in this Agreement.

**23. Changes to the terms & conditions:**

The Company reserves the right to make reasonable changes to any of your terms and conditions of employment. If the Company changes any of the terms and conditions of your employment, it will notify you in writing of the changes taking effect.

In case of any dispute as to the interpretation of the terms and conditions of your service, the decision of the Company shall be final and binding on you.

**Authorized Signatory**
**September 18, 2020**

Amrita Das

Vice President, Head-Global Rewards

I confirm receipt of and accept the above Terms & Conditions of Employment.

**Annexure III**

| **LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL** | |
|---|---|
| **S.No.** | **Particulars (To be submitted to the Recruiter/Online of the BGV link)** |
| 1 | **Highest Qualification -** Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date |
| 2 | **Permanent/Current Address Proof** – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc. |



Signature of Employee:

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| | |
|---|---|
| 3 | **Previous Employer** – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number |
| 4 | A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization) |
| 5 | **Identity Verification** - Copy of valid passport and PAN card required |

**Additional documents (To be submitted on request** – Only if required)

1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

**Things to Remember**

1. The information provided in Resume and background verification form must be same.
2. Information provided in background verification form must be accurate.
3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

| List of Documents required for joining / induction day (Hard Copies) | | |
|---|---|---|
| **S. No** | **Document Name** | **Number of Photocopies** |
| 1 | Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES) | 1 |
| 2 | Extension Letter (if the Date of Joining in the offer letter is past dated) | 1 |
| 3 | Passport –Front copy only - for Name & DOB proof. | 1 |
| 4 | 10th Mark sheet, only if passport is not available. | 1 |
| 5 | PAN CARD as ID Proof (Only if passport is not available) | 1 |
| 6 | Passport Size Photographs (Only with white background) | 3 |

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.



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- Induction Timings are **0900 to 1830** IST.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

**Location of HCL Onboarding Team for joining formalities:**

| S. No | Location | Address |
|---|---|---|
| 1 | NOIDA | HCL Technologies Ltd, A-9, Sector-3, Noida-UP, 201301 |
| 2 | CHENNAI | HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm High Road, Chennai-600119 |
| 3 | BANGLORE | HCL Technologies Ltd,Surya Saphire, Plot#3, 1St Phase, Hosur Road, Electronic City Banglore-560100 |
| 4 | KOLKATA | HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091 |
| 5 | HYDERABAD | HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081 |
| 6 | PUNE | HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013 |
| 7 | MUMBAI | HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093 |
| 8 | LUCKNOW | HCL Technologies Ltd,Hcl It City, Sdc-01, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002 |
| 9 | MADURAI | HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020 |
| 10 | Nagpur | HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur |
| 11 | Coimbatore | State Street Hcl Services \| Human Resources \| Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526\| |
| 12 | Vijayawada | State Street HCL Services Private LimitedMedha IT Towers, Third Floor,Kesarapalli,Gannavaram,Krishna District 521102 |

## ANNEXURE IV

## EXPLANATION OF COMPENSATION STRUCTURE AND SOME BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- Basic Salary
- Monthly Allowances



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- Retirals & Insurances Benefit

The details for each component falling under these heads are explained as following:

**BASIC SALARY**

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

**MONTHLY ALLOWANCES**

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.
- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR. 50,000/- spread over 12 months.
- **Bright Hour Allowance (BHA):** BHA is a non-recoverable monthly earning opportunity payable against a declaration by the employee for his/her availability in the Bright Hours and consent to move to any other OMC at any given time working during Bright Hours.
- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR. 21,000/- (excluding variable component) as per the Payment of Bonus Act.
- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

**RETIRALS & INSURANCES BENEFIT**

You and your dependants will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

**Medical Insurance:** Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
- By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central



Signature of Employee:

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

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Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.

- The premium payable depends on the dependants declared.
- The hospitalization coverage limit will be same as defined in compensation structure.
- Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
- You may refer 'Medical Insurance policy' for further details.

- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948**.

  Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

  *The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

  *The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days' Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.

- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.

- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!



Signature of Employee:

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**HCL TECH LTD. - IOMC** will correspond with you on the address & contact details mentioned below :-

**Permanent Address: Hyderabad, Hyderabad,**
**Telangana, India, 500004**
**Email ID: sudhasujji2014@gmail.com**
**Telephone Number: +91 8639908119**



Signature of Employee:

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

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**Offer Release Date May 18, 2021**

**Saya Manish**
**Hyderabad, Hyderabad,**
**Telangana, India, 500004**

**Sub: Offer and Appointment Letter**

\

Dear **Saya Manish,**

Congratulations! With reference to the interviews conducted by **HCL TECH LTD. - IOMC ("HCL" or "Company"),** we are pleased to inform you that you have been selected for employment in our organization as **Graduate Engineer Trainee** in **band E1.**

This position is a great match for your talent and skills, and that you will enjoy the professional challenges and growth opportunities associated with this role.

You are requested to join us on **October 12, 2020** at **9:00 A.M** at the following address**, Chennai-AMB-6, Amb. Ind. Est.,MTH Rd,ODC.** Your joining would be subject to successful completion and compliance with the pre-joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure and BPO divisions, HCL Axon etc. In line with the same approach, we look forward to your being flexible towards your placement in – **HCL TECH LTD. - IOMC.** Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s).

**Your Total Compensation will be INR 3.5 Lacs per annum outlined in Annexure I.**

You will be on probation for a period of **12 months** from the date of your joining. The general terms and conditions governing your employment are outlined in **Annexure II.**

You will be required to sign a service agreement along with a surety amount of **INR 1.25 Lakhs** in terms of which you also bind yourself to serve the company for a period of at least of **24 months** from the date of Joining. The terms and conditions of such Service agreement shall also be deemed to form part of your contract of employment with the Company.

On the date of joining, you would be required to submit the documents listed in **Annexure III**. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.



Signature of Employee:

PRINCIPAL
Sreenidhi Institute of Engineering & Technology
Ghatkesar, Medchal Malkajgiri Dist.,
Ranga Reddy (Dist.)

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**Annexure IV** provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

You need to have cleared all the subjects & should be a pass out of **2020 batch** for the current academic course and be able to produce a provisional certificate from your college/university at the time of joining. No candidature with standing arrears will be entertained for joining on the stated date.
Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by **HCL TECH LTD. - IOMC** will stand withdrawn without any liability.
Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
**For HCL TECH LTD. - IOMC**

**Authorized Signatory**

Amrita Das

Vice President, Head-Global Rewards

**Annexure 1**

| **COMPENSATION PLAN** | |
|---|---|
| **Name** | **Saya Manish** |
| **Band** | **E1** |
| **Designation** | **Graduate Engineer Trainee** |
| **City** | **Chennai** |
| **Monthly Components (in INR)** | |
| Basic Salary | 15,069 |
| House Rent Allowance | 7,523 |
| Advance Statutory Bonus | - |
| Food Wallet | - |
| Holiday Allowance | - |
| Flexi Basket* | - |
| Compensatory Allowance | 0 |
| | |
| TOTAL: Monthly | 22,592 |



Signature of Employee:

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

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| | |
|---|---|
| **TOTAL: Monthly Components : Annualized** | **271,107** |
| | |
| **Retirals & Other Benefits (in INR)** | |
| Provident Fund | 21,699 |
| Medical Insurance Premium/ESIC | 10,000 |
| Gratuity | 8,694 |
| **TOTAL : Retirals** | **40,393** |
| | |
| **Variable Components (in INR)** | |
| Performance Bonus (in Rs.) | 21,000 |
| Engagement PB (paid monthly) @ 100% achievement levels | 17,500 |
| **TOTAL: Variable Components** | **38,500** |
| | |
| **COST TO COMPANY** | **350,000** |

| **Flexi Basket Details** | Max Sub limits (p.a.) |
|---|---|
| Fuel Reimbursement and Car Maintenance Charges | - |
| Leave Travel Assistance / Allowance | - |
| Car Lease Rental | - |
| **TOTAL : Annual Flexi Basket** | - |

*Employee has an option of availing all, some or none of the Flexi Basket across various components as per annual limits and entitlements mentioned in the CTC sheet. Based on the individual declaration and actual reimbursements, any unclaimed amount will be paid as taxable to the individual*

| **Insurance & Medical Benefits (in INR)** | Max Sub limits (p.a.) |
|---|---|
| Hospitalization cost reimbursement limit | 360,000 |
| Term life Insurance Cover | 2,000,000 |
| Disability cover due to accident (upto) | 1,800,000 |

**NOTE:**

1. Flexi Basket is only applicable in E2+ employees
2. All salary components are governed by the company policies and statutory guidelines.
3. This salary sheet is strictly confidential and must not be discussed with anyone other than your HCLT Reporting Manager and/or your HR Manager.
4. Any personal tax liability arising out of compensation will be borne solely by the employee.



Signature of Employee:

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

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5. Gratuity to be payable as per act

## Annexure II

**Welcome aboard...**

It is often said that an organization can grow only if it empowers its employees to grow! At HCL, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you for the position of **Graduate Engineer Trainee.** This is to be read in conjunction with the offer & appointment letter as attached.

## GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

This Annexure lays down the general terms and conditions of employment to to **HCL TECH LTD. - IOMC (herein referred as "HCL" or "Company")** and is a legally binding document.

1. **Location:**

   Your place of work will be located at **Chennai-AMB-6, Amb. Ind. Est.,MTH Rd,ODC.**

2. **Commencement of Employment:**

   Your period of continuous employment with the Company will commence from the date of your joining the Company subject to fulfillment of the other conditions as mentioned on this employment contract.

3. **Medical Checkup:**

   Your employment is subject to you being declared medically fit by the company doctor.

4. **Probation**

a) You shall be on probation for a period of **12 months** from the date of your appointment and unless notified in writing, you will be deemed as "confirmed" on completion of your probation period.
b) Your case for permanent absorption in the employment of the Company shall be considered on your satisfactorily completing the probationary period.
c) If during, or on the expiry of, the probation period (initial or extended) the Management finds your performance to be unsatisfactory or that you lack the aptitude for the job or that you are not suitable for the job, or the like, your probationary employment would be liable to be terminated, at any time, and without any liability.

5. **HCL Training Program:**

   Training (classroom/on the job) sessions will be conducted after your joining. The training period may be either extended or may be deemed completed earlier, at the discretion of the Management.

6. **Notice Period/ Separation:**



Signature of Employee:

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

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Your employment with the Company can also be terminated either by the Company or by you by giving the other party 60 days advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the 'Basic' component of the salary for the balance notice period would be paid to you by adjusting the amounts payable by you to the Company. For the avoidance of doubt, all amounts payable by you to the company would need to be cleared forthwith in the event of such termination. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the 'Basic' component of the salary for the balance notice period along with other amount payable by you to the company, if any. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company.

On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

**7. Increments and Promotions**

Your growth in terms of role, compensation etc., in the Company will be based on your performance. Your salary will be subject to annual salary review. Salary adjustments effected at the salary review takes into consideration your job performance, movement of remuneration levels, benefits and conditions. Your anniversary performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter of your anniversary, post which you will be aligned to July/October Cycle, or any other Cycle as per discretion of the Company, depending on your current DOJ/Band/Employee Group.

**8. Agreements:**

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

**9. Background and Reference Check:**

This offer of employment is subject to your clearing our BGV process. As a precondition to accept this Offer Letter, you hereby give your express authorization to the Company (or the appointed third party) to conduct a background investigation on your credentials, as may be necessary and further agree that any misrepresentation in this regard or your failure to clear the BGV process shall give rise to the withdrawal of this offer of employment, and any employment contract which may have been subsequently executed shall be deemed void and ineffectual.

During the terms of employment, the Company may undertake the process of checking credentials of the Employee in terms of education, previous employment(s), and other information provided in the resumes/CVs as submitted by the said Employees, either on its own or with the help of a third party as and when required. For the avoidance of doubt, the Employee's signature in this Agreement constitutes the Employee's express authorization for the Company (or the appointed third party) to conduct a background investigation on his/her credentials, as may be necessary. Furthermore, the Employee agrees to submit himself /herself to random drug /medical testing at any time during the course of employment as permitted by law.



Signature of Employee:

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

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You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process. The company may also undertake reference check through at least two professional references submitted during the process of selection.

**10. Working Hours:**

This division works 24x7 Shifts and you will be required to do so as per the need of the organization. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

**11. Mobility:**

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises and Country

**12. Deputation/ Transfer:**

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

**13. Retirement:**

You will retire from service on attaining superannuation at the age of 55 years.

**14. Other benefits:**

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

**15. Transport Facility**

You shall be provided the shift cabs for pick and drop from home to office and vice versa within the limit of 20 KMs as per the company policy.

**16. IP, Copyright, Inventions and Patents**

All inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts and other intellectual property rights that you may make or conceive, either solely or jointly with others, during the period of your employment, shall be deemed to be sole property of the company and you hereby waive any and all right, title or interest, if any, in the same in favor of the company. Further, it shall be your duty to promptly reduce to writing and disclose to the Company all such inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts and other intellectual property rights, which you may make or conceive. You agree to, at all times, assist the company in every proper and possible way to patent or register the said ideas, concepts, inventions, discoveries, improvements, copyrightable material and/or trademarks in any and all countries and to vest the title thereto in the company, its successors, assigns and



Signature of Employee:

PRINCIPAL
Institute of Engineering & Technology

nominees. Your obligations under this clause shall survive expiration or termination of your employment with the Company.

**17. Data Protection:**

a) The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.

b) The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.

c) The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.

d) During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.

e) The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

**18. Exclusivity of service**

You agree not to undertake employment whether full time or part time, as the Director/ Partner/member/employee of any other organization or entity engaged in any form of business activity without the consent of **HCL TECH LTD. - IOMC** The consent may be given subject to any terms and conditions that the company may think fit and may be withdrawn at the discretion of the company.

**19. Confidentiality & Non-Disclosure**:

You acknowledge that the disclosure of any commercially sensitive information, trade secrets or other confidential information (which may not be readily available to competitors or to the general public) will cause significant harm to the Company.

You agree that you shall not at any time during your employment (except in the proper performance of your duties) with the Company, or at any time (without limit) after the termination thereof, directly or indirectly use or exploit for your own purposes or those of any other person, company, business entity or other organization whatsoever, or disclose to any person, company, business entity or other organization whatsoever, any trade secrets of the Company or its associated companies; any confidential information relating or belonging to the Company including but not limited to any such information relating to customers, customer lists or requirements, price lists or pricing structures, marketing and information, Intellectual Property, business plans or dealings, technical data, employees or officers, financial information and plans, designs, formulae, product lines or research activities; source codes and computer systems, software, any document marked "Confidential"; any information which you have been told is confidential or which you might reasonably expect the Company to regard as confidential or any information which has been given to the Company or any Associated Company in confidence by customers, suppliers and other persons.



Signature of Employee:

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

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You shall not at any time during the continuance of your employment with the Company make any notes or memoranda relating to any matter within the scope of the Company's or any Associated Company's business, dealings or affairs otherwise than for the benefit of the Company or any Associated Company.

You must not make or communicate (or cause or facilitate the making or communication of) any oral or written statement to any representative of the press, television, radio or other media on any matter connected with or relating to the Company or any of its Associated Companies, without the prior written consent of the Company.

The obligations contained in this provision shall not apply to, any information which you are required to disclose in accordance with an order of a Court of competent jurisdiction, any information or knowledge which may subsequently come into the public domain other than by way of unauthorized disclosure (whether by you or a third party); any act of yours in the proper performance of the duties of your employment; any use or disclosure where such use or disclosure has been properly authorized by the Company.

Your obligations under this paragraph would continue even beyond the cessation/termination of your employment. Any violation of the above obligations/conditions shall render you liable for appropriate disciplinary action including termination of your employment.

**20. Rules, Policies, Procedures:**

The Employee must comply at all times with the Company's rules, policies and procedures relating to equal opportunities, harassment, health and safety, e-mail and internet use, and all other rules, policies and procedures introduced by the Company from time to time. For the avoidance of doubt such rules, policies and procedures are not incorporated by reference into this contract and they may be changed, replaced or withdrawn at any time at the discretion of the Company.

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include upto termination of your employment with HCL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of **HCL TECH LTD. - IOMC** as applicable to you and the changes therein from time to time.

**21. Correctness of the Details Furnished:**

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.



Signature of Employee:

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

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**22. Warranty and Undertaking:**

You represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing the duties of your employment or any of them, in accordance with the terms and conditions of this Agreement.

You warrant and agree that you are not entering into this Agreement in reliance on any representation not expressly set out in this Agreement.

**23. Changes to the terms & conditions:**

The Company reserves the right to make reasonable changes to any of your terms and conditions of employment. If the Company changes any of the terms and conditions of your employment, it will notify you in writing of the changes taking effect.

In case of any dispute as to the interpretation of the terms and conditions of your service, the decision of the Company shall be final and binding on you.

**Authorized Signatory**
**September 18, 2020**

Amrita

Amrita Das

Vice President, Head-Global Rewards

I confirm receipt of and accept the above Terms & Conditions of Employment.

**Annexure III**

| **LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL** | |
|---|---|
| **S.No.** | **Particulars (To be submitted to the Recruiter/Online of the BGV link)** |
| 1 | **Highest Qualification -** Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date |
| 2 | **Permanent/Current Address Proof** – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc. |

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



Signature of Employee:

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| | |
|---|---|
| 3 | **Previous Employer** – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number |
| 4 | A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization) |
| 5 | **Identity Verification** - Copy of valid passport and PAN card required |

**Additional documents (To be submitted on request** – Only if required)

1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

**Things to Remember**

1. The information provided in Resume and background verification form must be same.
2. Information provided in background verification form must be accurate.
3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

| List of Documents required for joining / induction day (Hard Copies) | | |
|---|---|---|
| **S. No** | **Document Name** | **Number of Photocopies** |
| 1 | Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES) | 1 |
| 2 | Extension Letter (if the Date of Joining in the offer letter is past dated) | 1 |
| 3 | Passport –Front copy only - for Name & DOB proof. | 1 |
| 4 | 10th Mark sheet, only if passport is not available. | 1 |
| 5 | PAN CARD as ID Proof (Only if passport is not available) | 1 |
| 6 | Passport Size Photographs (Only with white background) | 3 |

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.



Signature of Employee:

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

NCL TECHNOLOGIES LTD.
Corporate Identity Number: L741400L1991PLC046369
Technology Hub, Special Economic Zone
Plot No : 3A, Sector 126, NOIDA 201 304, UP, India.
T +91 120 6125000 F +91 120 4683030
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.
www.hcltech.com
www.hcl.com

- Induction Timings are **0900 to 1830** IST.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

**Location of HCL Onboarding Team for joining formalities:**

| S. No | Location | Address |
|---|---|---|
| 1 | NOIDA | HCL Technologies Ltd, A-9, Sector-3, Noida-UP, 201301 |
| 2 | CHENNAI | HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm High Road, Chennai-600119 |
| 3 | BANGLORE | HCL Technologies Ltd,Surya Saphire, Plot#3, 1St Phase, Hosur Road, Electronic City Banglore-560100 |
| 4 | KOLKATA | HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091 |
| 5 | HYDERABAD | HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081 |
| 6 | PUNE | HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013 |
| 7 | MUMBAI | HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093 |
| 8 | LUCKNOW | HCL Technologies Ltd,Hcl It City, Sdc-01, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002 |
| 9 | MADURAI | HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020 |
| 10 | Nagpur | HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur |
| 11 | Coimbatore | State Street Hcl Services \| Human Resources \| Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526\| |
| 12 | Vijayawada | State Street HCL Services Private LimitedMedha IT Towers, Third Floor,Kesarapalli,Gannavaram,Krishna District 521102 |

## ANNEXURE IV

## EXPLANATION OF COMPENSATION STRUCTURE AND SOME BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- Basic Salary
- Monthly Allowances

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



Signature of Employee:

- Retirals & Insurances Benefit

The details for each component falling under these heads are explained as following:

**BASIC SALARY**

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

**MONTHLY ALLOWANCES**

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.

- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR. 50,000/- spread over 12 months.

- **Bright Hour Allowance (BHA):** BHA is a non-recoverable monthly earning opportunity payable against a declaration by the employee for his/her availability in the Bright Hours and consent to move to any other OMC at any given time working during Bright Hours.

- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR. 21,000/- (excluding variable component) as per the Payment of Bonus Act.

- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

**RETIRALS & INSURANCES BENEFIT**

You and your dependants will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

**Medical Insurance:** Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
- By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central



Signature of Employee:

Engineering & Technology
HCL
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

HCL TECHNOLOGIES LTD.
Corporate Identity Number: L74140DL1991PLC046369
Technology Hub, Special Economic Zone
Plot No : 3A, Sector 126, NOIDA 201 304, UP, India.
T +91 120 6125000 F +91 120 4683030
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.
www.hcltech.com
www.hcl.com

Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.

- The premium payable depends on the dependants declared.
- The hospitalization coverage limit will be same as defined in compensation structure.
- Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
- You may refer 'Medical Insurance policy' for further details.

- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948**.

  Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

  *The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

  *The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days' Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.

- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.

- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

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



Signature of Employee:

HCL TECHNOLOGIES LTD.

Corporate Identity Number: L74140DL1991PLC046369

Technology Hub, Special Economic Zone

Plot No : 3A, Sector 126, NOIDA 201 304, UP, India.

T +91 120 6125000 F +91 120 4683030

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

**HCL TECH LTD. - IOMC** will correspond with you on the address & contact details mentioned below :-

**Permanent Address: Hyderabad, Hyderabad,**
**Telangana, India, 500004**
**Email ID: sudhasujji2014@gmail.com**
**Telephone Number: +91 8639908119**



Signature of Employee:

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

AAS Technologies
*Private Limited*

Date: 13 July 2021

To,

**Mr. Sudini Karthik Reddy,**

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

1. You will be paid salary of Rs.7,500/- (Seven Thousand Five Hundred Only) per month. Salary revision will be considered after 3 months based on your performance.

2. You will be governed by the rules and regulations of the organization in force from time to time.

3. You shall maintain confidentiality of the business-sensitive information handled by you in your day-to-day-work.

4. In case you want to leave the organization; you have to give one month of advance notice.

You are requested to convey the acceptance of the appointment and report on **09 Jun 2016** with your original certificates. We welcome you to the family of AAS Technologies and look forward to your valuable contribution to the growth of the organization.

Thanking you,

For AAS Technologies Pvt.Ltd

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

AAS Technologies
*Private Limited*

Date: 13 July 2021

To,

**Mr. Priti Kumari,**

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 **09 Jun 2016** with your original certificates. We welcome you to the family of AAS Technologies and look forward to your valuable contribution to the growth of the organization.

Thanking you,

For AAS Technologies Pvt.Ltd

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

AAS Technologies
*Private Limited*

Date: 13 July 2021

To,

**Mr. Kumari Megha,**

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 **09 Jun 2016** with your original certificates. We welcome you to the family of AAS Technologies and look forward to your valuable contribution to the growth of the organization.

Thanking you,

For AAS Technologies Pvt.Ltd

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

AAS Technologies
Private Limited

Date: 13 July 2021

To,

**Mr. Kandukuri Phanideep,**

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 **09 Jun 2016** with your original certificates. We welcome you to the family of AAS Technologies and look forward to your valuable contribution to the growth of the organization.

Thanking you,

For AAS Technologies Pvt.Ltd

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

AAS Technologies
*Private Limited*

Date: 13 July 2021

To,

**Mr. Kotha Sri Sai Rohith,**

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 **09 Jun 2016** 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
Guntlhapally (V), Abdullapurmet (Mdl) R.R.Dist

AAS Technologies
*Private Limited*

Date: 13 July 2021

To,

**Mr. Wepuri Vaishnavi,**

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 **09 Jun 2016** 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
Guntihanally (V), [illegible] (Mdl) R.R.Dist

AAS Technologies
*Private Limited*

Date: 13 July 2021

To,

**Mr. Kakarla Baby Lakshmi Priyanka,**

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 **09 Jun 2016** with your original certificates. We welcome you to the family of AAS Technologies and look forward to your valuable contribution to the growth of the organization.

Thanking you,

For AAS Technologies Pvt.Ltd

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

AAS Technologies
*Private Limited*

Date: 13 July 2021

To,

**Mr. Velagala Vanitha,**

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 **09 Jun 2016** with your original certificates. We welcome you to the family of AAS Technologies and look forward to your valuable contribution to the growth of the organization.

Thanking you,

For AAS Technologies Pvt.Ltd

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

AAS Technologies
*Private Limited*

Date: 13 July 2021

To,

**Mr. Gouni Varsha,**

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 **09 Jun 2016** with your original certificates. We welcome you to the family of AAS Technologies and look forward to your valuable contribution to the growth of the organization.

Thanking you,

For AAS Technologies Pvt.Ltd

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

AAS Technologies
*Private Limited*

Date: 13 July 2021

To,

**Mr. Dhude Bindu Priya,**

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 **09 Jun 2016** with your original certificates. We welcome you to the family of AAS Technologies and look forward to your valuable contribution to the growth of the organization.

Thanking you,

For AAS Technologies Pvt.Ltd

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

AAS Technologies
*Private Limited*

Date: 13 July 2021

To,

**Mr. Bollarapu Akhila,**

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 **09 Jun 2016** with your original certificates. We welcome you to the family of AAS Technologies and look forward to your valuable contribution to the growth of the organization.

Thanking you,

For AAS Technologies Pvt.Ltd

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

AAS Technologies
*Private Limited*

Date: 13 July 2021

To,

**Mr. Boinpally Ananya,**

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 **09 Jun 2016** with your original certificates. We welcome you to the family of AAS Technologies and look forward to your valuable contribution to the growth of the organization.

Thanking you,

For AAS Technologies Pvt.Ltd

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

AAS Technologies
*Private Limited*

Date: 13 July 2021

To,

**Mr. Ale Santhosh Kumar,**

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 **09 Jun 2016** with your original certificates. We welcome you to the family of AAS Technologies and look forward to your valuable contribution to the growth of the organization.

Thanking you,

For AAS Technologies Pvt.Ltd

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

AAS Technologies
*Private Limited*

Date: 13 July 2021

To,

**Mr. Boddu Anusha,**

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 **09 Jun 2016** with your original certificates. We welcome you to the family of AAS Technologies and look forward to your valuable contribution to the growth of the organization.

Thanking you,

For AAS Technologies Pvt.Ltd

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

AAS Technologies
*Private Limited*

Date: 13 July 2021

To,

**Mr. Dumpala Suresh,**

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

1. You will be paid salary of Rs.7,500/- (Seven Thousand Five Hundred Only) per month. Salary revision will be considered after 3 months based on your performance.

2. You will be governed by the rules and regulations of the organization in force from time to time.

3. You shall maintain confidentiality of the business-sensitive information handled by you in your day-to-day-work.

4. In case you want to leave the organization; you have to give one month of advance notice.

You are requested to convey the acceptance of the appointment and report on **09 Jun 2016** with your original certificates. We welcome you to the family of AAS Technologies and look forward to your valuable contribution to the growth of the organization.

Thanking you,

For AAS Technologies Pvt.Ltd

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

AAS Technologies
*Private Limited*

Date: 13 July 2021

To,

**Mr. Burma Susheela,**

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

1. You will be paid salary of Rs.7,500/- (Seven Thousand Five Hundred Only) per month. Salary revision will be considered after 3 months based on your performance.

2. You will be governed by the rules and regulations of the organization in force from time to time.

3. You shall maintain confidentiality of the business-sensitive information handled by you in your day-to-day-work.

4. In case you want to leave the organization; you have to give one month of advance notice.

You are requested to convey the acceptance of the appointment and report on **09 Jun 2016** with your original certificates. We welcome you to the family of AAS Technologies and look forward to your valuable contribution to the growth of the organization.

Thanking you,

For AAS Technologies Pvt.Ltd

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

ELTP /2021

11-jun-2021

**Subject:LetterofIntent toHire**

**Dear Kasthuri Maneesh,**

This refers to your application and the subsequent discussions we had with you. We arepleasedtoinformyouthatyouhavebeenshortlistedforappointmentasa**TraineeSoftwareEngineer**inourOrganization.

We request you to confirm to us your intent to join and accept this letter by signing andreturning a copy of this letter to our HR team (mail id: hrteam@eidiko.com), no later than**15-June-2020,**failingwhich,thisLetterofIntentshallstandwithdrawn/cancelledautomaticallywithoutany furthernotice.

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

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, failingwhich ourofferisclosedandnofurthercommunicationwillbeentertained.

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

**Position:Compensation**
**CTC:**YourAnnualGrossCTCfortheyear,whichisinclusiveofBasicSalaryand other Variable emoluments, is**Rs.1,80,000/-**PerAnnum (INROne LakhEightyThousandRupees Only).

Thisofferissubjecttoyousatisfyingthefollowingrequirements:

1. You are required to mandatorily possess the following documents at the time ofjoining:
    a. AvalidPassport
    b. IncomeTaxPANCardatthetimeofjoiningthe Company.
2. You should have completed your academic course with a minimum of **65% orequivalent**asspecifiedatthetimeofyourselection.
3. Minimum of 65% in HSC or equivalent course and minimum of First Class65% in all other courses completed by you prior to your qualifyingacademiccourse.
4. You should have completed any Company organized training impartedpriortoyourdateofjoining
5. Submitallnecessarylegaldocumentationpertainingtoyouremployment

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

+91 40-33182600 info@eidiko.com
EidikoSystemsIntegrators,Suite#1,Floor#1,MJRMagnifique,
KhajagudaXRoads,Gachibowli,Hyderabad,India–500008

www.eidiko.com

We look forward to you having a rewarding career with

usPlease reverttouswithyouracceptanceofthisoffer.

Wishing you all the

best,Yourssincerely,

**RatanSiripurapu**
**VicePresident -Operations**
**EidikoSystemsIntegratorsPvt.Ltd**

www.eidiko.com

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

+91 40-33182600 info@eidiko.com

EidikoSystemsIntegrators,Suite#1,Floor#1,MJRMagnifique,
KhajagudaXRoads,Gachibowli,Hyderabad,India-500008

ELTP /2021

11-jun-2021

**Subject:LetterofIntent toHire**

**Dear GollapellyNagendra,**

This refers to your application and the subsequent discussions we had with you. We arepleasedtoinformyouthatyouhavebeenshortlistedforappointmentasa**TraineeSoftwareEngineer**inourOrganization.

We request you to confirm to us your intent to join and accept this letter by signing andreturning a copy of this letter to our HR team (mail id: hrteam@eidiko.com), no later than**15-June-2020,**failingwhich,thisLetterofIntentshallstandwithdrawn/cancelledautomaticallywithoutany furthernotice.

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

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, failingwhich ourofferisclosedandnofurthercommunicationwillbeentertained.

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

**Position:Compensation**
**CTC:**YourAnnualGrossCTCfortheyear,whichisinclusiveofBasicSalaryand other Variable emoluments, is**Rs.1,80,000/-**PerAnnum (INROne LakhEightyThousandRupees Only).

Thisofferissubjecttoyousatisfyingthefollowingrequirements:

1. You are required to mandatorily possess the following documents at the time ofjoining:
    a. AvalidPassport
    b. IncomeTaxPANCardatthetimeofjoiningthe Company.
2. You should have completed your academic course with a minimum of **65% orequivalent**asspecifiedatthetimeofyourselection.
3. Minimum of 65% in HSC or equivalent course and minimum of First Class65% in all other courses completed by you prior to your qualifyingacademiccourse.
4. You should have completed any Company organized training impartedpriortoyourdateofjoining
5. Submitallnecessarylegaldocumentationpertainingtoyouremployment

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www.eidiko.com

We look forward to you having a rewarding career with

usPlease reverttouswithyouracceptanceofthisoffer.

Wishing you all the

best,Yourssincerely,

**RatanSiripurapu**
**VicePresident -Operations**
**EidikoSystemsIntegratorsPvt.Ltd**

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ELTP /2021

11-jun-2021

**Subject:LetterofIntent toHire**

**Dear Eligeti Anil Kumar,**

This refers to your application and the subsequent discussions we had with you. We arepleasedtoinformyouthatyouhavebeenshortlistedforappointmentasa**TraineeSoftwareEngineer**inourOrganization.

We request you to confirm to us your intent to join and accept this letter by signing andreturning a copy of this letter to our HR team (mail id: hrteam@eidiko.com), no later than**15-June-2020,**failingwhich,thisLetterofIntentshallstandwithdrawn/cancelledautomaticallywithoutany furthernotice.

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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, failingwhich ourofferisclosedandnofurthercommunicationwillbeentertained.

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

**Position:Compensation**
**CTC:**YourAnnualGrossCTCfortheyear,whichisinclusiveofBasicSalaryand other Variable emoluments, is**Rs.1,80,000/-**PerAnnum (INROne LakhEightyThousandRupees Only).

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2. You should have completed your academic course with a minimum of **65% orequivalent**asspecifiedatthetimeofyourselection.
3. Minimum of 65% in HSC or equivalent course and minimum of First Class65% in all other courses completed by you prior to your qualifyingacademiccourse.
4. You should have completed any Company organized training impartedpriortoyourdateofjoining
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ELTP /2021

11-jun-2021

**Subject:LetterofIntent toHire**

**Dear D Ashok Kumar Reddy,**

This refers to your application and the subsequent discussions we had with you. We arepleasedtoinformyouthatyouhavebeenshortlistedforappointmentasa**TraineeSoftwareEngineer**inourOrganization.

We request you to confirm to us your intent to join and accept this letter by signing andreturning a copy of this letter to our HR team (mail id: hrteam@eidiko.com), no later than**15-June-2020,**failingwhich,thisLetterofIntentshallstandwithdrawn/cancelledautomaticallywithoutany furthernotice.

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

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, failingwhich ourofferisclosedandnofurthercommunicationwillbeentertained.

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

**Position:Compensation**
**CTC:**YourAnnualGrossCTCfortheyear,whichisinclusiveofBasicSalaryand other Variable emoluments, is**Rs.1,80,000/-**PerAnnum (INROne LakhEightyThousandRupees Only).

Thisofferissubjecttoyousatisfyingthefollowingrequirements:

1. You are required to mandatorily possess the following documents at the time ofjoining:
    a. AvalidPassport
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2. You should have completed your academic course with a minimum of **65% orequivalent**asspecifiedatthetimeofyourselection.
3. Minimum of 65% in HSC or equivalent course and minimum of First Class65% in all other courses completed by you prior to your qualifyingacademiccourse.
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ELTP /2021

11-jun-2021

**Subject:LetterofIntent toHire**

**Dear BadishaVamshi,**

This refers to your application and the subsequent discussions we had with you. We arepleasedtoinformyouthatyouhavebeenshortlistedforappointmentasa**TraineeSoftwareEngineer**inourOrganization.

We request you to confirm to us your intent to join and accept this letter by signing andreturning a copy of this letter to our HR team (mail id: hrteam@eidiko.com), no later than**15-June-2020,**failingwhich,thisLetterofIntentshallstandwithdrawn/cancelledautomaticallywithoutany furthernotice.

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

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, failingwhich ourofferisclosedandnofurthercommunicationwillbeentertained.

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

**Position:Compensation**
**CTC:**YourAnnualGrossCTCfortheyear,whichisinclusiveofBasicSalaryand other Variable emoluments, is**Rs.1,80,000/-**PerAnnum (INROne LakhEightyThousandRupees Only).

Thisofferissubjecttoyousatisfyingthefollowingrequirements:

1. You are required to mandatorily possess the following documents at the time ofjoining:
    a. AvalidPassport
    b. IncomeTaxPANCardatthetimeofjoiningthe Company.
2. You should have completed your academic course with a minimum of **65% orequivalent**asspecifiedatthetimeofyourselection.
3. Minimum of 65% in HSC or equivalent course and minimum of First Class65% in all other courses completed by you prior to your qualifyingacademiccourse.
4. You should have completed any Company organized training impartedpriortoyourdateofjoining
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ELTP / 2020

11-Feb-2020

**Subject: Letter of Intent to Hire**

**Dear B.Praneesh,**

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a **Trainee Software Engineer** in our Organization.

We request you to confirm to us your intent to join and accept this letter by signing and returning a copy of this letter to our HR team (mail id: hrteam@eidiko.com), no later than **15-June-2020,** failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

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

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

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

**Compensation**

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

This offer is subject to you satisfying the following requirements:

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

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www.eidiko.com

We look forward to you having a rewarding career with us

Please revert to us with your acceptance of this offer.

Wishing you all the best,

Yours sincerely,

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

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**Date: 14-Dec-21**

Dear Balusani Maruthi Kumar,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

**TERMS AND CONDITIONS:**

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **2,50,000**/- (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,37,500**/- (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **12,500**/- (Rupees Twelve Thousand Five Hundred Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Hyderabad**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.

7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic



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

8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

9. **Relocation**: If you are stationed outside of **Hyderabad**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Hyderabad** from your current location as per the details enclosed in Annexure 1.

10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) months notice in writing or Two (2) months of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Ninety (90) days' written notice or Three (3) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.



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16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Non-compliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not



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to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

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

22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board between **June to Aug'22.** As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **campus.career@csscorp.com** before **3 business days** else, this Offer letter stands void.



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The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

**Full Name** Date

**For CSS Corp Private Limited**
**Welcome to CSS Corp Private Limited**

1. Annexure 1 - Salary Working & Benefits
2. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details



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| Annexure 1 | | | | |
|---|---|---|---|---|
| **Salary Working** | | | | |
| **Designation:** | **Trainee** | | **Grade:** | **JL 1B** |
| | **Explanatory Notes** | | **Monthly** | **Annual** |
| **Guaranteed Compensation** | | | | |
| Basic Pay | 30% | On TGC | 5,938 | 71,250 |
| House Rent Allowance | 50% | On Basic | 2,969 | 35,625 |
| Statutory Bonus | As per the Act | | 1,188 | 14,256 |
| Special Allowance* | Balancing Component | | 7,897 | 94,769 |
| **Statutory Benefits** | | | | |
| Provident Fund (Employer Contribution) | As per the Act | | 1,800 | 21,600 |
| **Total Guaranteed Compensation (TGC)** | | | **19,792** | **237,500** |
| **Variable Compensation** | | | | |
| Variable Performance Pay (VPP) | 5% | On CTC | | 12,500 |
| **Total Variable Compensation**** | | | | **12,500** |
| **Gross Cost to Company (CTC)** | | | | **250,000** |
| **Allowances** | | | | |
| Night Shift Allowance (US) | 22 days | | 3,300 | 39,600 |
| **Total Allowances***** | | | | **39,600** |
| **Benefits** | | | | |
| Personal Accident Disability Cover | | | | 750,000 |
| Accidental Death Cover | | | | 1,500,000 |
| Group Term Life Insurance Cover | | | | 1,500,000 |
| Employee Direct Linked Insurance Cover | | | | 605,000 |
| Hospitalization Insurance for Self, Spouse & 2 Dependent children | | | | 200,000 |
| Gratuity as per prevailing rules | | | | |
| Leave Encashment upon exit upto | 60 days | Basic | | |
| **Deductions** | | | | |
| Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules | | | | |
| *Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution | | | | |
| **Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs. | | | | |
| ** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment. | | | | |
| **** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance. | | | | |



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**Annexure 2**

**MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :**

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
i) Degree certificates and those of other professional qualifications
ii) Photocopies of Certifications if any

2. Recent Colour Photographs
i) Passport size photographs – 4 Numbers for self
ii) Stamp size photographs – 2 Numbers for self

3. From previous employment(s) (Not Applicable for Freshers) i) Last 3 months salary slips and/or copy of last salary revision ii) Relieving letter from last employer
iii) Service certificates
iv) References of two people with whom you have worked.
v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year

4. Personal details
i) Copy of Valid Passport and Valid Visas
ii) Copy of PAN Card
iii) Copy of Ration card / address proof
iv) Details of immediate family members (name and Date of birth) for Medical Insurance

5. Signed Copy of Appointment Letter

**INFORMATION REQUIRED FOR TRANSFERRING PROVIDENT FUND FROM PREVIOUS COMPANY**

If already a member of a Provident Fund with previous employer, then:-

1. Employer's name.
2. Date of joining and leaving service with them.
3. Name and address of the Regional Provident Fund Office.
4. Personal PF account No.
5. UAN no.
6. Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme.



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**Date: 14-Dec-21**

Dear Bandameedi Raju,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

**TERMS AND CONDITIONS:**

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **2,50,000**/- (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,37,500**/- (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **12,500**/- (Rupees Twelve Thousand Five Hundred Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Hyderabad**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.

7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic



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

8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

9. **Relocation**: If you are stationed outside of **Hyderabad**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Hyderabad** from your current location as per the details enclosed in Annexure 1.

10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) months notice in writing or Two (2) months of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Ninety (90) days' written notice or Three (3) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.



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16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Non-compliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not



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to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

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

22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board between **June to Aug'22.** As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **campus.career@csscorp.com** before **3 business days** else, this Offer letter stands void.



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The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

**Full Name** Date

**For CSS Corp Private Limited**
**Welcome to CSS Corp Private Limited**

1. Annexure 1 - Salary Working & Benefits
2. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details



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| Annexure 1 | | | | |
|---|---|---|---|---|
| **Salary Working** | | | | |
| **Designation:** | **Trainee** | | **Grade:** | **JL 1B** |
| | **Explanatory Notes** | | **Monthly** | **Annual** |
| **Guaranteed Compensation** | | | | |
| Basic Pay | 30% | On TGC | 5,938 | 71,250 |
| House Rent Allowance | 50% | On Basic | 2,969 | 35,625 |
| Statutory Bonus | As per the Act | | 1,188 | 14,256 |
| Special Allowance* | Balancing Component | | 7,897 | 94,769 |
| **Statutory Benefits** | | | | |
| Provident Fund (Employer Contribution) | As per the Act | | 1,800 | 21,600 |
| **Total Guaranteed Compensation (TGC)** | | | **19,792** | **237,500** |
| **Variable Compensation** | | | | |
| Variable Performance Pay (VPP) | 5% | On CTC | | 12,500 |
| **Total Variable Compensation**** | | | | **12,500** |
| **Gross Cost to Company (CTC)** | | | | **250,000** |
| **Allowances** | | | | |
| Night Shift Allowance (US) | 22 days | | 3,300 | 39,600 |
| **Total Allowances***** | | | | **39,600** |
| **Benefits** | | | | |
| Personal Accident Disability Cover | | | | 750,000 |
| Accidental Death Cover | | | | 1,500,000 |
| Group Term Life Insurance Cover | | | | 1,500,000 |
| Employee Direct Linked Insurance Cover | | | | 605,000 |
| Hospitalization Insurance for Self, Spouse & 2 Dependent children | | | | 200,000 |
| Gratuity as per prevailing rules | | | | |
| Leave Encashment upon exit upto | 60 days | Basic | | |
| **Deductions** | | | | |

Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules

*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution

**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.

** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.

**** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.



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**Annexure 2**

**MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :**

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
i) Degree certificates and those of other professional qualifications
ii) Photocopies of Certifications if any

2. Recent Colour Photographs
i) Passport size photographs – 4 Numbers for self
ii) Stamp size photographs – 2 Numbers for self

3. From previous employment(s) (Not Applicable for Freshers) i) Last 3 months salary slips and/or copy of last salary revision ii) Relieving letter from last employer
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iv) References of two people with whom you have worked.
v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year

4. Personal details
i) Copy of Valid Passport and Valid Visas
ii) Copy of PAN Card
iii) Copy of Ration card / address proof
iv) Details of immediate family members (name and Date of birth) for Medical Insurance

5. Signed Copy of Appointment Letter

**INFORMATION REQUIRED FOR TRANSFERRING PROVIDENT FUND FROM PREVIOUS COMPANY**

If already a member of a Provident Fund with previous employer, then:-

1. Employer's name.
2. Date of joining and leaving service with them.
3. Name and address of the Regional Provident Fund Office.
4. Personal PF account No.
5. UAN no.
6. Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme.



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**Date: 14-Dec-21**

Dear Enugala Jeevan John Paul,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

**TERMS AND CONDITIONS:**

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **2,50,000**/- (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,37,500**/- (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).

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4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Hyderabad**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.

7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic



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

8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

9. **Relocation**: If you are stationed outside of **Hyderabad**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Hyderabad** from your current location as per the details enclosed in Annexure 1.

10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) months notice in writing or Two (2) months of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Ninety (90) days' written notice or Three (3) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.



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16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Non-compliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not



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to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

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

22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board between **June to Aug'22.** As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **campus.career@csscorp.com** before **3 business days** else, this Offer letter stands void.



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The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

**Full Name** Date

**For CSS Corp Private Limited**
**Welcome to CSS Corp Private Limited**

1. Annexure 1 - Salary Working & Benefits
2. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details



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| Annexure 1 | | | | |
|---|---|---|---|---|
| **Salary Working** | | | | |
| **Designation:** | **Trainee** | | **Grade:** | **JL 1B** |
| | **Explanatory Notes** | | **Monthly** | **Annual** |
| **Guaranteed Compensation** | | | | |
| Basic Pay | 30% | On TGC | 5,938 | 71,250 |
| House Rent Allowance | 50% | On Basic | 2,969 | 35,625 |
| Statutory Bonus | As per the Act | | 1,188 | 14,256 |
| Special Allowance* | Balancing Component | | 7,897 | 94,769 |
| **Statutory Benefits** | | | | |
| Provident Fund (Employer Contribution) | As per the Act | | 1,800 | 21,600 |
| **Total Guaranteed Compensation (TGC)** | | | **19,792** | **237,500** |
| **Variable Compensation** | | | | |
| Variable Performance Pay (VPP) | 5% | On CTC | | 12,500 |
| **Total Variable Compensation**** | | | | **12,500** |
| **Gross Cost to Company (CTC)** | | | | **250,000** |
| **Allowances** | | | | |
| Night Shift Allowance (US) | 22 days | | 3,300 | 39,600 |
| **Total Allowances***** | | | | **39,600** |
| **Benefits** | | | | |
| Personal Accident Disability Cover | | | | 750,000 |
| Accidental Death Cover | | | | 1,500,000 |
| Group Term Life Insurance Cover | | | | 1,500,000 |
| Employee Direct Linked Insurance Cover | | | | 605,000 |
| Hospitalization Insurance for Self, Spouse & 2 Dependent children | | | | 200,000 |
| Gratuity as per prevailing rules | | | | |
| Leave Encashment upon exit upto | 60 days | Basic | | |
| **Deductions** | | | | |
| Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules | | | | |
| *Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution | | | | |
| **Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs. | | | | |
| ** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment. | | | | |
| **** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance. | | | | |



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**Annexure 2**

**MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :**

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
i) Degree certificates and those of other professional qualifications
ii) Photocopies of Certifications if any

2. Recent Colour Photographs
i) Passport size photographs – 4 Numbers for self
ii) Stamp size photographs – 2 Numbers for self

3. From previous employment(s) (Not Applicable for Freshers) i) Last 3 months salary slips and/or copy of last salary revision ii) Relieving letter from last employer
iii) Service certificates
iv) References of two people with whom you have worked.
v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year

4. Personal details
i) Copy of Valid Passport and Valid Visas
ii) Copy of PAN Card
iii) Copy of Ration card / address proof
iv) Details of immediate family members (name and Date of birth) for Medical Insurance

5. Signed Copy of Appointment Letter

**INFORMATION REQUIRED FOR TRANSFERRING PROVIDENT FUND FROM PREVIOUS COMPANY**

If already a member of a Provident Fund with previous employer, then:-

1. Employer's name.
2. Date of joining and leaving service with them.
3. Name and address of the Regional Provident Fund Office.
4. Personal PF account No.
5. UAN no.
6. Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme.



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**Date: 14-Dec-21**

Dear Gattu Sindhuja,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

**TERMS AND CONDITIONS:**

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,37,500/-** (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **12,500/-** (Rupees Twelve Thousand Five Hundred Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Hyderabad**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.

7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic



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

8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

9. **Relocation**: If you are stationed outside of **Hyderabad**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Hyderabad** from your current location as per the details enclosed in Annexure 1.

10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) months notice in writing or Two (2) months of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Ninety (90) days' written notice or Three (3) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.



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16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Non-compliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not



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to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

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

22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

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We look forward to having you on board between **June to Aug'22.** As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **campus.career@csscorp.com** before **3 business days** else, this Offer letter stands void.



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The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

**Full Name** Date

**For CSS Corp Private Limited**
**Welcome to CSS Corp Private Limited**

1. Annexure 1 - Salary Working & Benefits
2. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details



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| Annexure 1 | | | | |
|---|---|---|---|---|
| **Salary Working** | | | | |
| **Designation:** | **Trainee** | | **Grade:** | **JL 1B** |
| | **Explanatory Notes** | | **Monthly** | **Annual** |
| **Guaranteed Compensation** | | | | |
| Basic Pay | 30% | On TGC | 5,938 | 71,250 |
| House Rent Allowance | 50% | On Basic | 2,969 | 35,625 |
| Statutory Bonus | As per the Act | | 1,188 | 14,256 |
| Special Allowance* | Balancing Component | | 7,897 | 94,769 |
| **Statutory Benefits** | | | | |
| Provident Fund (Employer Contribution) | As per the Act | | 1,800 | 21,600 |
| **Total Guaranteed Compensation (TGC)** | | | **19,792** | **237,500** |
| **Variable Compensation** | | | | |
| Variable Performance Pay (VPP) | 5% | On CTC | | 12,500 |
| **Total Variable Compensation**** | | | | **12,500** |
| **Gross Cost to Company (CTC)** | | | | **250,000** |
| **Allowances** | | | | |
| Night Shift Allowance (US) | 22 days | | 3,300 | 39,600 |
| **Total Allowances***** | | | | **39,600** |
| **Benefits** | | | | |
| Personal Accident Disability Cover | | | | 750,000 |
| Accidental Death Cover | | | | 1,500,000 |
| Group Term Life Insurance Cover | | | | 1,500,000 |
| Employee Direct Linked Insurance Cover | | | | 605,000 |
| Hospitalization Insurance for Self, Spouse & 2 Dependent children | | | | 200,000 |
| Gratuity as per prevailing rules | | | | |
| Leave Encashment upon exit upto | 60 days | Basic | | |
| **Deductions** | | | | |
| Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules | | | | |
| *Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution | | | | |
| **Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs. | | | | |
| ** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment. | | | | |
| **** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance. | | | | |



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**Annexure 2**

**MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :**

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
i) Degree certificates and those of other professional qualifications
ii) Photocopies of Certifications if any

2. Recent Colour Photographs
i) Passport size photographs – 4 Numbers for self
ii) Stamp size photographs – 2 Numbers for self

3. From previous employment(s) (Not Applicable for Freshers) i) Last 3 months salary slips and/or copy of last salary revision ii) Relieving letter from last employer
iii) Service certificates
iv) References of two people with whom you have worked.
v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year

4. Personal details
i) Copy of Valid Passport and Valid Visas
ii) Copy of PAN Card
iii) Copy of Ration card / address proof
iv) Details of immediate family members (name and Date of birth) for Medical Insurance

5. Signed Copy of Appointment Letter

**INFORMATION REQUIRED FOR TRANSFERRING PROVIDENT FUND FROM PREVIOUS COMPANY**

If already a member of a Provident Fund with previous employer, then:-

1. Employer's name.
2. Date of joining and leaving service with them.
3. Name and address of the Regional Provident Fund Office.
4. Personal PF account No.
5. UAN no.
6. Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme.



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**Date: 14-Dec-21**

Dear Jakkula Pavan Kumar,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

**TERMS AND CONDITIONS:**

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,37,500/-** (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **12,500/-** (Rupees Twelve Thousand Five Hundred Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Hyderabad**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.

7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic



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

8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

9. **Relocation**: If you are stationed outside of **Hyderabad**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Hyderabad** from your current location as per the details enclosed in Annexure 1.

10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) months notice in writing or Two (2) months of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Ninety (90) days' written notice or Three (3) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.



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The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

**Full Name** Date

**For CSS Corp Private Limited**
**Welcome to CSS Corp Private Limited**

1. Annexure 1 - Salary Working & Benefits
2. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details



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

| Annexure 1 | | | | |
|---|---|---|---|---|
| **Salary Working** | | | | |
| **Designation:** | **Trainee** | | **Grade:** | **JL 1B** |
| | **Explanatory Notes** | | **Monthly** | **Annual** |
| **Guaranteed Compensation** | | | | |
| Basic Pay | 30% | On TGC | 5,938 | 71,250 |
| House Rent Allowance | 50% | On Basic | 2,969 | 35,625 |
| Statutory Bonus | As per the Act | | 1,188 | 14,256 |
| Special Allowance* | Balancing Component | | 7,897 | 94,769 |
| **Statutory Benefits** | | | | |
| Provident Fund (Employer Contribution) | As per the Act | | 1,800 | 21,600 |
| **Total Guaranteed Compensation (TGC)** | | | **19,792** | **237,500** |
| **Variable Compensation** | | | | |
| Variable Performance Pay (VPP) | 5% | On CTC | | 12,500 |
| **Total Variable Compensation**** | | | | **12,500** |
| **Gross Cost to Company (CTC)** | | | | **250,000** |
| **Allowances** | | | | |
| Night Shift Allowance (US) | 22 days | | 3,300 | 39,600 |
| **Total Allowances***** | | | | **39,600** |
| **Benefits** | | | | |
| Personal Accident Disability Cover | | | | 750,000 |
| Accidental Death Cover | | | | 1,500,000 |
| Group Term Life Insurance Cover | | | | 1,500,000 |
| Employee Direct Linked Insurance Cover | | | | 605,000 |
| Hospitalization Insurance for Self, Spouse & 2 Dependent children | | | | 200,000 |
| Gratuity as per prevailing rules | | | | |
| Leave Encashment upon exit upto | 60 days | Basic | | |
| **Deductions** | | | | |

Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules

*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution

**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.

** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.

**** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.



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**Annexure 2**

**MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :**

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
i) Degree certificates and those of other professional qualifications
ii) Photocopies of Certifications if any

2. Recent Colour Photographs
i) Passport size photographs – 4 Numbers for self
ii) Stamp size photographs – 2 Numbers for self

3. From previous employment(s) (Not Applicable for Freshers) i) Last 3 months salary slips and/or copy of last salary revision ii) Relieving letter from last employer
iii) Service certificates
iv) References of two people with whom you have worked.
v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year
4. Personal details
i) Copy of Valid Passport and Valid Visas
ii) Copy of PAN Card
iii) Copy of Ration card / address proof
iv) Details of immediate family members (name and Date of birth) for Medical Insurance

5. Signed Copy of Appointment Letter

**INFORMATION REQUIRED FOR TRANSFERRING PROVIDENT FUND FROM PREVIOUS COMPANY**

If already a member of a Provident Fund with previous employer, then:-

1. Employer's name.
2. Date of joining and leaving service with them.
3. Name and address of the Regional Provident Fund Office.
4. Personal PF account No.
5. UAN no.
6. Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme.



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**Date: 14-Dec-21**

Dear Kalvakol Manasa,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

**TERMS AND CONDITIONS:**

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **2,50,000**/- (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,37,500**/- (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **12,500**/- (Rupees Twelve Thousand Five Hundred Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Hyderabad**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.

7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic



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

8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

9. **Relocation**: If you are stationed outside of **Hyderabad**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Hyderabad** from your current location as per the details enclosed in Annexure 1.

10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) months notice in writing or Two (2) months of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Ninety (90) days' written notice or Three (3) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.



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16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Non-compliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not



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to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

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

22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board between **June to Aug'22.** As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **campus.career@csscorp.com** before **3 business days** else, this Offer letter stands void.



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The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

**Full Name** Date

**For CSS Corp Private Limited**
**Welcome to CSS Corp Private Limited**

1. Annexure 1 - Salary Working & Benefits
2. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details



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| Annexure 1 | | | | |
|---|---|---|---|---|
| **Salary Working** | | | | |
| **Designation:** | **Trainee** | | **Grade:** | **JL 1B** |
| | **Explanatory Notes** | | **Monthly** | **Annual** |
| **Guaranteed Compensation** | | | | |
| Basic Pay | 30% | On TGC | 5,938 | 71,250 |
| House Rent Allowance | 50% | On Basic | 2,969 | 35,625 |
| Statutory Bonus | As per the Act | | 1,188 | 14,256 |
| Special Allowance* | Balancing Component | | 7,897 | 94,769 |
| **Statutory Benefits** | | | | |
| Provident Fund (Employer Contribution) | As per the Act | | 1,800 | 21,600 |
| **Total Guaranteed Compensation (TGC)** | | | **19,792** | **237,500** |
| **Variable Compensation** | | | | |
| Variable Performance Pay (VPP) | 5% | On CTC | | 12,500 |
| **Total Variable Compensation**** | | | | **12,500** |
| **Gross Cost to Company (CTC)** | | | | **250,000** |
| **Allowances** | | | | |
| Night Shift Allowance (US) | 22 days | | 3,300 | 39,600 |
| **Total Allowances***** | | | | **39,600** |
| **Benefits** | | | | |
| Personal Accident Disability Cover | | | | 750,000 |
| Accidental Death Cover | | | | 1,500,000 |
| Group Term Life Insurance Cover | | | | 1,500,000 |
| Employee Direct Linked Insurance Cover | | | | 605,000 |
| Hospitalization Insurance for Self, Spouse & 2 Dependent children | | | | 200,000 |
| Gratuity as per prevailing rules | | | | |
| Leave Encashment upon exit upto | 60 days | Basic | | |
| **Deductions** | | | | |
| Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules | | | | |
| *Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution | | | | |
| **Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs. | | | | |
| ** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment. | | | | |
| **** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance. | | | | |



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**Annexure 2**

## MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
i) Degree certificates and those of other professional qualifications
ii) Photocopies of Certifications if any

2. Recent Colour Photographs
i) Passport size photographs – 4 Numbers for self
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3. From previous employment(s) (Not Applicable for Freshers) i) Last 3 months salary slips and/or copy of last salary revision ii) Relieving letter from last employer
iii) Service certificates
iv) References of two people with whom you have worked.
v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year
4. Personal details
i) Copy of Valid Passport and Valid Visas
ii) Copy of PAN Card
iii) Copy of Ration card / address proof
iv) Details of immediate family members (name and Date of birth) for Medical Insurance

5. Signed Copy of Appointment Letter

## INFORMATION REQUIRED FOR TRANSFERRING PROVIDENT FUND FROM PREVIOUS COMPANY

If already a member of a Provident Fund with previous employer, then:-

1. Employer's name.
2. Date of joining and leaving service with them.
3. Name and address of the Regional Provident Fund Office.
4. Personal PF account No.
5. UAN no.
6. Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme.



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**Date: 14-Dec-21**

Dear Kothuri Saketh Ram,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

**TERMS AND CONDITIONS:**

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **2,50,000**/- (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,37,500**/- (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **12,500**/- (Rupees Twelve Thousand Five Hundred Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Hyderabad**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.

7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic



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

8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

9. **Relocation**: If you are stationed outside of **Hyderabad**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Hyderabad** from your current location as per the details enclosed in Annexure 1.

10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) months notice in writing or Two (2) months of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Ninety (90) days' written notice or Three (3) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.



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16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Non-compliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not



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to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

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

22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board between **June to Aug'22.** As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **campus.career@csscorp.com** before **3 business days** else, this Offer letter stands void.



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The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

**Full Name** Date

**For CSS Corp Private Limited**
**Welcome to CSS Corp Private Limited**

1. Annexure 1 - Salary Working & Benefits
2. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details



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| Annexure 1 | | | | |
|---|---|---|---|---|
| **Salary Working** | | | | |
| **Designation:** | **Trainee** | | **Grade:** | **JL 1B** |
| | **Explanatory Notes** | | **Monthly** | **Annual** |
| **Guaranteed Compensation** | | | | |
| Basic Pay | 30% | On TGC | 5,938 | 71,250 |
| House Rent Allowance | 50% | On Basic | 2,969 | 35,625 |
| Statutory Bonus | As per the Act | | 1,188 | 14,256 |
| Special Allowance* | Balancing Component | | 7,897 | 94,769 |
| **Statutory Benefits** | | | | |
| Provident Fund (Employer Contribution) | As per the Act | | 1,800 | 21,600 |
| **Total Guaranteed Compensation (TGC)** | | | **19,792** | **237,500** |
| **Variable Compensation** | | | | |
| Variable Performance Pay (VPP) | 5% | On CTC | | 12,500 |
| **Total Variable Compensation**** | | | | **12,500** |
| **Gross Cost to Company (CTC)** | | | | **250,000** |
| **Allowances** | | | | |
| Night Shift Allowance (US) | 22 days | | 3,300 | 39,600 |
| **Total Allowances***** | | | | **39,600** |
| **Benefits** | | | | |
| Personal Accident Disability Cover | | | | 750,000 |
| Accidental Death Cover | | | | 1,500,000 |
| Group Term Life Insurance Cover | | | | 1,500,000 |
| Employee Direct Linked Insurance Cover | | | | 605,000 |
| Hospitalization Insurance for Self, Spouse & 2 Dependent children | | | | 200,000 |
| Gratuity as per prevailing rules | | | | |
| Leave Encashment upon exit upto | 60 days | Basic | | |
| **Deductions** | | | | |

Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules

*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution

**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.

** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.

**** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.



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**Annexure 2**

## MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
i) Degree certificates and those of other professional qualifications
ii) Photocopies of Certifications if any

2. Recent Colour Photographs
i) Passport size photographs – 4 Numbers for self
ii) Stamp size photographs – 2 Numbers for self

3. From previous employment(s) (Not Applicable for Freshers) i) Last 3 months salary slips and/or copy of last salary revision ii) Relieving letter from last employer
iii) Service certificates
iv) References of two people with whom you have worked.
v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year
4. Personal details
i) Copy of Valid Passport and Valid Visas
ii) Copy of PAN Card
iii) Copy of Ration card / address proof
iv) Details of immediate family members (name and Date of birth) for Medical Insurance

5. Signed Copy of Appointment Letter

## INFORMATION REQUIRED FOR TRANSFERRING PROVIDENT FUND FROM PREVIOUS COMPANY

If already a member of a Provident Fund with previous employer, then:-

1. Employer's name.
2. Date of joining and leaving service with them.
3. Name and address of the Regional Provident Fund Office.
4. Personal PF account No.
5. UAN no.
6. Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme.



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**Date: 14-Dec-21**

Dear Md Ahimadh,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

**TERMS AND CONDITIONS:**

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **2,50,000**/- (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,37,500**/- (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **12,500**/- (Rupees Twelve Thousand Five Hundred Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Hyderabad**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.

7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic



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

8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

9. **Relocation**: If you are stationed outside of **Hyderabad**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Hyderabad** from your current location as per the details enclosed in Annexure 1.

10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) months notice in writing or Two (2) months of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Ninety (90) days' written notice or Three (3) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.



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16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Non-compliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not



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to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

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

22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board between **June to Aug'22.** As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **campus.career@csscorp.com** before **3 business days** else, this Offer letter stands void.



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The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

**Full Name** Date

**For CSS Corp Private Limited**
**Welcome to CSS Corp Private Limited**

1. Annexure 1 - Salary Working & Benefits
2. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details



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| Annexure 1 | | | | |
|---|---|---|---|---|
| **Salary Working** | | | | |
| **Designation:** | **Trainee** | | **Grade:** | **JL 1B** |
| | **Explanatory Notes** | | **Monthly** | **Annual** |
| **Guaranteed Compensation** | | | | |
| Basic Pay | 30% | On TGC | 5,938 | 71,250 |
| House Rent Allowance | 50% | On Basic | 2,969 | 35,625 |
| Statutory Bonus | As per the Act | | 1,188 | 14,256 |
| Special Allowance* | Balancing Component | | 7,897 | 94,769 |
| **Statutory Benefits** | | | | |
| Provident Fund (Employer Contribution) | As per the Act | | 1,800 | 21,600 |
| **Total Guaranteed Compensation (TGC)** | | | **19,792** | **237,500** |
| **Variable Compensation** | | | | |
| Variable Performance Pay (VPP) | 5% | On CTC | | 12,500 |
| **Total Variable Compensation**** | | | | **12,500** |
| **Gross Cost to Company (CTC)** | | | | **250,000** |
| **Allowances** | | | | |
| Night Shift Allowance (US) | 22 days | | 3,300 | 39,600 |
| **Total Allowances***** | | | | **39,600** |
| **Benefits** | | | | |
| Personal Accident Disability Cover | | | | 750,000 |
| Accidental Death Cover | | | | 1,500,000 |
| Group Term Life Insurance Cover | | | | 1,500,000 |
| Employee Direct Linked Insurance Cover | | | | 605,000 |
| Hospitalization Insurance for Self, Spouse & 2 Dependent children | | | | 200,000 |
| Gratuity as per prevailing rules | | | | |
| Leave Encashment upon exit upto | 60 days | Basic | | |
| **Deductions** | | | | |

Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules

*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution

**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.

** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.

**** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.



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**Annexure 2**

**MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :**

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
i) Degree certificates and those of other professional qualifications
ii) Photocopies of Certifications if any

2. Recent Colour Photographs
i) Passport size photographs – 4 Numbers for self
ii) Stamp size photographs – 2 Numbers for self

3. From previous employment(s) (Not Applicable for Freshers) i) Last 3 months salary slips and/or copy of last salary revision ii) Relieving letter from last employer
iii) Service certificates
iv) References of two people with whom you have worked.
v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year

4. Personal details
i) Copy of Valid Passport and Valid Visas
ii) Copy of PAN Card
iii) Copy of Ration card / address proof
iv) Details of immediate family members (name and Date of birth) for Medical Insurance

5. Signed Copy of Appointment Letter

**INFORMATION REQUIRED FOR TRANSFERRING PROVIDENT FUND FROM PREVIOUS COMPANY**

If already a member of a Provident Fund with previous employer, then:-

1. Employer's name.
2. Date of joining and leaving service with them.
3. Name and address of the Regional Provident Fund Office.
4. Personal PF account No.
5. UAN no.
6. Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme.



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**Date: 14-Dec-21**

Dear Pannala Uma Reddy,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

**TERMS AND CONDITIONS:**

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,37,500/-** (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **12,500/-** (Rupees Twelve Thousand Five Hundred Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Hyderabad**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.

7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic



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

8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

9. **Relocation**: If you are stationed outside of **Hyderabad**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Hyderabad** from your current location as per the details enclosed in Annexure 1.

10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) months notice in writing or Two (2) months of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Ninety (90) days' written notice or Three (3) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.



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16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Non-compliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not



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to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

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

22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board between **June to Aug'22.** As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **campus.career@csscorp.com** before **3 business days** else, this Offer letter stands void.



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The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

**Full Name** Date

**For CSS Corp Private Limited**
**Welcome to CSS Corp Private Limited**

1. Annexure 1 - Salary Working & Benefits
2. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details



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| Annexure 1 | | | | |
|---|---|---|---|---|
| **Salary Working** | | | | |
| **Designation:** | **Trainee** | | **Grade:** | **JL 1B** |
| | **Explanatory Notes** | | **Monthly** | **Annual** |
| **Guaranteed Compensation** | | | | |
| Basic Pay | 30% | On TGC | 5,938 | 71,250 |
| House Rent Allowance | 50% | On Basic | 2,969 | 35,625 |
| Statutory Bonus | As per the Act | | 1,188 | 14,256 |
| Special Allowance* | Balancing Component | | 7,897 | 94,769 |
| **Statutory Benefits** | | | | |
| Provident Fund (Employer Contribution) | As per the Act | | 1,800 | 21,600 |
| **Total Guaranteed Compensation (TGC)** | | | **19,792** | **237,500** |
| **Variable Compensation** | | | | |
| Variable Performance Pay (VPP) | 5% | On CTC | | 12,500 |
| **Total Variable Compensation**** | | | | **12,500** |
| **Gross Cost to Company (CTC)** | | | | **250,000** |
| **Allowances** | | | | |
| Night Shift Allowance (US) | 22 days | | 3,300 | 39,600 |
| **Total Allowances***** | | | | **39,600** |
| **Benefits** | | | | |
| Personal Accident Disability Cover | | | | 750,000 |
| Accidental Death Cover | | | | 1,500,000 |
| Group Term Life Insurance Cover | | | | 1,500,000 |
| Employee Direct Linked Insurance Cover | | | | 605,000 |
| Hospitalization Insurance for Self, Spouse & 2 Dependent children | | | | 200,000 |
| Gratuity as per prevailing rules | | | | |
| Leave Encashment upon exit upto | 60 days | Basic | | |
| **Deductions** | | | | |
| Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules | | | | |
| *Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution | | | | |
| **Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs. | | | | |
| ** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment. | | | | |
| **** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance. | | | | |



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**Annexure 2**

**MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :**

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
i) Degree certificates and those of other professional qualifications
ii) Photocopies of Certifications if any

2. Recent Colour Photographs
i) Passport size photographs – 4 Numbers for self
ii) Stamp size photographs – 2 Numbers for self

3. From previous employment(s) (Not Applicable for Freshers) i) Last 3 months salary slips and/or copy of last salary revision ii) Relieving letter from last employer
iii) Service certificates
iv) References of two people with whom you have worked.
v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year

4. Personal details
i) Copy of Valid Passport and Valid Visas
ii) Copy of PAN Card
iii) Copy of Ration card / address proof
iv) Details of immediate family members (name and Date of birth) for Medical Insurance

5. Signed Copy of Appointment Letter

**INFORMATION REQUIRED FOR TRANSFERRING PROVIDENT FUND FROM PREVIOUS COMPANY**

If already a member of a Provident Fund with previous employer, then:-

1. Employer's name.
2. Date of joining and leaving service with them.
3. Name and address of the Regional Provident Fund Office.
4. Personal PF account No.
5. UAN no.
6. Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme.



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**Date: 14-Dec-21**

Dear Rafee Shaik,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

**TERMS AND CONDITIONS:**

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **2,50,000**/- (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,37,500**/- (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **12,500**/- (Rupees Twelve Thousand Five Hundred Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Hyderabad**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.

7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic



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

8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

9. **Relocation**: If you are stationed outside of **Hyderabad**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Hyderabad** from your current location as per the details enclosed in Annexure 1.

10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) months notice in writing or Two (2) months of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Ninety (90) days' written notice or Three (3) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.



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16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Non-compliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not



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to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

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

22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board between **June to Aug'22.** As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **campus.career@csscorp.com** before **3 business days** else, this Offer letter stands void.



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The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

**Full Name** Date

**For CSS Corp Private Limited**
**Welcome to CSS Corp Private Limited**

1. Annexure 1 - Salary Working & Benefits
2. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details



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| Annexure 1 | | | | |
|---|---|---|---|---|
| **Salary Working** | | | | |
| **Designation:** | **Trainee** | | **Grade:** | **JL 1B** |
| | **Explanatory Notes** | | **Monthly** | **Annual** |
| **Guaranteed Compensation** | | | | |
| Basic Pay | 30% | On TGC | 5,938 | 71,250 |
| House Rent Allowance | 50% | On Basic | 2,969 | 35,625 |
| Statutory Bonus | As per the Act | | 1,188 | 14,256 |
| Special Allowance* | Balancing Component | | 7,897 | 94,769 |
| **Statutory Benefits** | | | | |
| Provident Fund (Employer Contribution) | As per the Act | | 1,800 | 21,600 |
| **Total Guaranteed Compensation (TGC)** | | | **19,792** | **237,500** |
| **Variable Compensation** | | | | |
| Variable Performance Pay (VPP) | 5% | On CTC | | 12,500 |
| **Total Variable Compensation**** | | | | **12,500** |
| **Gross Cost to Company (CTC)** | | | | **250,000** |
| **Allowances** | | | | |
| Night Shift Allowance (US) | 22 days | | 3,300 | 39,600 |
| **Total Allowances***** | | | | **39,600** |
| **Benefits** | | | | |
| Personal Accident Disability Cover | | | | 750,000 |
| Accidental Death Cover | | | | 1,500,000 |
| Group Term Life Insurance Cover | | | | 1,500,000 |
| Employee Direct Linked Insurance Cover | | | | 605,000 |
| Hospitalization Insurance for Self, Spouse & 2 Dependent children | | | | 200,000 |
| Gratuity as per prevailing rules | | | | |
| Leave Encashment upon exit upto | 60 days | Basic | | |
| **Deductions** | | | | |

Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules

*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution

**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.

** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.

**** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.



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**Annexure 2**

**MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :**

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
i) Degree certificates and those of other professional qualifications
ii) Photocopies of Certifications if any

2. Recent Colour Photographs
i) Passport size photographs – 4 Numbers for self
ii) Stamp size photographs – 2 Numbers for self

3. From previous employment(s) (Not Applicable for Freshers) i) Last 3 months salary slips and/or copy of last salary revision ii) Relieving letter from last employer
iii) Service certificates
iv) References of two people with whom you have worked.
v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year

4. Personal details
i) Copy of Valid Passport and Valid Visas
ii) Copy of PAN Card
iii) Copy of Ration card / address proof
iv) Details of immediate family members (name and Date of birth) for Medical Insurance

5. Signed Copy of Appointment Letter

**INFORMATION REQUIRED FOR TRANSFERRING PROVIDENT FUND FROM PREVIOUS COMPANY**

If already a member of a Provident Fund with previous employer, then:-

1. Employer's name.
2. Date of joining and leaving service with them.
3. Name and address of the Regional Provident Fund Office.
4. Personal PF account No.
5. UAN no.
6. Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme.



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**Date: 14-Dec-21**

Dear M Ganga Reddy,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

**TERMS AND CONDITIONS:**

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,37,500/-** (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **12,500/-** (Rupees Twelve Thousand Five Hundred Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Hyderabad**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.

7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic



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

8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

9. **Relocation**: If you are stationed outside of **Hyderabad**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Hyderabad** from your current location as per the details enclosed in Annexure 1.

10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) months notice in writing or Two (2) months of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Ninety (90) days' written notice or Three (3) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.



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16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Non-compliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not



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to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

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

22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board between **June to Aug'22.** As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **campus.career@csscorp.com** before **3 business days** else, this Offer letter stands void.



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The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

**Full Name** Date

**For CSS Corp Private Limited**
**Welcome to CSS Corp Private Limited**

1. Annexure 1 - Salary Working & Benefits
2. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details



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| Annexure 1 | | | | |
|---|---|---|---|---|
| **Salary Working** | | | | |
| **Designation:** | **Trainee** | | **Grade:** | **JL 1B** |
| | **Explanatory Notes** | | **Monthly** | **Annual** |
| **Guaranteed Compensation** | | | | |
| Basic Pay | 30% | On TGC | 5,938 | 71,250 |
| House Rent Allowance | 50% | On Basic | 2,969 | 35,625 |
| Statutory Bonus | As per the Act | | 1,188 | 14,256 |
| Special Allowance* | Balancing Component | | 7,897 | 94,769 |
| **Statutory Benefits** | | | | |
| Provident Fund (Employer Contribution) | As per the Act | | 1,800 | 21,600 |
| **Total Guaranteed Compensation (TGC)** | | | **19,792** | **237,500** |
| **Variable Compensation** | | | | |
| Variable Performance Pay (VPP) | 5% | On CTC | | 12,500 |
| **Total Variable Compensation**** | | | | **12,500** |
| **Gross Cost to Company (CTC)** | | | | **250,000** |
| **Allowances** | | | | |
| Night Shift Allowance (US) | 22 days | | 3,300 | 39,600 |
| **Total Allowances***** | | | | **39,600** |
| **Benefits** | | | | |
| Personal Accident Disability Cover | | | | 750,000 |
| Accidental Death Cover | | | | 1,500,000 |
| Group Term Life Insurance Cover | | | | 1,500,000 |
| Employee Direct Linked Insurance Cover | | | | 605,000 |
| Hospitalization Insurance for Self, Spouse & 2 Dependent children | | | | 200,000 |
| Gratuity as per prevailing rules | | | | |
| Leave Encashment upon exit upto | 60 days | Basic | | |
| **Deductions** | | | | |

Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules

*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution

**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.

** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.

**** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.



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**Annexure 2**

## MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
i) Degree certificates and those of other professional qualifications
ii) Photocopies of Certifications if any

2. Recent Colour Photographs
i) Passport size photographs – 4 Numbers for self
ii) Stamp size photographs – 2 Numbers for self

3. From previous employment(s) (Not Applicable for Freshers) i) Last 3 months salary slips and/or copy of last salary revision ii) Relieving letter from last employer
iii) Service certificates
iv) References of two people with whom you have worked.
v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year
4. Personal details
i) Copy of Valid Passport and Valid Visas
ii) Copy of PAN Card
iii) Copy of Ration card / address proof
iv) Details of immediate family members (name and Date of birth) for Medical Insurance

5. Signed Copy of Appointment Letter

## INFORMATION REQUIRED FOR TRANSFERRING PROVIDENT FUND FROM PREVIOUS COMPANY

If already a member of a Provident Fund with previous employer, then:-

1. Employer's name.
2. Date of joining and leaving service with them.
3. Name and address of the Regional Provident Fund Office.
4. Personal PF account No.
5. UAN no.
6. Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme.



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**Date: 14-Dec-21**

Dear Syed Yakub Pasha,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

**TERMS AND CONDITIONS:**

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,37,500/-** (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **12,500/-** (Rupees Twelve Thousand Five Hundred Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Hyderabad**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.

7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic



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

8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

9. **Relocation**: If you are stationed outside of **Hyderabad**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Hyderabad** from your current location as per the details enclosed in Annexure 1.

10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) months notice in writing or Two (2) months of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Ninety (90) days' written notice or Three (3) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.



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16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Non-compliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not



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to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

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

22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board between **June to Aug'22.** As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **campus.career@csscorp.com** before **3 business days** else, this Offer letter stands void.



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The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

**Full Name** Date

**For CSS Corp Private Limited**
**Welcome to CSS Corp Private Limited**

1. Annexure 1 - Salary Working & Benefits
2. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details



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| Annexure 1 | | | | |
|---|---|---|---|---|
| **Salary Working** | | | | |
| **Designation:** | **Trainee** | | **Grade:** | **JL 1B** |
| | **Explanatory Notes** | | **Monthly** | **Annual** |
| **Guaranteed Compensation** | | | | |
| Basic Pay | 30% | On TGC | 5,938 | 71,250 |
| House Rent Allowance | 50% | On Basic | 2,969 | 35,625 |
| Statutory Bonus | As per the Act | | 1,188 | 14,256 |
| Special Allowance* | Balancing Component | | 7,897 | 94,769 |
| **Statutory Benefits** | | | | |
| Provident Fund (Employer Contribution) | As per the Act | | 1,800 | 21,600 |
| **Total Guaranteed Compensation (TGC)** | | | **19,792** | **237,500** |
| **Variable Compensation** | | | | |
| Variable Performance Pay (VPP) | 5% | On CTC | | 12,500 |
| **Total Variable Compensation**** | | | | **12,500** |
| **Gross Cost to Company (CTC)** | | | | **250,000** |
| **Allowances** | | | | |
| Night Shift Allowance (US) | 22 days | | 3,300 | 39,600 |
| **Total Allowances***** | | | | **39,600** |
| **Benefits** | | | | |
| Personal Accident Disability Cover | | | | 750,000 |
| Accidental Death Cover | | | | 1,500,000 |
| Group Term Life Insurance Cover | | | | 1,500,000 |
| Employee Direct Linked Insurance Cover | | | | 605,000 |
| Hospitalization Insurance for Self, Spouse & 2 Dependent children | | | | 200,000 |
| Gratuity as per prevailing rules | | | | |
| Leave Encashment upon exit upto | 60 days | Basic | | |
| **Deductions** | | | | |

Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules

*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution

**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.

** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.

**** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.



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**Annexure 2**

## MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
i) Degree certificates and those of other professional qualifications
ii) Photocopies of Certifications if any

2. Recent Colour Photographs
i) Passport size photographs – 4 Numbers for self
ii) Stamp size photographs – 2 Numbers for self

3. From previous employment(s) (Not Applicable for Freshers) i) Last 3 months salary slips and/or copy of last salary revision ii) Relieving letter from last employer
iii) Service certificates
iv) References of two people with whom you have worked.
v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year
4. Personal details
i) Copy of Valid Passport and Valid Visas
ii) Copy of PAN Card
iii) Copy of Ration card / address proof
iv) Details of immediate family members (name and Date of birth) for Medical Insurance

5. Signed Copy of Appointment Letter

## INFORMATION REQUIRED FOR TRANSFERRING PROVIDENT FUND FROM PREVIOUS COMPANY

If already a member of a Provident Fund with previous employer, then:-

1. Employer's name.
2. Date of joining and leaving service with them.
3. Name and address of the Regional Provident Fund Office.
4. Personal PF account No.
5. UAN no.
6. Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme.



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**Date: 14-Dec-21**

Dear Srilekha,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

**TERMS AND CONDITIONS:**

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **2,50,000**/- (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,37,500**/- (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **12,500**/- (Rupees Twelve Thousand Five Hundred Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Hyderabad**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.

7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic



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

8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

9. **Relocation**: If you are stationed outside of **Hyderabad**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Hyderabad** from your current location as per the details enclosed in Annexure 1.

10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) months notice in writing or Two (2) months of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Ninety (90) days' written notice or Three (3) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.



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16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Non-compliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not



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to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

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

22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board between **June to Aug'22.** As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **campus.career@csscorp.com** before **3 business days** else, this Offer letter stands void.



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The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

**Full Name** Date

**For CSS Corp Private Limited**
**Welcome to CSS Corp Private Limited**

1. Annexure 1 - Salary Working & Benefits
2. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

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| Annexure 1 | | | | |
|---|---|---|---|---|
| **Salary Working** | | | | |
| **Designation:** | **Trainee** | | **Grade:** | **JL 1B** |
| | **Explanatory Notes** | | **Monthly** | **Annual** |
| **Guaranteed Compensation** | | | | |
| Basic Pay | 30% | On TGC | 5,938 | 71,250 |
| House Rent Allowance | 50% | On Basic | 2,969 | 35,625 |
| Statutory Bonus | As per the Act | | 1,188 | 14,256 |
| Special Allowance* | Balancing Component | | 7,897 | 94,769 |
| **Statutory Benefits** | | | | |
| Provident Fund (Employer Contribution) | As per the Act | | 1,800 | 21,600 |
| **Total Guaranteed Compensation (TGC)** | | | **19,792** | **237,500** |
| **Variable Compensation** | | | | |
| Variable Performance Pay (VPP) | 5% | On CTC | | 12,500 |
| **Total Variable Compensation**** | | | | **12,500** |
| **Gross Cost to Company (CTC)** | | | | **250,000** |
| **Allowances** | | | | |
| Night Shift Allowance (US) | 22 days | | 3,300 | 39,600 |
| **Total Allowances***** | | | | **39,600** |
| **Benefits** | | | | |
| Personal Accident Disability Cover | | | | 750,000 |
| Accidental Death Cover | | | | 1,500,000 |
| Group Term Life Insurance Cover | | | | 1,500,000 |
| Employee Direct Linked Insurance Cover | | | | 605,000 |
| Hospitalization Insurance for Self, Spouse & 2 Dependent children | | | | 200,000 |
| Gratuity as per prevailing rules | | | | |
| Leave Encashment upon exit upto | 60 days | Basic | | |
| **Deductions** | | | | |
| Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules | | | | |
| *Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution | | | | |
| **Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs. | | | | |
| ** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment. | | | | |
| **** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance. | | | | |



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**Annexure 2**

**MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :**

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:
i) Degree certificates and those of other professional qualifications
ii) Photocopies of Certifications if any

2. Recent Colour Photographs
i) Passport size photographs – 4 Numbers for self
ii) Stamp size photographs – 2 Numbers for self

3. From previous employment(s) (Not Applicable for Freshers) i) Last 3 months salary slips and/or copy of last salary revision ii) Relieving letter from last employer
iii) Service certificates
iv) References of two people with whom you have worked.
v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year
4. Personal details
i) Copy of Valid Passport and Valid Visas
ii) Copy of PAN Card
iii) Copy of Ration card / address proof
iv) Details of immediate family members (name and Date of birth) for Medical Insurance

5. Signed Copy of Appointment Letter

**INFORMATION REQUIRED FOR TRANSFERRING PROVIDENT FUND FROM PREVIOUS COMPANY**

If already a member of a Provident Fund with previous employer, then:-

1. Employer's name.
2. Date of joining and leaving service with them.
3. Name and address of the Regional Provident Fund Office.
4. Personal PF account No.
5. UAN no.
6. Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme.



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TekWorks

**Date:09/05/2021**

**To**
**Srinivas Ramgiri,**
**sramgir123@gmail.com,**
**9942637612.**

**Dear**SrinivasRamgiri,

Wearehappytowelcomeyou to **TekWorks Enterprise Solutions Private Limited.** As avalued member of the team, we look forward to you playing an important role in helping usachieveour Vision,uphold our LeadershipPrinciples, andlive our Culture.

Asanorganization,wevalue**PASSION,ACCOUNTABILITY,OUT-OF-THE-BOXTHINKING,andCOLLABORATION** in people.

This letter of intent is made to you based on your performance in our Assessment and finalround 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 oftraining.

**Aftersuccessfulcompletion**ofyourcollegedegreegraduationandthe**TrainingProgram,you will be issued an offer letter** with a minimum salary package of INR 3.5 lakhs perannum with mentioning your salary details and that you will be hired on the payrolls of**TekWorks**from **August 2023.** We look forward to you beginning your career with **ourTrainingProgram**within 1st week of**Feb 2023.**

Pleasecompleteyourjoiningformalitiesasperourinstructionsfrom OurHRTeam.Kindlybereadywithallyourdocuments(Originalsandattested)tocompleteyourjoiningformalities.

We request you to get in touch with the HR team in case you need any further assistanceand support atinfo@tekworks.in.**We sincerely hope that your period of association withuswill be long, pleasant, and of mutual benefit.**

**ForTekWorksEnterpriseSolutionsPvtLtd.,**

G. Sridhar

**SridharTirumala**
**ManagingDirector**

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

TekWorks

**Date:09/05/2021**

**To**
**KalyanapuNagendrababu,**
knbabu@gmail.com,
**9140637610.**

**Dear**KalyanapuNagendrababu,

Wearehappytowelcomeyou to **TekWorks Enterprise Solutions Private Limited.** As avalued member of the team, we look forward to you playing an important role in helping usachieveour Vision,uphold our LeadershipPrinciples, andlive our Culture.

Asanorganization,wevalue**PASSION,ACCOUNTABILITY,OUT-OF-THE-BOXTHINKING,andCOLLABORATION** in people.

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**ForTekWorksEnterpriseSolutionsPvtLtd.,**

G. Sridhar

**SridharTirumala**
**ManagingDirector**

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

TekWorks

**Date:09/05/2021**

**To**
**JabbuShivakumar,**
**jskumar@gmail.com,**
**9989765492.**

**Dear**JabbuShivakumar,

Wearehappytowelcomeyou to **TekWorks Enterprise Solutions Private Limited.** As avalued member of the team, we look forward to you playing an important role in helping usachieveour Vision,uphold our LeadershipPrinciples, andlive our Culture.

Asanorganization,wevalue**PASSION,ACCOUNTABILITY,OUT-OF-THE-BOXTHINKING,andCOLLABORATION** in people.

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**ForTekWorksEnterpriseSolutionsPvtLtd.,**

G. Sridhar

**SridharTirumala**
**ManagingDirector**

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

TekWorks

**Date:09/05/2021**

**To**
**AkshinthalaSupriya,**
**akshipriya@gmail.com,**
**9000543234.**

**Dear**Akshinthala Supriya,

Wearehappytowelcomeyou to **TekWorks Enterprise Solutions Private Limited.** As avalued member of the team, we look forward to you playing an important role in helping usachieveour Vision,uphold our LeadershipPrinciples, andlive our Culture.

Asanorganization,wevalue**PASSION,ACCOUNTABILITY,OUT-OF-THE-BOXTHINKING,andCOLLABORATION** in people.

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G. Sridhar

**SridharTirumala**
**ManagingDirector**

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

TekWorks

**Date:09/05/2021**

**To**
**SirraPruthviGoud,**
**spgoud26@gmail.com,**
**9023187624.**

**Dear**SirraPruthvi Goud,

Wearehappytowelcomeyou to **TekWorks Enterprise Solutions Private Limited.** As avalued member of the team, we look forward to you playing an important role in helping usachieveour Vision,uphold our LeadershipPrinciples, andlive our Culture.

Asanorganization,wevalue**PASSION,ACCOUNTABILITY,OUT-OF-THE-BOXTHINKING,andCOLLABORATION** in people.

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G. Sridhar

**SridharTirumala**
**ManagingDirector**

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

TekWorks

**Date:09/05/2021**

**To**
**MeruguBhanu,**
merugubhanu@gmail.com,
**9633654876.**

**Dear**MeruguBhanu,

Wearehappytowelcomeyou to **TekWorks Enterprise Solutions Private Limited.** As avalued member of the team, we look forward to you playing an important role in helping usachieveour Vision,uphold our LeadershipPrinciples, andlive our Culture.

Asanorganization,wevalue**PASSION,ACCOUNTABILITY,OUT-OF-THE-BOXTHINKING,andCOLLABORATION** in people.

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**Aftersuccessfulcompletion**ofyourcollegedegreegraduationandthe**TrainingProgram,you will be issued an offer letter** with a minimum salary package of INR 3.5 lakhs perannum with mentioning your salary details and that you will be hired on the payrolls of**TekWorks**from **August 2023.** We look forward to you beginning your career with **ourTrainingProgram**within 1st week of**Feb 2023.**

Pleasecompleteyourjoiningformalitiesasperourinstructionsfrom OurHRTeam.Kindlybereadywithallyourdocuments(Originalsandattested)tocompleteyourjoiningformalities.

We request you to get in touch with the HR team in case you need any further assistanceand support atinfo@tekworks.in.**We sincerely hope that your period of association withuswill be long, pleasant, and of mutual benefit.**

**ForTekWorksEnterpriseSolutionsPvtLtd.,**

G. Sridhar

**SridharTirumala**
**ManagingDirector**

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

TekWorks

**Date:09/05/2021**

**To**
**Kurada Sai PhaniBharghavi,**
**kspb23@gmail.com,**
**9140637610.**

**Dear**Kurada Sai PhaniBharghavi,

Wearehappytowelcomeyou to **TekWorks Enterprise Solutions Private Limited.** As avalued member of the team, we look forward to you playing an important role in helping usachieveour Vision,uphold our LeadershipPrinciples, andlive our Culture.

Asanorganization,wevalue**PASSION,ACCOUNTABILITY,OUT-OF-THE-BOXTHINKING,andCOLLABORATION** in people.

This letter of intent is made to you based on your performance in our Assessment and finalround 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 oftraining.

**Aftersuccessfulcompletion**ofyourcollegedegreegraduationandthe**TrainingProgram,you will be issued an offer letter** with a minimum salary package of INR 3.5 lakhs perannum with mentioning your salary details and that you will be hired on the payrolls of**TekWorks**from **August 2023.** We look forward to you beginning your career with **ourTrainingProgram**within 1st week of**Feb 2023.**

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**ManagingDirector**

PRINCIPAL
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IBeON INFOTECH™

Telephone: +91-80-65335559
Email: info@ibeoninfotech.in
Website: www.ibeoninfotech.in

Date: 15/06/2021

# Letter Of Intent

**Dear SANTOSH BANDA,**

**Avanthi College, 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 13th 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

IBeON INFOTECH BANGALORE

Authorized Signatory

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

IBeON INFOTECH™

Telephone: +91-80-65335559
Email: info@ibeoninfotech.in
Website: www.ibeoninfotech.in

Date: 15/06/2021

# Letter Of Intent

**Dear SILVERU RAVI KUMAR,**

**Avanthi College, 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 13th July 2016. On Successful completion of your training you will be placed in any of our client companies and your CTC range will be 2,00,000 to 3,00,000 per annum.

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For IBeON INFOTECH

IBeON INFOTECH BANGALORE

Authorized Signatory

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

IBeON INFOTECH™

Telephone: +91-80-65335559
Email: info@ibeoninfotech.in
Website: www.ibeoninfotech.in

Date: 15/06/2021

# Letter Of Intent

**Dear YADLAPALLI AVINASH,**

**Avanthi College, Hyderabad**

Greetings from IBeON Infotech PVT LTD!!!

Thank you for attending the interview process at "IBeON Infotech" for the profile of "Desktop Support Engineer".

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For IBeON INFOTECH

IBeON INFOTECH BANGALORE

Authorized Signatory

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

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Telephone: +91-80-65335559
Email: info@ibeoninfotech.in
Website: www.ibeoninfotech.in

Date: 15/06/2021

# Letter Of Intent

**Dear YALAMADDI VAMSHI,**

**Avanthi College, Hyderabad**

Greetings from IBeON Infotech PVT LTD!!!

Thank you for attending the interview process at "IBeON Infotech" for the profile of "Desktop Support Engineer".

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For IBeON INFOTECH

IBeON INFOTECH BANGALORE

Authorized Signatory

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

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Telephone: +91-80-65335559
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Website: www.ibeoninfotech.in

Date: 15/06/2021

# Letter Of Intent

**Dear KOTTALA PRAGNA,**

**Avanthi College, Hyderabad**

Greetings from IBeON Infotech PVT LTD!!!

Thank you for attending the interview process at "IBeON Infotech" for the profile of "Desktop Support Engineer".

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For IBeON INFOTECH

IBeON INFOTECH BANGALORE

Authorized Signatory

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

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Telephone: +91-80-65335559
Email: info@ibeoninfotech.in
Website: www.ibeoninfotech.in

Date: 15/06/2021

## Letter Of Intent

**Dear KANDIVALASA SURENDRA,**

**Avanthi College, Hyderabad**

Greetings from IBeON Infotech PVT LTD!!!

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For IBeON INFOTECH

IBeON INFOTECH BANGALORE

Authorized Signatory

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

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Date: 15/06/2021

# Letter Of Intent

**Dear DUGGURWAR ABHISHEK,**

**Avanthi College, Hyderabad**

Greetings from IBeON Infotech PVT LTD!!!

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For IBeON INFOTECH

IBeON INFOTECH BANGALORE

Authorized Signatory

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

IBeON INFOTECH™

Telephone: +91-80-65335559
Email: info@ibeoninfotech.in
Website: www.ibeoninfotech.in

Date: 15/06/2021

# Letter Of Intent

**Dear GANGINENI SAI KIRAN,**

**Avanthi College, Hyderabad**

Greetings from IBeON Infotech PVT LTD!!!

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For IBeON INFOTECH

IBeON INFOTECH BANGALORE

Authorized Signatory

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

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Date: 15/06/2021

# Letter Of Intent

**Dear DUDDEDA RAJU,**

**Avanthi College, Hyderabad**

Greetings from IBeON Infotech PVT LTD!!!

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For IBeON INFOTECH

IBEON INFOTECH BANGALORE

Authorized Signatory

PRINCIPAL
Avanthi Institute of Engg. & Tech

# IBeON INFOTECH™

Telephone: +91-80-65335559
Email: info@ibeoninfotech.in
Website: www.ibeoninfotech.in

Date: 15/06/2021

## Letter Of Intent

**Dear BATTULA KASTHURI,**

**Avanthi College, Hyderabad**

Greetings from IBeON Infotech PVT LTD!!!

Thank you for attending the interview process at "IBeON Infotech" for the profile of "Desktop Support Engineer".

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For IBeON INFOTECH

IBeON INFOTECH BANGALORE

Authorized Signatory

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Date: 15/06/2021

# Letter Of Intent

**Dear CHADA SAI VAISHNAVI,**

**Avanthi College, Hyderabad**

Greetings from IBeON Infotech PVT LTD!!!

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For IBeON INFOTECH

IBeON INFOTECH BANGALORE

Authorized Signatory

PRINCIPAL
Avanthi Institute of Engg. & Tech

IBeON INFOTECH™

Telephone: +91-80-65335559
Email: info@ibeoninfotech.in
Website: www.ibeoninfotech.in

Date: 15/06/2021

# Letter Of Intent

**Dear AMGOTH BALAKOTI,**

**Avanthi College, Hyderabad**

Greetings from IBeON Infotech PVT LTD!!!

Thank you for attending the interview process at "IBeON Infotech" for the profile of "Desktop Support Engineer".

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For IBeON INFOTECH

IBeON INFOTECH BANGALORE

Authorized Signatory

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IBeON INFOTECH™

Telephone: +91-80-65335559
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Date: 15/06/2021

# Letter Of Intent

**Dear ALURU HARSHAVARDHAN REDDY,**

**Avanthi College, Hyderabad**

Greetings from IBeON Infotech PVT LTD!!!

Thank you for attending the interview process at "IBeON Infotech" for the profile of "Desktop Support Engineer".

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For IBeON INFOTECH

IBeON INFOTECH BANGALORE

Authorized Signatory

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Avanthi Institute of Engg & Tech

IBeON INFOTECH™

Telephone: +91-80-65335559
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Date: 15/06/2021

# Letter Of Intent

**Dear GANTLA ACHYUTHA REDDY,**

**Avanthi College, Hyderabad**

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Thank you for attending the interview process at "IBeON Infotech" for the profile of "Desktop Support Engineer".

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For IBeON INFOTECH

IBeON INFOTECH BANGALORE

Authorized Signatory

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

# IITLABS

Date: 22/06/2021

## OFFER LETTER

To,
Name: ANUMULA MANISHA,

With Reference to your application and subsequent discussions, we have pleasure in offering you an appointment in our organization, as:

Designation: "ASSOCIATE TRAINEE ENGINEER"

Your initial place of work will be IITLABS, NIZAMPET. Your services, based on job requirement, may however be transferred to any of our other plant/units/division/associate concerns whether in existence or planned in the future, with in India or abroad.

You will be placed on a probationary for 3 months, during which your performance will be regularly reviewed. After. The probationary period, based on your performance and the. Growth of our company, your growth plan and remuneration can becarved. A detailed appointment letter outlining the terms &conditions of your appointment will be issued to you on your joining us.

You are required to join the company by October 30th 2021. If this presents any concern/s, please let us know at your earliest convenience. If you are able to commence at an earlier date, we would be very delighted.

On acceptance of above terms and conditions you are required to produce the following on joining date: proper Identification document, the original mark sheets, relieving documents with you on your first day, which shall be returned after scrutiny, with a copy of each along with three recent passport size photographs.

For any further clarification about this offer, feel free to call me.

Sincerely,

[Signature]
P. Yashwanth Goud
9030707871
Hiring Coordinator, Human Resources

IIT LABS Pvt. Ltd. HYD-85 Nizampet

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

# IITLABS

Date: 22/06/2021

## OFFER LETTER

To,
Name: BATHINI GOPI,

With Reference to your application and subsequent discussions, we have pleasure in offering you an appointment in our organization, as:

Designation: "ASSOCIATE TRAINEE ENGINEER"

Your initial place of work will be IITLABS, NIZAMPET. Your services, based on job requirement, may however be transferred to any of our other plant/units/division/associate concerns whether in existence or planned in the future, with in India or abroad.

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Sincerely,

[Signature]

P. Yashwanth Gowd

9032707871

Hiring Coordinator, Human Resources

IITLABS Pvt. Ltd. HYD-85 Nizampet

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

# IITLABS

Date: 22/06/2021

## OFFER LETTER

To,
Name: CHINNI SAI VIKAS,

With Reference to your application and subsequent discussions, we have pleasure in offering you an appointment in our organization, as:

Designation: "ASSOCIATE TRAINEE ENGINEER"

Your initial place of work will be IITLABS, NIZAMPET. Your services, based on job requirement, may however be transferred to any of our other plant/units/division/associate concerns whether in existence or planned in the future, with in India or abroad.

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[Signature]

P. Yashwanth Goud

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Hiring Coordinator, Human Resources

IITLABS Pvt. Ltd. HYD-85 Nizampet

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

# IITLABS

Date: 22/06/2021

## OFFER LETTER

To,
Name: DEGALA YESASWINI,

With Reference to your application and subsequent discussions, we have pleasure in offering you an appointment in our organization, as:

Designation: "ASSOCIATE TRAINEE ENGINEER"

Your initial place of work will be IITLABS, NIZAMPET. Your services, based on job requirement, may however be transferred to any of our other plant/units/division/associate concerns whether in existence or planned in the future, with in India or abroad.

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Sincerely,

[Signature]

P. Yashwanth Gouda

9030707871

Hiring Coordinator, Human Resources

IIT LABS Pvt. Ltd. HYD-85 Nizampet

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

# IITLABS

Date: 22/06/2021

## OFFER LETTER

To,
Name: GADDAM PRAVEEN,

With Reference to your application and subsequent discussions, we have pleasure in offering you an appointment in our organization, as:

Designation: "ASSOCIATE TRAINEE ENGINEER"

Your initial place of work will be IITLABS, NIZAMPET. Your services, based on job requirement, may however be transferred to any of our other plant/units/division/associate concerns whether in existence or planned in the future, with in India or abroad.

You will be placed on a probationary for 3 months, during which your performance will be regularly reviewed. After. The probationary period, based on your performance and the. Growth of our company, your growth plan and remuneration can becarved. A detailed appointment letter outlining the terms &conditions of your appointment will be issued to you on your joining us.

You are required to join the company by October 30th 2021. If this presents any concern/s, please let us know at your earliest convenience. If you are able to commence at an earlier date, we would be very delighted.

On acceptance of above terms and conditions you are required to produce the following on joining date: proper Identification document, the original mark sheets, relieving documents with you on your first day, which shall be returned after scrutiny, with a copy of each along with three recent passport size photographs.

For any further clarification about this offer, feel free to call me.

Sincerely,

[Signature]
P. Yashwanth Gouda
9030707871
Hiring Coordinator, Human Resources

IIT LABS Pvt. Ltd. HYD-85 Nizampet

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

IITLABS

Date: 22/06/2021

# OFFER LETTER

To,
Name: KARMOLLA GOPAL,

With Reference to your application and subsequent discussions, we have pleasure in offering you an appointment in our organization, as:

Designation: "ASSOCIATE TRAINEE ENGINEER"

Your initial place of work will be IITLABS, NIZAMPET. Your services, based on job requirement, may however be transferred to any of our other plant/units/division/associate concerns whether in existence or planned in the future, with in India or abroad.

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For any further clarification about this offer, feel free to call me.

Sincerely,

[Signature]

P. Yashwanth Gopal

9030707871

Hiring Coordinator, Human Resources

IIT LABS Pvt. Ltd. HYD-85 Nizampet

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

IITLABS

Date: 22/06/2021

# OFFER LETTER

To,
Name: M CHAITANYA REDDY,

With Reference to your application and subsequent discussions, we have pleasure in offering you an appointment in our organization, as:

Designation: "ASSOCIATE TRAINEE ENGINEER"

Your initial place of work will be IITLABS, NIZAMPET. Your services, based on job requirement, may however be transferred to any of our other plant/units/division/associate concerns whether in existence or planned in the future, with in India or abroad.

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For any further clarification about this offer, feel free to call me.

Sincerely,

[Signature]

P.Yashwanth Goud

9030707871

Hiring Coordinator, Human Resources

IIT LABS Pvt. Ltd. HYD-85 Nizampet

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

IITLABS

Date: 22/06/2021

# OFFER LETTER

To,
Name: MARIYAMMA SRIRAMA,

With Reference to your application and subsequent discussions, we have pleasure in offering you an appointment in our organization, as:

Designation: "ASSOCIATE TRAINEE ENGINEER"

Your initial place of work will be IITLABS, NIZAMPET. Your services, based on job requirement, may however be transferred to any of our other plant/units/division/associate concerns whether in existence or planned in the future, with in India or abroad.

You will be placed on a probationary for 3 months, during which your performance will be regularly reviewed. After. The probationary period, based on your performance and the. Growth of our company, your growth plan and remuneration can becarved. A detailed appointment letter outlining the terms &conditions of your appointment will be issued to you on your joining us.

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For any further clarification about this offer, feel free to call me.

Sincerely,

[Signature]
P. Yashwanth Gold
9030707874
Hiring Coordinator, Human Resources

IIT LABS Pvt. Ltd. HYD-85 Nizampet

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

IITLABS

Date: 22/06/2021

# OFFER LETTER

To,
Name: NADIMPALLY ANUSHA,

With Reference to your application and subsequent discussions, we have pleasure in offering you an appointment in our organization, as:

Designation: "ASSOCIATE TRAINEE ENGINEER"

Your initial place of work will be IITLABS, NIZAMPET. Your services, based on job requirement, may however be transferred to any of our other plant/units/division/associate concerns whether in existence or planned in the future, with in India or abroad.

You will be placed on a probationary for 3 months, during which your performance will be regularly reviewed. After. The probationary period, based on your performance and the. Growth of our company, your growth plan and remuneration can becarved. A detailed appointment letter outlining the terms &conditions of your appointment will be issued to you on your joining us.

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For any further clarification about this offer, feel free to call me.

Sincerely,

[Signature]
P. Yashwanth Goud
9030707871
Hiring Coordinator, Human Resources

IIT LABS Pvt. Ltd. HYD-85 Nizampet

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

IITLABS

Date: 22/06/2021

# OFFER LETTER

To,
Name: NAYIKOTI RAMKUMAR,

With Reference to your application and subsequent discussions, we have pleasure in offering you an appointment in our organization, as:

Designation: "ASSOCIATE TRAINEE ENGINEER"

Your initial place of work will be IITLABS, NIZAMPET. Your services, based on job requirement, may however be transferred to any of our other plant/units/division/associate concerns whether in existence or planned in the future, with in India or abroad.

You will be placed on a probationary for 3 months, during which your performance will be regularly reviewed. After. The probationary period, based on your performance and the. Growth of our company, your growth plan and remuneration can becarved. A detailed appointment letter outlining the terms &conditions of your appointment will be issued to you on your joining us.

You are required to join the company by October 30th 2021. If this presents any concern/s, please let us know at your earliest convenience. If you are able to commence at an earlier date, we would be very delighted.

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For any further clarification about this offer, feel free to call me.

Sincerely,

[Signature]
P. Yashwanth Gowd
9032707871
Hiring Coordinator, Human Resources

IIT LABS Pvt. Ltd. HYD-85 Nizampet

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

IBeON INFOTECH™

Telephone: +91-80-65335559
Email: info@ibeoninfotech.in
Website: www.ibeoninfotech.in

Date: 15/06/2021

# Letter Of Intent

**Dear YANNA RAMAKRISHNA REDDY,**

**Avanthi College, 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 13th 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

IBeON INFOTECH BANGALORE

Authorized Signatory

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

# YESPEAL TECHNOLOGIES PVTLTD

AVS Compound, 4 th Block, Near Sony World Signal, Kormangala, Bangalore- 560034
Website: www.yespealtechnologies.com || Email:hr@yespealtechnologies.com


Ref:YP2K21/01

22-Nov-2021

Dear Kasani Srikanth,

In Continuation to our discussion, we are pleased to offer you the role of Associate Software Developer – Yespeal Technologies Private Limited., (Yespeal).

Your CTC will be 4.00.000/- TO 7.00.000/- This May Vary depending on Yespeal Performance and Your Performance

During Training Period You Will Be entitled With the Stipend 5,000/- To 15,000/- Per Month Based on The Performance. This May Vary depending on Yespeal Performance and Your Performance

We would like to inform you that Yespeal has considered 0 Months of your Experience as relevant, which would be updated in our Records. Your Place of Posting will be Bangalore.

Your Appointment will be governed by the Terms and Condition of Employment Presented in Annexure A. You will also be governed by the rules and Regulation Practices in Vogue and those that may change from time to Time. Your Compensation is Highly Confidential and if Need arises, you may discuss it only with Manager.

We Request You To Join us After Completion of Your Final

Semester Exam. Yespeal is keen that there is a secure

environment for clients and internally too. Please Note:

This appointment is Subject to satisfactory reference Checks

This offer from Yespeal is Valid for 2 Days only from the date of offer, any extension is said validity shall be at the discretion of the company and shall be communicated to you in writing Prior to commencing employment with Yespeal You Must provide yespeal with evidence of right to work in India and other such documents as yespeal may request.

We look forward to you joining us. Should have any further question or clarifications, Please feel free to contact us.

Yours Sincerely,

For Yespeal Technologies Pvt Ltd.,

darshanmurthy

Darshan Murthy

Global Head-Talent Acquisition

I Have read the offer, Understood and accept the above mentioned terms and condition.

Signature

Date:

PRINCIPAL
Avanthi Institute of Engineering & Technology
Range Reddy (Dist.)

# YESPEAL TECHNOLOGIES PVTLTD

AVS Compound, 4 th Block, Near Sony World Signal, Kormangala, Bangalore-560034 Website: www.yespealtechnologies.com ||
Email:hr@yespealtechnologies.com


## Annexure-A

1. Date of Joining:
   - You are being appointed Associate Software Engineer in Yespeal Technologies Private Limited. with effect from Completion of the Final Year Semester

2. Place of Work:
   - Your initial posting will be at our Bangalore office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.
   - You may be required to visit to the client site within and / or outside India.

3. Remuneration:
   - Your CTC will be 4.00.000 /- To 7.00.000/- Based on the Performance during Training Period. In addition, you may be eligible for performance based incentive as per incentive scheme of the company
   - First 3 Months Would be under Training Period.From The date of Joining.
   - The Incentive Scheme is subject to revisions at the discretion of the Management.

4. Work Conduct:
   - During your employment with the Company, you shall devote your best efforts for promoting the Yespeal Technologies Private Limited (and of any other relevant affiliate and / or business associate of the Yespeal Technologies Private Limited) business.
   - You are required to effectively carry out all duties and responsibilities as assigned to you by the Company and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavoring to the best of your ability to protect and promote the interests of the Company.
   - You shall not, except with the written permission of the Company, engage directly or indirectly in any business, occupation or activity, whether as a principal agent or otherwise which will be detrimental whether directly, to the Company's interests.
   - You will be bound by the Code of Conduct and all other rules, regulations, policies and orders issued by the Company from time to time in relation to your conduct, discipline rules, regulation, policies et al, were part of this contract of appointment.

5. Training
   - You will be imparted training on-the-job and periodically when the training programs will be organized. The Company lays high importance when the training its employees and spends considerable resources on it. A full commitment from employee side is expected during the training period.

6. Disclosure of Information:
   - You confirm that you have disclosed all your business interests in the Company whether or not they are similar to or in conflict with the business (es) or the activities of the Company, & all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the Company and you or any immediate relatives. Also you agree to immediately disclose, to the Company any such interests or circumstances which may arise during your employment

7. Confidentiality:
   - All information regarding the affairs or business matters of the Company (and of any other relevant affiliate and/or business associate of the Yespeal Technologies Private Limited) concepts, working methods, client portfolios, strategies – that come to your knowledge by reasons of your employment is deemed to be confidential and considered a trade secret.
   - You shall be required to maintain strict confidentiality of such information and data that may come to your possession or knowledge by virtue of the engagement, use it only as may be required in the normal course of your work and shall not disclose or any information or data, without prior consent of an authorized officer of the company.
   - You shall at all times keep the details of your salary and employment benefits at the Company strictly and shall not disclose such details to any other person within the Company.

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

- You shall use the Company name, Logos trademarks or other identifiers strictly in the manner permitted by the Company's policies or for the purposes of provision of Services delegatedto you to the extent required.
- You shall at all times. Whether during or the termination of your employment act with utmost fidelity and shall not disclose or divulge any such confidential information to third parties or make use of such information for your own benefit of the benefit of any third party, either during the term of your employment or thereafter.

8. Monitoring Policy:
- Please note that emails sent to you and by you may be monitored from time to time for the purpose of identifying any non-compliance with the Company policies or applicable laws. These emails along with attachments are considered as property of the company.
- If such monitoring discloses breach of any law or Company policies, disciplinary action may follow including termination of the employment.

9. Notice Period:
- During the probation (including any extension), services may be terminated by either party, giving written notice to one week or payment salary in Lieu of thereof.
- Employee need to complete 1 year of tenure period in the Organization from the date of joining. In case of Major issues the company can relieve the employee failing that employee need to pay the compensation of loss bearing the employee training.
- Post confirmation, services may be terminated by either party, giving One months' notice, which comprises a non-negotiable mandatory working period of 1 month, with the remainder of the notice period being negotiable on both sides (to agree the release date & salary payment in lieu of notice if any).
- The Company may terminate / suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry that you have committed (i) any heinous criminal act or any offense involving moral turpitude. Examples include rape, forgery, robbery, etc. (ii) sexual harassment or (iii) other act that threatens or likely to damage the Company's reputation.
- You are required to identify and train your replacement and facilitate a successful handover/knowledge transfer. Failure to comply with the clause would be considered against the Company policy. A prior approval by the Management shall be considered as an exception to this clause through mutual settlement between both the parties.0
- The Company reserves the right to terminate your employment on the grounds mentioned in clause 11 below. In such an event, you will be subject to immediate dismissal and the Company will not be liable to give you pay for the notice period. The Company further reserves the right to initiate legal action as it deems fit.
- Any deduction with respect to expenses incurred by the Company or the cost of repairing damage to the Company's property caused by you (and of recovering the same).

10. Return of Company Property
- You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data , information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment.
- You shall not keep any copies of these items in any form whatsoever.
- Violation of this clause may invite legal action.

11. Return of Company Property
- You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data , information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment.
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PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

# YESPEAL TECHNOLOGIES PVTLTD

AVS Compound, 4 th Block, Near Sony World Signal, Kormangala, Bangalore-560034 Website: www.yespealtechnologies.com ||
Email:hr@yespealtechnologies.com


12. Non – Competition:
In the event of your separation from Company for whatever reason:

- For a period of 1 year thereafter (except with the written approval of the Company) you will not solicit business in competition with the Company nor pass information to a third party that may result in the same effect from any other organization which is at the data of separation a client or a prospect with which negotiations are underway neither will you in competition offer or supply products or services which compete directly with those products or services offered by the Company.
- You agree that for a period of 1 year after your separation from the Company you will not endeavour to solicit or entice away any person who is an employee of the Company or who was in its employment up to 1 Year preceding your severance.

13. Other:

- Under the Sexual Harassment Prevention Act. 2013, sexual harassment is considered as misconduct. The Consequences of such misconduct can be – apart from deduction of wages, termination of employment or transfer to another location.
- Your appointment is contingent upon Medical Fitness Certificate satisfactory reference background checks, including verification of your application materials education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-competes obligation or other restrictive clauses with any previous employer).
- You will be governed by the Company's policies during the course of your employment. It will be obligatory on your part to ensure compliance to the applicable statuses, regulations and requirements laid down by the Company and other regulatory and statutory bodies. Violation of the terms and conditions mentioned herein would attract disciplinary and/or legal action, including immediate termination.
- The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies and abide by the same.

- You shall at all times keep the details of your salary and employment benefits at the Company strictly and shall not disclose such details to any other person within the Company.
- You shall use the Company name, Logos trademarks or other identifiers strictly in the manner permitted by the Company's policies or for the purposes of provision of Services delegatedto you to the extent required.
- You shall at all times. Whether during or the termination of your employment act with utmost fidelity and shall not disclose or divulge any such confidential information to third parties or make use of such information for your own benefit of the benefit of any third party, either during the term of your employment or thereafter.

14. Monitoring Policy:

- Please note that emails sent to you and by you may be monitored from time to time for the purpose of identifying any non-compliance with the Company policies or applicable laws. These emails along with attachments are considered as property of the company.
- If such monitoring discloses breach of any law or Company policies, disciplinary action may follow including termination of the employment.

15. Notice Period:

- During the probation (including any extension), services may be terminated by either party, giving written notice to one week or payment salary in Lieu of thereof.
- Employee need to complete 1 year of tenure period in the Organization from the date of joining. In case of Major issues the company can relieve the employee failing that employee need to pay the compensation of loss bearing the employee training.
- Post confirmation, services may be terminated by either party, giving One months' notice, which comprises a non-negotiable mandatory working period of 2 month, with the remainder of the notice period being negotiable on both sides (to agree the release date & salary payment in lieu of notice if any).
- The Company may terminate / suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry that you have committed (i) any

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

# YESPEAL TECHNOLOGIES PVT LTD

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Email:hr@yespealtechnologies.com


21. Other:

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- Your appointment is contingent upon Medical Fitness Certificate satisfactory reference background checks, including verification of your application materials education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-competes obligation or other restrictive clauses with any previous employer).
- You will be governed by the Company's policies during the course of your employment. It will be obligatory on your part to ensure compliance to the applicable statuses, regulations and requirements laid down by the Company and other regulatory and statutory bodies. Violation of the terms and conditions mentioned herein would attract disciplinary and/or legal action, including immediate termination.
- The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies and abide by the same.

Yours Sincerely,
For Yespeal Technologies Private Limited.,

darshanmurthy

Darshan Murthy
Talent Acquisition.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial professional association. You're are joining us at an exciting phase of your journey or building a world class firm and we are counting on you to help us get there.

Kindly return a copy of this letter duly signed by you in acceptance of the terms and condition

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

# YESPEAL TECHNOLOGIES PVTLTD

AVS Compound, 4 th Block, Near Sony World Signal, Kormangala, Bangalore- 560034
Website: www.yespealtechnologies.com || Email:hr@yespealtechnologies.com


Ref:YP2K21/01

22-Nov-2022

Dear Erugu Saikumar,

In Continuation to our discussion, we are pleased to offer you the role of Associate Software Developer – Yespeal Technologies Private Limited., (Yespeal).

Your CTC will be 4.00.000/- TO 7.00.000/- This May Vary depending on Yespeal Performance and Your Performance

During Training Period You Will Be entitled With the Stipend 5,000/- To 15,000/- Per Month Based on The Performance. This May Vary depending on Yespeal Performance and Your Performance

We would like to inform you that Yespeal has considered 0 Months of your Experience as relevant, which would be updated in our Records. Your Place of Posting will be Bangalore.

Your Appointment will be governed by the Terms and Condition of Employment Presented in Annexure A. You will also be governed by the rules and Regulation Practices in Vogue and those that may change from time to Time. Your Compensation is Highly Confidential and if Need arises, you may discuss it only with Manager.

We Request You To Join us After Completion of Your Final

Semester Exam. Yespeal is keen that there is a secure

environment for clients and internally too. Please Note:

This appointment is Subject to satisfactory reference Checks

This offer from Yespeal is Valid for 2 Days only from the date of offer, any extension is said validity shall be at the discretion of the company and shall be communicated to you in writing Prior to commencing employment with Yespeal You Must provide yespeal with evidence of right to work in India and other such documents as yespeal may request.

We look forward to you joining us. Should have any further question or clarifications, Please feel free to contact us.

Yours Sincerely,

For Yespeal Technologies Pvt Ltd.,

darshanmurthy

Darshan Murthy

Global Head-Talent Acquisition

I Have read the offer, Understood and accept the above mentioned terms and condition.

Signature Date:

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

# YESPEAL TECHNOLOGIES PVTLTD

AVS Compound, 4 th Block, Near Sony World Signal, Kormangala, Bangalore-560034 Website: www.yespealtechnologies.com ||
Email:hr@yespealtechnologies.com


## Annexure-A

1. **Date of Joining:**
   - You are being appointed Associate Software Engineer in Yespeal Technologies Private Limited. with effect from Completion of the Final Year Semester

2. **Place of Work:**
   - Your initial posting will be at our Bangalore office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.
   - You may be required to visit to the client site within and / or outside India.

3. **Remuneration:**
   - Your CTC will be 4.00.000 /- To 7.00.000/- Based on the Performance during Training Period. In addition, you may be eligible for performance based incentive as per incentive scheme of the company
   - First 3 Months Would be under Training Period.From The date of Joining.
   - The Incentive Scheme is subject to revisions at the discretion of the Management.

4. **Work Conduct:**
   - During your employment with the Company, you shall devote your best efforts for promoting the Yespeal Technologies Private Limited (and of any other relevant affiliate and / or business associate of the Yespeal Technologies Private Limited) business.
   - You are required to effectively carry out all duties and responsibilities as assigned to you by the Company and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavoring to the best of your ability to protect and promote the interests of the Company.
   - You shall not, except with the written permission of the Company, engage directly or indirectly in any business, occupation or activity, whether as a principal agent or otherwise which will be detrimental whether directly, to the Company's interests.
   - You will be bound by the Code of Conduct and all other rules, regulations, policies and orders issued by the Company from time to time in relation to your conduct, discipline rules, regulation, policies et al, were part of this contract of appointment.

5. **Training**
   - You will be imparted training on-the-job and periodically when the training programs will be organized. The Company lays high importance when the training its employees and spends considerable resources on it. A full commitment from employee side is expected during the training period.

6. **Disclosure of Information:**
   - You confirm that you have disclosed all your business interests in the Company whether or not they are similar to or in conflict with the business (es) or the activities of the Company, & all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the Company and you or any immediate relatives. Also you agree to immediately disclose, to the Company any such interests or circumstances which may arise during your employment

7. **Confidentiality:**
   - All information regarding the affairs or business matters of the Company (and of any other relevant affiliate and/or business associate of the Yespeal Technologies Private Limited) concepts, working methods, client portfolios, strategies – that come to your knowledge by reasons of your employment is deemed to be confidential and considered a trade secret.
   - You shall be required to maintain strict confidentiality of such information and data that may come to your possession or knowledge by virtue of the engagement, use it only as may be required in the normal course of your work and shall not disclose or any information or data, without prior consent of an authorized officer of the company.
   - You shall at all times keep the details of your salary and employment benefits at the Company strictly and shall not disclose such details to any other person within the Company.

PRINCIPAL
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Gunthapally (V), Hayathnagar,
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# YESPEAL TECHNOLOGIES PVT LTD

AVS Compound, 4 th Block, Near Sony World Signal, Kormangala, Bangalore- 560034
Website: www.yespealtechnologies.com || Email:hr@yespealtechnologies.com


Ref:YP2K21/01

22-Nov-2022

Dear Amalla Varshitha Reddy,

In Continuation to our discussion, we are pleased to offer you the role of Associate Software Developer – Yespeal Technologies Private Limited., (Yespeal).

Your CTC will be 4.00.000/- TO 7.00.000/- This May Vary depending on Yespeal Performance and Your Performance

During Training Period You Will Be entitled With the Stipend 5,000/- To 15,000/- Per Month Based on The Performance. This May Vary depending on Yespeal Performance and Your Performance

We would like to inform you that Yespeal has considered 0 Months of your Experience as relevant, which would be updated in our Records. Your Place of Posting will be Bangalore.

Your Appointment will be governed by the Terms and Condition of Employment Presented in Annexure A. You will also be governed by the rules and Regulation Practices in Vogue and those that may change from time to Time. Your Compensation is Highly Confidential and if Need arises, you may discuss it only with Manager.

We Request You To Join us After Completion of Your Final

Semester Exam. Yespeal is keen that there is a secure

environment for clients and internally too. Please Note:

This appointment is Subject to satisfactory reference Checks

This offer from Yespeal is Valid for 2 Days only from the date of offer, any extension is said validity shall be at the discretion of the company and shall be communicated to you in writing Prior to commencing employment with Yespeal You Must provide yespeal with evidence of right to work in India and other such documents as yespeal may request.

We look forward to you joining us. Should have any further question or clarifications, Please feel free to contact us.

Yours Sincerely,

For Yespeal Technologies Pvt Ltd.,

darshanmurthy

Darshan Murthy

Global Head-Talent Acquisition

I Have read the offer, Understood and accept the above mentioned terms and condition.

Signature Date:

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

heinous criminal act or any offense involving moral turpitude. Examples include rape, forgery, robbery, etc. (ii) sexual harassment or (iii) other act that threatens or likely to damage the Company's reputation.

- You are required to identify and train your replacement and facilitate a successful handover/knowledge transfer. Failure to comply with the clause would be considered against the Company policy. A prior approval by the Management shall be considered as an exception to this clause through mutual settlement between both the parties.0
- The Company reserves the right to terminate your employment on the grounds mentioned in clause 11 below. In such an event, you will be subject to immediate dismissal and the Company will not be liable to give you pay for the notice period. The Company further reserves the right to initiate legal action as it deems fit.

16. Termination of Services:

- If at any time during the course of your employment, it is found that you have made a false or an incomplete declaration with regard to your qualification / experience and other detail, your appointment will be treated void with immediate effect without any payment in lieu of notice period.
- If at any time during the course of your employment, it is found that you have committed any act of gross misconduct or serious breach of employment terms, been guilty of conduct tending to bring yourself or the Company into disrepute, been absent for a continuous period of 10 days without approval/information, indulged in policy violation/fraud/financial irregularities and/or been found to demonstrate unsatisfactory job performance your services will be terminated and you shall not be entitled to any notice period or payment in lieu thereof.

17. Leave:

- You will be entitled to Casual/Sick Leaves: National/Festival holidays as stipulated by law/company policy, in a calendar year. The same may be changed from time to time in accordance with changes in law and/or company policy

18. Deductions:

a) During your employment or in the event of any termination the Company is entitled to deduct any amount due from you to the Company from actual total compensation including but not limited to:
b) Any debt or advance for the time being owed by you to the Company
c) Any deduction related to leave or holiday taken in excess of entitlement as at the date of termination of employment: an.
d) Any deduction with respect to expenses incurred by the Company or the cost of repairing damage to the Company's property caused by you (and of recovering the same).

19. Return of Company Property

- You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data , information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment..
- You shall not keep any copies of these items in any form whatsoever.
- Violation of this clause may invite legal action.

20. Non – Competition:

- For a period of 1 year thereafter (except with the written approval of the Company) you will not solicit business in competition with the Company nor pass information to a third party that may result in the same effect from any other organization which is at the data of separation a client or a prospect with which negotiations are underway neither will you in competition offer or supply products or services which compete directly with those products or services offered by the Company.
- You agree that for a period of 1 year after your separation from the Company you will not endeavour to solicit or entice away any person who is an employee of the Company or who was in its employment up to 1 Year preceding your severance.

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21. Other:

- Under the Sexual Harassment Prevention Act. 2013, sexual harassment is considered as misconduct. The Consequences of such misconduct can be – apart from deduction of wages, termination of employment or transfer to another location.
- Your appointment is contingent upon Medical Fitness Certificate satisfactory reference background checks, including verification of your application materials education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-competes obligation or other restrictive clauses with any previous employer).
- You will be governed by the Company's policies during the course of your employment. It will be obligatory on your part to ensure compliance to the applicable statuses, regulations and requirements laid down by the Company and other regulatory and statutory bodies. Violation of the terms and conditions mentioned herein would attract disciplinary and/or legal action, including immediate termination.
- The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies and abide by the same.

Yours Sincerely,
For Yespeal Technologies Private Limited.,

darshanmurthy

Darshan Murthy
Talent Acquisition.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial professional association. You're are joining us at an exciting phase of your journey or building a world class firm and we are counting on you to help us get there.

Kindly return a copy of this letter duly signed by you in acceptance of the terms and condition

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Ref:YP2K21/01

22-Nov-2021

Dear Guguloth Bindu,

In Continuation to our discussion, we are pleased to offer you the role of Associate Software Developer – Yespeal Technologies Private Limited., (Yespeal).

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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.

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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

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## Annexure-A

1. Date of Joining:
   - You are being appointed Associate Software Engineer in Yespeal Technologies Private Limited. with effect from Completion of the Final Year Semester

2. Place of Work:
   - Your initial posting will be at our Bangalore office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.
   - You may be required to visit to the client site within and / or outside India.

3. Remuneration:
   - Your CTC will be 4.00.000 /- To 7.00.000/- Based on the Performance during Training Period. In addition, you may be eligible for performance based incentive as per incentive scheme of the company
   - First 3 Months Would be under Training Period.From The date of Joining.
   - The Incentive Scheme is subject to revisions at the discretion of the Management.

4. Work Conduct:
   - During your employment with the Company, you shall devote your best efforts for promoting the Yespeal Technologies Private Limited (and of any other relevant affiliate and / or business associate of the Yespeal Technologies Private Limited) business.
   - You are required to effectively carry out all duties and responsibilities as assigned to you by the Company and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavoring to the best of your ability to protect and promote the interests of the Company.
   - You shall not, except with the written permission of the Company, engage directly or indirectly in any business, occupation or activity, whether as a principal agent or otherwise which will be detrimental whether directly, to the Company's interests.
   - You will be bound by the Code of Conduct and all other rules, regulations, policies and orders issued by the Company from time to time in relation to your conduct, discipline rules, regulation, policies et al, were part of this contract of appointment.

5. Training
   - You will be imparted training on-the-job and periodically when the training programs will be organized. The Company lays high importance when the training its employees and spends considerable resources on it. A full commitment from employee side is expected during the training period.

6. Disclosure of Information:
   - You confirm that you have disclosed all your business interests in the Company whether or not they are similar to or in conflict with the business (es) or the activities of the Company, & all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the Company and you or any immediate relatives. Also you agree to immediately disclose, to the Company any such interests or circumstances which may arise during your employment

7. Confidentiality:
   - All information regarding the affairs or business matters of the Company (and of any other relevant affiliate and/or business associate of the Yespeal Technologies Private Limited) concepts, working methods, client portfolios, strategies – that come to your knowledge by reasons of your employment is deemed to be confidential and considered a trade secret.
   - You shall be required to maintain strict confidentiality of such information and data that may come to your possession or knowledge by virtue of the engagement, use it only as may be required in the normal course of your work and shall not disclose or any information or data, without prior consent of an authorized officer of the company.
   - You shall at all times keep the details of your salary and employment benefits at the Company strictly and shall not disclose such details to any other person within the Company.

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- You shall use the Company name, Logos trademarks or other identifiers strictly in the manner permitted by the Company's policies or for the purposes of provision of Services delegatedto you to the extent required.
- You shall at all times. Whether during or the termination of your employment act with utmost fidelity and shall not disclose or divulge any such confidential information to third parties or make use of such information for your own benefit of the benefit of any third party, either during the term of your employment or thereafter.

8. Monitoring Policy:
- Please note that emails sent to you and by you may be monitored from time to time for the purpose of identifying any non-compliance with the Company policies or applicable laws. These emails along with attachments are considered as property of the company.
- If such monitoring discloses breach of any law or Company policies, disciplinary action may follow including termination of the employment.

9. Notice Period:
- During the probation (including any extension), services may be terminated by either party, giving written notice to one week or payment salary in Lieu of thereof.
- Employee need to complete 1 year of tenure period in the Organization from the date of joining. In case of Major issues the company can relieve the employee failing that employee need to pay the compensation of loss bearing the employee training.
- Post confirmation, services may be terminated by either party, giving One months' notice, which comprises a non-negotiable mandatory working period of 1 month, with the remainder of the notice period being negotiable on both sides (to agree the release date & salary payment in lieu of notice if any).
- The Company may terminate / suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry that you have committed (i) any heinous criminal act or any offense involving moral turpitude. Examples include rape, forgery, robbery, etc. (ii) sexual harassment or (iii) other act that threatens or likely to damage the Company's reputation.
- You are required to identify and train your replacement and facilitate a successful handover/knowledge transfer. Failure to comply with the clause would be considered against the Company policy. A prior approval by the Management shall be considered as an exception to this clause through mutual settlement between both the parties.0
- The Company reserves the right to terminate your employment on the grounds mentioned in clause 11 below. In such an event, you will be subject to immediate dismissal and the Company will not be liable to give you pay for the notice period. The Company further reserves the right to initiate legal action as it deems fit.
- Any deduction with respect to expenses incurred by the Company or the cost of repairing damage to the Company's property caused by you (and of recovering the same).

10. Return of Company Property
- You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data , information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment.
- You shall not keep any copies of these items in any form whatsoever.
- Violation of this clause may invite legal action.

11. Return of Company Property
- You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data , information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment.
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12. Non – Competition:
In the event of your separation from Company for whatever reason:

- For a period of 1 year thereafter (except with the written approval of the Company) you will not solicit business in competition with the Company nor pass information to a third party that may result in the same effect from any other organization which is at the data of separation a client or a prospect with which negotiations are underway neither will you in competition offer or supply products or services which compete directly with those products or services offered by the Company.
- You agree that for a period of 1 year after your separation from the Company you will not endeavour to solicit or entice away any person who is an employee of the Company or who was in its employment up to 1 Year preceding your severance.

13. Other:

- Under the Sexual Harassment Prevention Act. 2013, sexual harassment is considered as misconduct. The Consequences of such misconduct can be – apart from deduction of wages, termination of employment or transfer to another location.
- Your appointment is contingent upon Medical Fitness Certificate satisfactory reference background checks, including verification of your application materials education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-competes obligation or other restrictive clauses with any previous employer).
- You will be governed by the Company's policies during the course of your employment. It will be obligatory on your part to ensure compliance to the applicable statuses, regulations and requirements laid down by the Company and other regulatory and statutory bodies. Violation of the terms and conditions mentioned herein would attract disciplinary and/or legal action, including immediate termination.
- The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies and abide by the same.

- You shall at all times keep the details of your salary and employment benefits at the Company strictly and shall not disclose such details to any other person within the Company.
- You shall use the Company name, Logos trademarks or other identifiers strictly in the manner permitted by the Company's policies or for the purposes of provision of Services delegatedto you to the extent required.
- You shall at all times. Whether during or the termination of your employment act with utmost fidelity and shall not disclose or divulge any such confidential information to third parties or make use of such information for your own benefit of the benefit of any third party, either during the term of your employment or thereafter.

14. Monitoring Policy:

- Please note that emails sent to you and by you may be monitored from time to time for the purpose of identifying any non-compliance with the Company policies or applicable laws. These emails along with attachments are considered as property of the company.
- If such monitoring discloses breach of any law or Company policies, disciplinary action may follow including termination of the employment.

15. Notice Period:

- During the probation (including any extension), services may be terminated by either party, giving written notice to one week or payment salary in Lieu of thereof.
- Employee need to complete 1 year of tenure period in the Organization from the date of joining. In case of Major issues the company can relieve the employee failing that employee need to pay the compensation of loss bearing the employee training.
- Post confirmation, services may be terminated by either party, giving One months' notice, which comprises a non-negotiable mandatory working period of 2 month, with the remainder of the notice period being negotiable on both sides (to agree the release date & salary payment in lieu of notice if any).
- The Company may terminate / suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry that you have committed (i) any

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heinous criminal act or any offense involving moral turpitude. Examples include rape, forgery, robbery, etc. (ii) sexual harassment or (iii) other act that threatens or likely to damage the Company's reputation.

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**16. Termination of Services:**

- If at any time during the course of your employment, it is found that you have made a false or an incomplete declaration with regard to your qualification / experience and other detail, your appointment will be treated void with immediate effect without any payment in lieu of notice period.
- If at any time during the course of your employment, it is found that you have committed any act of gross misconduct or serious breach of employment terms, been guilty of conduct tending to bring yourself or the Company into disrepute, been absent for a continuous period of 10 days without approval/information, indulged in policy violation/fraud/financial irregularities and/or been found to demonstrate unsatisfactory job performance your services will be terminated and you shall not be entitled to any notice period or payment in lieu thereof.

**17. Leave:**

- You will be entitled to Casual/Sick Leaves: National/Festival holidays as stipulated by law/company policy, in a calendar year. The same may be changed from time to time in accordance with changes in law and/or company policy

**18. Deductions:**

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c) Any deduction related to leave or holiday taken in excess of entitlement as at the date of termination of employment: an.
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**19. Return of Company Property**

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**20. Non – Competition:**

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Yours Sincerely,
For Yespeal Technologies Private Limited.,

darshanmurthy

Darshan Murthy
Talent Acquisition.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial professional association. You're are joining us at an exciting phase of your journey or building a world class firm and we are counting on you to help us get there.

Kindly return a copy of this letter duly signed by you in acceptance of the terms and condition

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Ref:YP2K21/01

22-Nov-2021

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darshanmurthy

Darshan Murthy

Global Head-Talent Acquisition

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Signature

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## Annexure-A

1. **Date of Joining:**
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2. **Place of Work:**
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   - You shall not, except with the written permission of the Company, engage directly or indirectly in any business, occupation or activity, whether as a principal agent or otherwise which will be detrimental whether directly, to the Company's interests.
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   - You shall be required to maintain strict confidentiality of such information and data that may come to your possession or knowledge by virtue of the engagement, use it only as may be required in the normal course of your work and shall not disclose or any information or data, without prior consent of an authorized officer of the company.
   - You shall at all times keep the details of your salary and employment benefits at the Company strictly and shall not disclose such details to any other person within the Company.


Principal
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- You shall use the Company name, Logos trademarks or other identifiers strictly in the manner permitted by the Company's policies or for the purposes of provision of Services delegatedto you to the extent required.
- You shall at all times. Whether during or the termination of your employment act with utmost fidelity and shall not disclose or divulge any such confidential information to third parties or make use of such information for your own benefit of the benefit of any third party, either during the term of your employment or thereafter.

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- During the probation (including any extension), services may be terminated by either party, giving written notice to one week or payment salary in Lieu of thereof.
- Employee need to complete 1 year of tenure period in the Organization from the date of joining. In case of Major issues the company can relieve the employee failing that employee need to pay the compensation of loss bearing the employee training.
- Post confirmation, services may be terminated by either party, giving One months' notice, which comprises a non-negotiable mandatory working period of 1 month, with the remainder of the notice period being negotiable on both sides (to agree the release date & salary payment in lieu of notice if any).
- The Company may terminate / suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry that you have committed (i) any heinous criminal act or any offense involving moral turpitude. Examples include rape, forgery, robbery, etc. (ii) sexual harassment or (iii) other act that threatens or likely to damage the Company's reputation.
- You are required to identify and train your replacement and facilitate a successful handover/knowledge transfer. Failure to comply with the clause would be considered against the Company policy. A prior approval by the Management shall be considered as an exception to this clause through mutual settlement between both the parties.0
- The Company reserves the right to terminate your employment on the grounds mentioned in clause 11 below. In such an event, you will be subject to immediate dismissal and the Company will not be liable to give you pay for the notice period. The Company further reserves the right to initiate legal action as it deems fit.
- Any deduction with respect to expenses incurred by the Company or the cost of repairing damage to the Company's property caused by you (and of recovering the same).

**10. Return of Company Property**

- You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data , information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been

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Email:hr@yespealtechnologies.com

12. Non – Competition:
In the event of your separation from Company for whatever reason:

- For a period of 1 year thereafter (except with the written approval of the Company) you will not solicit business in competition with the Company nor pass information to a third party that may result in the same effect from any other organization which is at the data of separation a client or a prospect with which negotiations are underway neither will you in competition offer or supply products or services which compete directly with those products or services offered by the Company.
- You agree that for a period of 1 year after your separation from the Company you will not endeavour to solicit or entice away any person who is an employee of the Company or who was in its employment up to 1 Year preceding your severance.

13. Other:

- Under the Sexual Harassment Prevention Act. 2013, sexual harassment is considered as misconduct. The Consequences of such misconduct can be – apart from deduction of wages, termination of employment or transfer to another location.
- Your appointment is contingent upon Medical Fitness Certificate satisfactory reference background checks, including verification of your application materials education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-competes obligation or other restrictive clauses with any previous employer).
- You will be governed by the Company's policies during the course of your employment. It will be obligatory on your part to ensure compliance to the applicable statuses, regulations and requirements laid down by the Company and other regulatory and statutory bodies. Violation of the terms and conditions mentioned herein would attract disciplinary and/or legal action, including immediate termination.
- The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies and abide by the same.

- You shall at all times keep the details of your salary and employment benefits at the Company strictly and shall not disclose such details to any other person within the Company.
- You shall use the Company name, Logos trademarks or other identifiers strictly in the manner permitted by the Company's policies or for the purposes of provision of Services delegatedto you to the extent required.
- You shall at all times. Whether during or the termination of your employment act with utmost fidelity and shall not disclose or divulge any such confidential information to third parties or make use of such information for your own benefit of the benefit of any third party, either during the term of your employment or thereafter.

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**16. Termination of Services:**

- If at any time during the course of your employment, it is found that you have made a false or an incomplete declaration with regard to your qualification / experience and other detail, your appointment will be treated void with immediate effect without any payment in lieu of notice period.
- If at any time during the course of your employment, it is found that you have committed any act of gross misconduct or serious breach of employment terms, been guilty of conduct tending to bring yourself or the Company into disrepute, been absent for a continuous period of 10 days without approval/information, indulged in policy violation/fraud/financial irregularities and/or been found to demonstrate unsatisfactory job performance your services will be terminated and you shall not be entitled to any notice period or payment in lieu thereof.

**17. Leave:**

- You will be entitled to Casual/Sick Leaves: National/Festival holidays as stipulated by law/company policy, in a calendar year. The same may be changed from time to time in accordance with changes in law and/or company policy

**18. Deductions:**

a) During your employment or in the event of any termination the Company is entitled to deduct any amount due from you to the Company from actual total compensation including but not limited to:
b) Any debt or advance for the time being owed by you to the Company
c) Any deduction related to leave or holiday taken in excess of entitlement as at the date of termination of employment: an.
d) Any deduction with respect to expenses incurred by the Company or the cost of repairing damage to the Company's property caused by you (and of recovering the same).

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- You shall not keep any copies of these items in any form whatsoever.
- Violation of this clause may invite legal action.

**20. Non – Competition:**

- For a period of 1 year thereafter (except with the written approval of the Company) you will not solicit business in competition with the Company nor pass information to a third party that may result in the same effect from any other organization which is at the data of separation a client or a prospect with which negotiations are underway neither will you in competition offer or supply products or services which compete directly with those products or services offered by the Company.
- You agree that for a period of 1 year after your separation from the Company you will not endeavour to solicit or entice away any person who is an employee of the Company or who was in its employment up to 1 Year preceding your severance.

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- The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies and abide by the same.

Yours Sincerely,
For Yespeal Technologies Private Limited.,

darshanmurthy

Darshan Murthy
Talent Acquisition.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial professional association. You're are joining us at an exciting phase of your journey or building a world class firm and we are counting on you to help us get there.

Kindly return a copy of this letter duly signed by you in acceptance of the terms and condition

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Ref:YP2K21/01

22-Nov-2021

Dear Eega Manideep Reddy,

In Continuation to our discussion, we are pleased to offer you the role of Associate Software Developer – Yespeal Technologies Private Limited., (Yespeal).

Your CTC will be 4.00.000/- TO 7.00.000/- This May Vary depending on Yespeal Performance and Your Performance

During Training Period You Will Be entitled With the Stipend 5,000/- To 15,000/- Per Month Based on The Performance. This May Vary depending on Yespeal Performance and Your Performance

We would like to inform you that Yespeal has considered 0 Months of your Experience as relevant, which would be updated in our Records. Your Place of Posting will be Bangalore.

Your Appointment will be governed by the Terms and Condition of Employment Presented in Annexure A. You will also be governed by the rules and Regulation Practices in Vogue and those that may change from time to Time. Your Compensation is Highly Confidential and if Need arises, you may discuss it only with Manager.

We Request You To Join us After Completion of Your Final

Semester Exam. Yespeal is keen that there is a secure

environment for clients and internally too. Please Note:

This appointment is Subject to satisfactory reference Checks

This offer from Yespeal is Valid for 2 Days only from the date of offer, any extension is said validity shall be at the discretion of the company and shall be communicated to you in writing Prior to commencing employment with Yespeal You Must provide yespeal with evidence of right to work in India and other such documents as yespeal may request.

We look forward to you joining us. Should have any further question or clarifications, Please feel free to contact us.

Yours Sincerely,

For Yespeal Technologies Pvt Ltd.,

darshanmurthy

Darshan Murthy

Global Head-Talent Acquisition

I Have read the offer, Understood and accept the above mentioned terms and condition.

Signature

Date:

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## Annexure-A

1. Date of Joining:
   - You are being appointed Associate Software Engineer in Yespeal Technologies Private Limited. with effect from Completion of the Final Year Semester

2. Place of Work:
   - Your initial posting will be at our Bangalore office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.
   - You may be required to visit to the client site within and / or outside India.

3. Remuneration:
   - Your CTC will be 4.00.000 /- To 7.00.000/- Based on the Performance during Training Period. In addition, you may be eligible for performance based incentive as per incentive scheme of the company
   - First 3 Months Would be under Training Period.From The date of Joining.
   - The Incentive Scheme is subject to revisions at the discretion of the Management.

4. Work Conduct:
   - During your employment with the Company, you shall devote your best efforts for promoting the Yespeal Technologies Private Limited (and of any other relevant affiliate and / or business associate of the Yespeal Technologies Private Limited) business.
   - You are required to effectively carry out all duties and responsibilities as assigned to you by the Company and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavoring to the best of your ability to protect and promote the interests of the Company.
   - You shall not, except with the written permission of the Company, engage directly or indirectly in any business, occupation or activity, whether as a principal agent or otherwise which will be detrimental whether directly, to the Company's interests.
   - You will be bound by the Code of Conduct and all other rules, regulations, policies and orders issued by the Company from time to time in relation to your conduct, discipline rules, regulation, policies et al, were part of this contract of appointment.

5. Training
   - You will be imparted training on-the-job and periodically when the training programs will be organized. The Company lays high importance when the training its employees and spends considerable resources on it. A full commitment from employee side is expected during the training period.

6. Disclosure of Information:
   - You confirm that you have disclosed all your business interests in the Company whether or not they are similar to or in conflict with the business (es) or the activities of the Company, & all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the Company and you or any immediate relatives. Also you agree to immediately disclose, to the Company any such interests or circumstances which may arise during your employment

7. Confidentiality:
   - All information regarding the affairs or business matters of the Company (and of any other relevant affiliate and/or business associate of the Yespeal Technologies Private Limited) concepts, working methods, client portfolios, strategies – that come to your knowledge by reasons of your employment is deemed to be confidential and considered a trade secret.
   - You shall be required to maintain strict confidentiality of such information and data that may come to your possession or knowledge by virtue of the engagement, use it only as may be required in the normal course of your work and shall not disclose or any information or data, without prior consent of an authorized officer of the company.
   - You shall at all times keep the details of your salary and employment benefits at the Company strictly and shall not disclose such details to any other person within the Company.

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- You shall use the Company name, Logos trademarks or other identifiers strictly in the manner permitted by the Company's policies or for the purposes of provision of Services delegatedto you to the extent required.
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12. Non – Competition:
In the event of your separation from Company for whatever reason:

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Yours Sincerely,
For Yespeal Technologies Private Limited.,

darshanmurthy

Darshan Murthy
Talent Acquisition.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial professional association. You're are joining us at an exciting phase of your journey or building a world class firm and we are counting on you to help us get there.

Kindly return a copy of this letter duly signed by you in acceptance of the terms and condition

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AVS Compound, 4 th Block, Near Sony World Signal, Kormangala, Bangalore-560034 Website: www.yespealtechnologies.com ||
Email:hr@yespealtechnologies.com

12. Non – Competition:
In the event of your separation from Company for whatever reason:

- For a period of 1 year thereafter (except with the written approval of the Company) you will not solicit business in competition with the Company nor pass information to a third party that may result in the same effect from any other organization which is at the data of separation a client or a prospect with which negotiations are underway neither will you in competition offer or supply products or services which compete directly with those products or services offered by the Company.
- You agree that for a period of 1 year after your separation from the Company you will not endeavour to solicit or entice away any person who is an employee of the Company or who was in its employment up to 1 Year preceding your severance.

13. Other:

- Under the Sexual Harassment Prevention Act. 2013, sexual harassment is considered as misconduct. The Consequences of such misconduct can be – apart from deduction of wages, termination of employment or transfer to another location.
- Your appointment is contingent upon Medical Fitness Certificate satisfactory reference background checks, including verification of your application materials education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-competes obligation or other restrictive clauses with any previous employer).
- You will be governed by the Company's policies during the course of your employment. It will be obligatory on your part to ensure compliance to the applicable statuses, regulations and requirements laid down by the Company and other regulatory and statutory bodies. Violation of the terms and conditions mentioned herein would attract disciplinary and/or legal action, including immediate termination.
- The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies and abide by the same.

- You shall at all times keep the details of your salary and employment benefits at the Company strictly and shall not disclose such details to any other person within the Company.
- You shall use the Company name, Logos trademarks or other identifiers strictly in the manner permitted by the Company's policies or for the purposes of provision of Services delegatedto you to the extent required.
- You shall at all times. Whether during or the termination of your employment act with utmost fidelity and shall not disclose or divulge any such confidential information to third parties or make use of such information for your own benefit of the benefit of any third party, either during the term of your employment or thereafter.

14. Monitoring Policy:
- Please note that emails sent to you and by you may be monitored from time to time for the purpose of identifying any non-compliance with the Company policies or applicable laws. These emails along with attachments are considered as property of the company.
- If such monitoring discloses breach of any law or Company policies, disciplinary action may follow including termination of the employment.

15. Notice Period:
- During the probation (including any extension), services may be terminated by either party, giving written notice to one week or payment salary in Lieu of thereof.
- Employee need to complete 1 year of tenure period in the Organization from the date of joining. In case of Major issues the company can relieve the employee failing that employee need to pay the compensation of loss bearing the employee training.
- Post confirmation, services may be terminated by either party, giving One months' notice, which comprises a non-negotiable mandatory working period of 2 month, with the remainder of the notice period being negotiable on both sides (to agree the release date & salary payment in lieu of notice if any).
- The Company may terminate / suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry that you have committed (i) any

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapilly (V), Hayathnagar,
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heinous criminal act or any offense involving moral turpitude. Examples include rape, forgery, robbery, etc. (ii) sexual harassment or (iii) other act that threatens or likely to damage the Company's reputation.

- You are required to identify and train your replacement and facilitate a successful handover/knowledge transfer. Failure to comply with the clause would be considered against the Company policy. A prior approval by the Management shall be considered as an exception to this clause through mutual settlement between both the parties.0
- The Company reserves the right to terminate your employment on the grounds mentioned in clause 11 below. In such an event, you will be subject to immediate dismissal and the Company will not be liable to give you pay for the notice period. The Company further reserves the right to initiate legal action as it deems fit.

**16. Termination of Services:**

- If at any time during the course of your employment, it is found that you have made a false or an incomplete declaration with regard to your qualification / experience and other detail, your appointment will be treated void with immediate effect without any payment in lieu of notice period.
- If at any time during the course of your employment, it is found that you have committed any act of gross misconduct or serious breach of employment terms, been guilty of conduct tending to bring yourself or the Company into disrepute, been absent for a continuous period of 10 days without approval/information, indulged in policy violation/fraud/financial irregularities and/or been found to demonstrate unsatisfactory job performance your services will be terminated and you shall not be entitled to any notice period or payment in lieu thereof.

**17. Leave:**

- You will be entitled to Casual/Sick Leaves: National/Festival holidays as stipulated by law/company policy, in a calendar year. The same may be changed from time to time in accordance with changes in law and/or company policy

**18. Deductions:**

a) During your employment or in the event of any termination the Company is entitled to deduct any amount due from you to the Company from actual total compensation including but not limited to:
b) Any debt or advance for the time being owed by you to the Company
c) Any deduction related to leave or holiday taken in excess of entitlement as at the date of termination of employment: an.
d) Any deduction with respect to expenses incurred by the Company or the cost of repairing damage to the Company's property caused by you (and of recovering the same).

**19. Return of Company Property**

- You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data , information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment..
- You shall not keep any copies of these items in any form whatsoever.
- Violation of this clause may invite legal action.

**20. Non – Competition:**

- For a period of 1 year thereafter (except with the written approval of the Company) you will not solicit business in competition with the Company nor pass information to a third party that may result in the same effect from any other organization which is at the data of separation a client or a prospect with which negotiations are underway neither will you in competition offer or supply products or services which compete directly with those products or services offered by the Company.
- You agree that for a period of 1 year after your separation from the Company you will not endeavour to solicit or entice away any person who is an employee of the Company or who was in its employment up to 1 Year preceding your severance.

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Website: www.yespealtechnologies.com || Email:hr@yespealtechnologies.com


Ref:YP2K21/01

22-Nov-2021

Dear Komuravelli Sri Laxmi,

In Continuation to our discussion, we are pleased to offer you the role of Associate Software Developer – Yespeal Technologies Private Limited., (Yespeal).

Your CTC will be 4.00.000/- TO 7.00.000/- This May Vary depending on Yespeal Performance and Your Performance

During Training Period You Will Be entitled With the Stipend 5,000/- To 15,000/- Per Month Based on The Performance. This May Vary depending on Yespeal Performance and Your Performance

We would like to inform you that Yespeal has considered 0 Months of your Experience as relevant, which would be updated in our Records. Your Place of Posting will be Bangalore.

Your Appointment will be governed by the Terms and Condition of Employment Presented in Annexure A. You will also be governed by the rules and Regulation Practices in Vogue and those that may change from time to Time. Your Compensation is Highly Confidential and if Need arises, you may discuss it only with Manager.

We Request You To Join us After Completion of Your Final

Semester Exam. Yespeal is keen that there is a secure

environment for clients and internally too. Please Note:

This appointment is Subject to satisfactory reference Checks

This offer from Yespeal is Valid for 2 Days only from the date of offer, any extension is said validity shall be at the discretion of the company and shall be communicated to you in writing Prior to commencing employment with Yespeal You Must provide yespeal with evidence of right to work in India and other such documents as yespeal may request.

We look forward to you joining us. Should have any further question or clarifications, Please feel free to contact us.

Yours Sincerely,

For Yespeal Technologies Pvt Ltd.,

darshanmurthy

Darshan Murthy

Global Head-Talent Acquisition

I Have read the offer, Understood and accept the above mentioned terms and condition.

Signature Date:

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21. Other:

- Under the Sexual Harassment Prevention Act. 2013, sexual harassment is considered as misconduct. The Consequences of such misconduct can be – apart from deduction of wages, termination of employment or transfer to another location.
- Your appointment is contingent upon Medical Fitness Certificate satisfactory reference background checks, including verification of your application materials education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-competes obligation or other restrictive clauses with any previous employer).
- You will be governed by the Company's policies during the course of your employment. It will be obligatory on your part to ensure compliance to the applicable statuses, regulations and requirements laid down by the Company and other regulatory and statutory bodies. Violation of the terms and conditions mentioned herein would attract disciplinary and/or legal action, including immediate termination.
- The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies and abide by the same.

Yours Sincerely,
For Yespeal Technologies Private Limited.,

darshanmurthy

Darshan Murthy
Talent Acquisition.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial professional association. You're are joining us at an exciting phase of your journey or building a world class firm and we are counting on you to help us get there.

Kindly return a copy of this letter duly signed by you in acceptance of the terms and condition

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heinous criminal act or any offense involving moral turpitude. Examples include rape, forgery, robbery, etc. (ii) sexual harassment or (iii) other act that threatens or likely to damage the Company's reputation.

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- Your appointment is contingent upon Medical Fitness Certificate satisfactory reference background checks, including verification of your application materials education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-competes obligation or other restrictive clauses with any previous employer).
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- The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies and abide by the same.

Yours Sincerely,
For Yespeal Technologies Private Limited.,

darshanmurthy

Darshan Murthy
Talent Acquisition.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial professional association. You're are joining us at an exciting phase of your journey or building a world class firm and we are counting on you to help us get there.

Kindly return a copy of this letter duly signed by you in acceptance of the terms and condition

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Website: www.yespealtechnologies.com || Email:hr@yespealtechnologies.com


Ref:YP2K21/01

22-Nov-2021

Dear Kota Sandeep,

In Continuation to our discussion, we are pleased to offer you the role of Associate Software Developer – Yespeal Technologies Private Limited., (Yespeal).

Your CTC will be 4.00.000/- TO 7.00.000/- This May Vary depending on Yespeal Performance and Your Performance

During Training Period You Will Be entitled With the Stipend 5,000/- To 15,000/- Per Month Based on The Performance. This May Vary depending on Yespeal Performance and Your Performance

We would like to inform you that Yespeal has considered 0 Months of your Experience as relevant, which would be updated in our Records. Your Place of Posting will be Bangalore.

Your Appointment will be governed by the Terms and Condition of Employment Presented in Annexure A. You will also be governed by the rules and Regulation Practices in Vogue and those that may change from time to Time. Your Compensation is Highly Confidential and if Need arises, you may discuss it only with Manager.

We Request You To Join us After Completion of Your Final

Semester Exam. Yespeal is keen that there is a secure

environment for clients and internally too. Please Note:

This appointment is Subject to satisfactory reference Checks

This offer from Yespeal is Valid for 2 Days only from the date of offer, any extension is said validity shall be at the discretion of the company and shall be communicated to you in writing Prior to commencing employment with Yespeal You Must provide yespeal with evidence of right to work in India and other such documents as yespeal may request.

We look forward to you joining us. Should have any further question or clarifications, Please feel free to contact us.

Yours Sincerely,

For Yespeal Technologies Pvt Ltd.,

darshanmurthy

Darshan Murthy

Global Head-Talent Acquisition

I Have read the offer, Understood and accept the above mentioned terms and condition.

Signature

Date:

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## Annexure-A

1. **Date of Joining:**
   - You are being appointed Associate Software Engineer in Yespeal Technologies Private Limited. with effect from Completion of the Final Year Semester

2. **Place of Work:**
   - Your initial posting will be at our Bangalore office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.
   - You may be required to visit to the client site within and / or outside India.

3. **Remuneration:**
   - Your CTC will be 4.00.000 /- To 7.00.000/- Based on the Performance during Training Period. In addition, you may be eligible for performance based incentive as per incentive scheme of the company
   - First 3 Months Would be under Training Period.From The date of Joining.
   - The Incentive Scheme is subject to revisions at the discretion of the Management.

4. **Work Conduct:**
   - During your employment with the Company, you shall devote your best efforts for promoting the Yespeal Technologies Private Limited (and of any other relevant affiliate and / or business associate of the Yespeal Technologies Private Limited) business.
   - You are required to effectively carry out all duties and responsibilities as assigned to you by the Company and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavoring to the best of your ability to protect and promote the interests of the Company.
   - You shall not, except with the written permission of the Company, engage directly or indirectly in any business, occupation or activity, whether as a principal agent or otherwise which will be detrimental whether directly, to the Company's interests.
   - You will be bound by the Code of Conduct and all other rules, regulations, policies and orders issued by the Company from time to time in relation to your conduct, discipline rules, regulation, policies et al, were part of this contract of appointment.

5. **Training**
   - You will be imparted training on-the-job and periodically when the training programs will be organized. The Company lays high importance when the training its employees and spends considerable resources on it. A full commitment from employee side is expected during the training period.

6. **Disclosure of Information:**
   - You confirm that you have disclosed all your business interests in the Company whether or not they are similar to or in conflict with the business (es) or the activities of the Company, & all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the Company and you or any immediate relatives. Also you agree to immediately disclose, to the Company any such interests or circumstances which may arise during your employment

7. **Confidentiality:**
   - All information regarding the affairs or business matters of the Company (and of any other relevant affiliate and/or business associate of the Yespeal Technologies Private Limited) concepts, working methods, client portfolios, strategies – that come to your knowledge by reasons of your employment is deemed to be confidential and considered a trade secret.
   - You shall be required to maintain strict confidentiality of such information and data that may come to your possession or knowledge by virtue of the engagement, use it only as may be required in the normal course of your work and shall not disclose or any information or data, without prior consent of an authorized officer of the company.
   - You shall at all times keep the details of your salary and employment benefits at the Company strictly and shall not disclose such details to any other person within the Company.

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- Any deduction with respect to expenses incurred by the Company or the cost of repairing damage to the Company's property caused by you (and of recovering the same).

**10. Return of Company Property**

- You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data , information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment.
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**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.

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Ranga Reddy (Dist.)

12. Non – Competition:
In the event of your separation from Company for whatever reason:

- For a period of 1 year thereafter (except with the written approval of the Company) you will not solicit business in competition with the Company nor pass information to a third party that may result in the same effect from any other organization which is at the data of separation a client or a prospect with which negotiations are underway neither will you in competition offer or supply products or services which compete directly with those products or services offered by the Company.
- You agree that for a period of 1 year after your separation from the Company you will not endeavour to solicit or entice away any person who is an employee of the Company or who was in its employment up to 1 Year preceding your severance.

13. Other:

- Under the Sexual Harassment Prevention Act. 2013, sexual harassment is considered as misconduct. The Consequences of such misconduct can be – apart from deduction of wages, termination of employment or transfer to another location.
- Your appointment is contingent upon Medical Fitness Certificate satisfactory reference background checks, including verification of your application materials education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-competes obligation or other restrictive clauses with any previous employer).
- You will be governed by the Company's policies during the course of your employment. It will be obligatory on your part to ensure compliance to the applicable statuses, regulations and requirements laid down by the Company and other regulatory and statutory bodies. Violation of the terms and conditions mentioned herein would attract disciplinary and/or legal action, including immediate termination.
- The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies and abide by the same.

- You shall at all times keep the details of your salary and employment benefits at the Company strictly and shall not disclose such details to any other person within the Company.
- You shall use the Company name, Logos trademarks or other identifiers strictly in the manner permitted by the Company's policies or for the purposes of provision of Services delegatedto you to the extent required.
- You shall at all times. Whether during or the termination of your employment act with utmost fidelity and shall not disclose or divulge any such confidential information to third parties or make use of such information for your own benefit of the benefit of any third party, either during the term of your employment or thereafter.

14. Monitoring Policy:

- Please note that emails sent to you and by you may be monitored from time to time for the purpose of identifying any non-compliance with the Company policies or applicable laws. These emails along with attachments are considered as property of the company.
- If such monitoring discloses breach of any law or Company policies, disciplinary action may follow including termination of the employment.

15. Notice Period:

- During the probation (including any extension), services may be terminated by either party, giving written notice to one week or payment salary in Lieu of thereof.
- Employee need to complete 1 year of tenure period in the Organization from the date of joining. In case of Major issues the company can relieve the employee failing that employee need to pay the compensation of loss bearing the employee training.
- Post confirmation, services may be terminated by either party, giving One months' notice, which comprises a non-negotiable mandatory working period of 2 month, with the remainder of the notice period being negotiable on both sides (to agree the release date & salary payment in lieu of notice if any).
- The Company may terminate / suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry that you have committed (i) any

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heinous criminal act or any offense involving moral turpitude. Examples include rape, forgery, robbery, etc. (ii) sexual harassment or (iii) other act that threatens or likely to damage the Company's reputation.

- You are required to identify and train your replacement and facilitate a successful handover/knowledge transfer. Failure to comply with the clause would be considered against the Company policy. A prior approval by the Management shall be considered as an exception to this clause through mutual settlement between both the parties.0
- The Company reserves the right to terminate your employment on the grounds mentioned in clause 11 below. In such an event, you will be subject to immediate dismissal and the Company will not be liable to give you pay for the notice period. The Company further reserves the right to initiate legal action as it deems fit.

**16. Termination of Services:**

- If at any time during the course of your employment, it is found that you have made a false or an incomplete declaration with regard to your qualification / experience and other detail, your appointment will be treated void with immediate effect without any payment in lieu of notice period.
- If at any time during the course of your employment, it is found that you have committed any act of gross misconduct or serious breach of employment terms, been guilty of conduct tending to bring yourself or the Company into disrepute, been absent for a continuous period of 10 days without approval/information, indulged in policy violation/fraud/financial irregularities and/or been found to demonstrate unsatisfactory job performance your services will be terminated and you shall not be entitled to any notice period or payment in lieu thereof.

**17. Leave:**

- You will be entitled to Casual/Sick Leaves: National/Festival holidays as stipulated by law/company policy, in a calendar year. The same may be changed from time to time in accordance with changes in law and/or company policy

**18. Deductions:**

a) During your employment or in the event of any termination the Company is entitled to deduct any amount due from you to the Company from actual total compensation including but not limited to:
b) Any debt or advance for the time being owed by you to the Company
c) Any deduction related to leave or holiday taken in excess of entitlement as at the date of termination of employment: an.
d) Any deduction with respect to expenses incurred by the Company or the cost of repairing damage to the Company's property caused by you (and of recovering the same).

**19. Return of Company Property**

- You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data , information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment..
- You shall not keep any copies of these items in any form whatsoever.
- Violation of this clause may invite legal action.

**20. Non – Competition:**

- For a period of 1 year thereafter (except with the written approval of the Company) you will not solicit business in competition with the Company nor pass information to a third party that may result in the same effect from any other organization which is at the data of separation a client or a prospect with which negotiations are underway neither will you in competition offer or supply products or services which compete directly with those products or services offered by the Company.
- You agree that for a period of 1 year after your separation from the Company you will not endeavour to solicit or entice away any person who is an employee of the Company or who was in its employment up to 1 Year preceding your severance.

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Email:hr@yespealtechnologies.com


21. Other:

- Under the Sexual Harassment Prevention Act. 2013, sexual harassment is considered as misconduct. The Consequences of such misconduct can be – apart from deduction of wages, termination of employment or transfer to another location.
- Your appointment is contingent upon Medical Fitness Certificate satisfactory reference background checks, including verification of your application materials education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-competes obligation or other restrictive clauses with any previous employer).
- You will be governed by the Company's policies during the course of your employment. It will be obligatory on your part to ensure compliance to the applicable statuses, regulations and requirements laid down by the Company and other regulatory and statutory bodies. Violation of the terms and conditions mentioned herein would attract disciplinary and/or legal action, including immediate termination.
- The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies and abide by the same.

Yours Sincerely,
For Yespeal Technologies Private Limited.,

darshanmurthy

Darshan Murthy
Talent Acquisition.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial professional association. You're are joining us at an exciting phase of your journey or building a world class firm and we are counting on you to help us get there.

Kindly return a copy of this letter duly signed by you in acceptance of the terms and condition

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Website: www.yespealtechnologies.com || Email:hr@yespealtechnologies.com


Ref:YP2K21/01

22-Nov-2021

Dear Koyya Nandhini,

In Continuation to our discussion, we are pleased to offer you the role of Associate Software Developer – Yespeal Technologies Private Limited., (Yespeal).

Your CTC will be 4.00.000/- TO 7.00.000/- This May Vary depending on Yespeal Performance and Your Performance

During Training Period You Will Be entitled With the Stipend 5,000/- To 15,000/- Per Month Based on The Performance. This May Vary depending on Yespeal Performance and Your Performance

We would like to inform you that Yespeal has considered 0 Months of your Experience as relevant, which would be updated in our Records. Your Place of Posting will be Bangalore.

Your Appointment will be governed by the Terms and Condition of Employment Presented in Annexure A. You will also be governed by the rules and Regulation Practices in Vogue and those that may change from time to Time. Your Compensation is Highly Confidential and if Need arises, you may discuss it only with Manager.

We Request You To Join us After Completion of Your Final

Semester Exam. Yespeal is keen that there is a secure

environment for clients and internally too. Please Note:

This appointment is Subject to satisfactory reference Checks

This offer from Yespeal is Valid for 2 Days only from the date of offer, any extension is said validity shall be at the discretion of the company and shall be communicated to you in writing Prior to commencing employment with Yespeal You Must provide yespeal with evidence of right to work in India and other such documents as yespeal may request.

We look forward to you joining us. Should have any further question or clarifications, Please feel free to contact us.

Yours Sincerely,

For Yespeal Technologies Pvt Ltd.,

darshanmurthy

Darshan Murthy

Global Head-Talent Acquisition

I Have read the offer, Understood and accept the above mentioned terms and condition.

Signature Date:

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Email:hr@yespealtechnologies.com


## Annexure-A

1. **Date of Joining:**
   - You are being appointed Associate Software Engineer in Yespeal Technologies Private Limited. with effect from Completion of the Final Year Semester

2. **Place of Work:**
   - Your initial posting will be at our Bangalore office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.
   - You may be required to visit to the client site within and / or outside India.

3. **Remuneration:**
   - Your CTC will be 4.00.000 /- To 7.00.000/- Based on the Performance during Training Period. In addition, you may be eligible for performance based incentive as per incentive scheme of the company
   - First 3 Months Would be under Training Period.From The date of Joining.
   - The Incentive Scheme is subject to revisions at the discretion of the Management.

4. **Work Conduct:**
   - During your employment with the Company, you shall devote your best efforts for promoting the Yespeal Technologies Private Limited (and of any other relevant affiliate and / or business associate of the Yespeal Technologies Private Limited) business.
   - You are required to effectively carry out all duties and responsibilities as assigned to you by the Company and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavoring to the best of your ability to protect and promote the interests of the Company.
   - You shall not, except with the written permission of the Company, engage directly or indirectly in any business, occupation or activity, whether as a principal agent or otherwise which will be detrimental whether directly, to the Company's interests.
   - You will be bound by the Code of Conduct and all other rules, regulations, policies and orders issued by the Company from time to time in relation to your conduct, discipline rules, regulation, policies et al, were part of this contract of appointment.

5. **Training**
   - You will be imparted training on-the-job and periodically when the training programs will be organized. The Company lays high importance when the training its employees and spends considerable resources on it. A full commitment from employee side is expected during the training period.

6. **Disclosure of Information:**
   - You confirm that you have disclosed all your business interests in the Company whether or not they are similar to or in conflict with the business (es) or the activities of the Company, & all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the Company and you or any immediate relatives. Also you agree to immediately disclose, to the Company any such interests or circumstances which may arise during your employment

7. **Confidentiality:**
   - All information regarding the affairs or business matters of the Company (and of any other relevant affiliate and/or business associate of the Yespeal Technologies Private Limited) concepts, working methods, client portfolios, strategies – that come to your knowledge by reasons of your employment is deemed to be confidential and considered a trade secret.
   - You shall be required to maintain strict confidentiality of such information and data that may come to your possession or knowledge by virtue of the engagement, use it only as may be required in the normal course of your work and shall not disclose or any information or data, without prior consent of an authorized officer of the company.
   - You shall at all times keep the details of your salary and employment benefits at the Company strictly and shall not disclose such details to any other person within the Company.

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- You shall use the Company name, Logos trademarks or other identifiers strictly in the manner permitted by the Company's policies or for the purposes of provision of Services delegatedto you to the extent required.
- You shall at all times. Whether during or the termination of your employment act with utmost fidelity and shall not disclose or divulge any such confidential information to third parties or make use of such information for your own benefit of the benefit of any third party, either during the term of your employment or thereafter.

8. Monitoring Policy:
- Please note that emails sent to you and by you may be monitored from time to time for the purpose of identifying any non-compliance with the Company policies or applicable laws. These emails along with attachments are considered as property of the company.
- If such monitoring discloses breach of any law or Company policies, disciplinary action may follow including termination of the employment.

9. Notice Period:
- During the probation (including any extension), services may be terminated by either party, giving written notice to one week or payment salary in Lieu of thereof.
- Employee need to complete 1 year of tenure period in the Organization from the date of joining. In case of Major issues the company can relieve the employee failing that employee need to pay the compensation of loss bearing the employee training.
- Post confirmation, services may be terminated by either party, giving One months' notice, which comprises a non-negotiable mandatory working period of 1 month, with the remainder of the notice period being negotiable on both sides (to agree the release date & salary payment in lieu of notice if any).
- The Company may terminate / suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry that you have committed (i) any heinous criminal act or any offense involving moral turpitude. Examples include rape, forgery, robbery, etc. (ii) sexual harassment or (iii) other act that threatens or likely to damage the Company's reputation.
- You are required to identify and train your replacement and facilitate a successful handover/knowledge transfer. Failure to comply with the clause would be considered against the Company policy. A prior approval by the Management shall be considered as an exception to this clause through mutual settlement between both the parties.0
- The Company reserves the right to terminate your employment on the grounds mentioned in clause 11 below. In such an event, you will be subject to immediate dismissal and the Company will not be liable to give you pay for the notice period. The Company further reserves the right to initiate legal action as it deems fit.
- Any deduction with respect to expenses incurred by the Company or the cost of repairing damage to the Company's property caused by you (and of recovering the same).

10. Return of Company Property
- You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data , information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment.
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Email:hr@yespealtechnologies.com


12. Non – Competition:
In the event of your separation from Company for whatever reason:

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- You agree that for a period of 1 year after your separation from the Company you will not endeavour to solicit or entice away any person who is an employee of the Company or who was in its employment up to 1 Year preceding your severance.

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- Under the Sexual Harassment Prevention Act. 2013, sexual harassment is considered as misconduct. The Consequences of such misconduct can be – apart from deduction of wages, termination of employment or transfer to another location.
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- Please note that emails sent to you and by you may be monitored from time to time for the purpose of identifying any non-compliance with the Company policies or applicable laws. These emails along with attachments are considered as property of the company.
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- If at any time during the course of your employment, it is found that you have made a false or an incomplete declaration with regard to your qualification / experience and other detail, your appointment will be treated void with immediate effect without any payment in lieu of notice period.
- If at any time during the course of your employment, it is found that you have committed any act of gross misconduct or serious breach of employment terms, been guilty of conduct tending to bring yourself or the Company into disrepute, been absent for a continuous period of 10 days without approval/information, indulged in policy violation/fraud/financial irregularities and/or been found to demonstrate unsatisfactory job performance your services will be terminated and you shall not be entitled to any notice period or payment in lieu thereof.

**17. Leave:**

- You will be entitled to Casual/Sick Leaves: National/Festival holidays as stipulated by law/company policy, in a calendar year. The same may be changed from time to time in accordance with changes in law and/or company policy

**18. Deductions:**

a) During your employment or in the event of any termination the Company is entitled to deduct any amount due from you to the Company from actual total compensation including but not limited to:
b) Any debt or advance for the time being owed by you to the Company
c) Any deduction related to leave or holiday taken in excess of entitlement as at the date of termination of employment: an.
d) Any deduction with respect to expenses incurred by the Company or the cost of repairing damage to the Company's property caused by you (and of recovering the same).

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- You agree that for a period of 1 year after your separation from the Company you will not endeavour to solicit or entice away any person who is an employee of the Company or who was in its employment up to 1 Year preceding your severance.

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Email:hr@yespealtechnologies.com


21. Other:

- Under the Sexual Harassment Prevention Act. 2013, sexual harassment is considered as misconduct. The Consequences of such misconduct can be – apart from deduction of wages, termination of employment or transfer to another location.
- Your appointment is contingent upon Medical Fitness Certificate satisfactory reference background checks, including verification of your application materials education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-competes obligation or other restrictive clauses with any previous employer).
- You will be governed by the Company's policies during the course of your employment. It will be obligatory on your part to ensure compliance to the applicable statuses, regulations and requirements laid down by the Company and other regulatory and statutory bodies. Violation of the terms and conditions mentioned herein would attract disciplinary and/or legal action, including immediate termination.
- The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies and abide by the same.

Yours Sincerely,
For Yespeal Technologies Private Limited.,

darshanmurthy

Darshan Murthy
Talent Acquisition.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial professional association. You're are joining us at an exciting phase of your journey or building a world class firm and we are counting on you to help us get there.

Kindly return a copy of this letter duly signed by you in acceptance of the terms and condition

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Website: www.yespealtechnologies.com || Email:hr@yespealtechnologies.com


Ref:YP2K21/01

22-Nov-2021

Dear Kura Shiva Prasad,

In Continuation to our discussion, we are pleased to offer you the role of Associate Software Developer – Yespeal Technologies Private Limited., (Yespeal).

Your CTC will be 4.00.000/- TO 7.00.000/- This May Vary depending on Yespeal Performance and Your Performance

During Training Period You Will Be entitled With the Stipend 5,000/- To 15,000/- Per Month Based on The Performance. This May Vary depending on Yespeal Performance and Your Performance

We would like to inform you that Yespeal has considered 0 Months of your Experience as relevant, which would be updated in our Records. Your Place of Posting will be Bangalore.

Your Appointment will be governed by the Terms and Condition of Employment Presented in Annexure A. You will also be governed by the rules and Regulation Practices in Vogue and those that may change from time to Time. Your Compensation is Highly Confidential and if Need arises, you may discuss it only with Manager.

We Request You To Join us After Completion of Your Final

Semester Exam. Yespeal is keen that there is a secure

environment for clients and internally too. Please Note:

This appointment is Subject to satisfactory reference Checks

This offer from Yespeal is Valid for 2 Days only from the date of offer, any extension is said validity shall be at the discretion of the company and shall be communicated to you in writing Prior to commencing employment with Yespeal You Must provide yespeal with evidence of right to work in India and other such documents as yespeal may request.

We look forward to you joining us. Should have any further question or clarifications, Please feel free to contact us.

Yours Sincerely,

For Yespeal Technologies Pvt Ltd.,

darshanmurthy

Darshan Murthy

Global Head-Talent Acquisition

I Have read the offer, Understood and accept the above mentioned terms and condition.

Signature

Date:

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Email:hr@yespealtechnologies.com


## Annexure-A

1. Date of Joining:
   - You are being appointed Associate Software Engineer in Yespeal Technologies Private Limited. with effect from Completion of the Final Year Semester

2. Place of Work:
   - Your initial posting will be at our Bangalore office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.
   - You may be required to visit to the client site within and / or outside India.

3. Remuneration:
   - Your CTC will be 4.00.000 /- To 7.00.000/- Based on the Performance during Training Period. In addition, you may be eligible for performance based incentive as per incentive scheme of the company
   - First 3 Months Would be under Training Period.From The date of Joining.
   - The Incentive Scheme is subject to revisions at the discretion of the Management.

4. Work Conduct:
   - During your employment with the Company, you shall devote your best efforts for promoting the Yespeal Technologies Private Limited (and of any other relevant affiliate and / or business associate of the Yespeal Technologies Private Limited) business.
   - You are required to effectively carry out all duties and responsibilities as assigned to you by the Company and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavoring to the best of your ability to protect and promote the interests of the Company.
   - You shall not, except with the written permission of the Company, engage directly or indirectly in any business, occupation or activity, whether as a principal agent or otherwise which will be detrimental whether directly, to the Company's interests.
   - You will be bound by the Code of Conduct and all other rules, regulations, policies and orders issued by the Company from time to time in relation to your conduct, discipline rules, regulation, policies et al, were part of this contract of appointment.

5. Training
   - You will be imparted training on-the-job and periodically when the training programs will be organized. The Company lays high importance when the training its employees and spends considerable resources on it. A full commitment from employee side is expected during the training period.

6. Disclosure of Information:
   - You confirm that you have disclosed all your business interests in the Company whether or not they are similar to or in conflict with the business (es) or the activities of the Company, & all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the Company and you or any immediate relatives. Also you agree to immediately disclose, to the Company any such interests or circumstances which may arise during your employment

7. Confidentiality:
   - All information regarding the affairs or business matters of the Company (and of any other relevant affiliate and/or business associate of the Yespeal Technologies Private Limited) concepts, working methods, client portfolios, strategies – that come to your knowledge by reasons of your employment is deemed to be confidential and considered a trade secret.
   - You shall be required to maintain strict confidentiality of such information and data that may come to your possession or knowledge by virtue of the engagement, use it only as may be required in the normal course of your work and shall not disclose or any information or data, without prior consent of an authorized officer of the company.
   - You shall at all times keep the details of your salary and employment benefits at the Company strictly and shall not disclose such details to any other person within the Company.

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

- You shall use the Company name, Logos trademarks or other identifiers strictly in the manner permitted by the Company's policies or for the purposes of provision of Services delegatedto you to the extent required.
- You shall at all times. Whether during or the termination of your employment act with utmost fidelity and shall not disclose or divulge any such confidential information to third parties or make use of such information for your own benefit of the benefit of any third party, either during the term of your employment or thereafter.

8. Monitoring Policy:
- Please note that emails sent to you and by you may be monitored from time to time for the purpose of identifying any non-compliance with the Company policies or applicable laws. These emails along with attachments are considered as property of the company.
- If such monitoring discloses breach of any law or Company policies, disciplinary action may follow including termination of the employment.

9. Notice Period:
- During the probation (including any extension), services may be terminated by either party, giving written notice to one week or payment salary in Lieu of thereof.
- Employee need to complete 1 year of tenure period in the Organization from the date of joining. In case of Major issues the company can relieve the employee failing that employee need to pay the compensation of loss bearing the employee training.
- Post confirmation, services may be terminated by either party, giving One months' notice, which comprises a non-negotiable mandatory working period of 1 month, with the remainder of the notice period being negotiable on both sides (to agree the release date & salary payment in lieu of notice if any).
- The Company may terminate / suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry that you have committed (i) any heinous criminal act or any offense involving moral turpitude. Examples include rape, forgery, robbery, etc. (ii) sexual harassment or (iii) other act that threatens or likely to damage the Company's reputation.
- You are required to identify and train your replacement and facilitate a successful handover/knowledge transfer. Failure to comply with the clause would be considered against the Company policy. A prior approval by the Management shall be considered as an exception to this clause through mutual settlement between both the parties.0
- The Company reserves the right to terminate your employment on the grounds mentioned in clause 11 below. In such an event, you will be subject to immediate dismissal and the Company will not be liable to give you pay for the notice period. The Company further reserves the right to initiate legal action as it deems fit.
- Any deduction with respect to expenses incurred by the Company or the cost of repairing damage to the Company's property caused by you (and of recovering the same).

10. Return of Company Property
- You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data , information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment.
- You shall not keep any copies of these items in any form whatsoever.
- Violation of this clause may invite legal action.

11. Return of Company Property
- You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data , information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment.
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Avanthi Institute of Engineering & Technology
Gunthaplly (V), Hayathnagar,
Ranga Reddy (Dist.)

YESPEAL TECHNOLOGIES PVTLTD
AVS Compound, 4 th Block, Near Sony World Signal, Kormangala, Bangalore-560034 Website: www.yespealtechnologies.com ||
Email:hr@yespealtechnologies.com

12. Non – Competition:
In the event of your separation from Company for whatever reason:

- For a period of 1 year thereafter (except with the written approval of the Company) you will not solicit business in competition with the Company nor pass information to a third party that may result in the same effect from any other organization which is at the data of separation a client or a prospect with which negotiations are underway neither will you in competition offer or supply products or services which compete directly with those products or services offered by the Company.
- You agree that for a period of 1 year after your separation from the Company you will not endeavour to solicit or entice away any person who is an employee of the Company or who was in its employment up to 1 Year preceding your severance.

13. Other:

- Under the Sexual Harassment Prevention Act. 2013, sexual harassment is considered as misconduct. The Consequences of such misconduct can be – apart from deduction of wages, termination of employment or transfer to another location.
- Your appointment is contingent upon Medical Fitness Certificate satisfactory reference background checks, including verification of your application materials education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-competes obligation or other restrictive clauses with any previous employer).
- You will be governed by the Company's policies during the course of your employment. It will be obligatory on your part to ensure compliance to the applicable statuses, regulations and requirements laid down by the Company and other regulatory and statutory bodies. Violation of the terms and conditions mentioned herein would attract disciplinary and/or legal action, including immediate termination.
- The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies and abide by the same.

- You shall at all times keep the details of your salary and employment benefits at the Company strictly and shall not disclose such details to any other person within the Company.
- You shall use the Company name, Logos trademarks or other identifiers strictly in the manner permitted by the Company's policies or for the purposes of provision of Services delegatedto you to the extent required.
- You shall at all times. Whether during or the termination of your employment act with utmost fidelity and shall not disclose or divulge any such confidential information to third parties or make use of such information for your own benefit of the benefit of any third party, either during the term of your employment or thereafter.

14. Monitoring Policy:
- Please note that emails sent to you and by you may be monitored from time to time for the purpose of identifying any non-compliance with the Company policies or applicable laws. These emails along with attachments are considered as property of the company.
- If such monitoring discloses breach of any law or Company policies, disciplinary action may follow including termination of the employment.

15. Notice Period:
- During the probation (including any extension), services may be terminated by either party, giving written notice to one week or payment salary in Lieu of thereof.
- Employee need to complete 1 year of tenure period in the Organization from the date of joining. In case of Major issues the company can relieve the employee failing that employee need to pay the compensation of loss bearing the employee training.
- Post confirmation, services may be terminated by either party, giving One months' notice, which comprises a non-negotiable mandatory working period of 2 month, with the remainder of the notice period being negotiable on both sides (to agree the release date & salary payment in lieu of notice if any).
- The Company may terminate / suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry that you have committed (i) any

PRINCIPAL
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heinous criminal act or any offense involving moral turpitude. Examples include rape, forgery, robbery, etc. (ii) sexual harassment or (iii) other act that threatens or likely to damage the Company's reputation.

- You are required to identify and train your replacement and facilitate a successful handover/knowledge transfer. Failure to comply with the clause would be considered against the Company policy. A prior approval by the Management shall be considered as an exception to this clause through mutual settlement between both the parties.0
- The Company reserves the right to terminate your employment on the grounds mentioned in clause 11 below. In such an event, you will be subject to immediate dismissal and the Company will not be liable to give you pay for the notice period. The Company further reserves the right to initiate legal action as it deems fit.

16. Termination of Services:

- If at any time during the course of your employment, it is found that you have made a false or an incomplete declaration with regard to your qualification / experience and other detail, your appointment will be treated void with immediate effect without any payment in lieu of notice period.
- If at any time during the course of your employment, it is found that you have committed any act of gross misconduct or serious breach of employment terms, been guilty of conduct tending to bring yourself or the Company into disrepute, been absent for a continuous period of 10 days without approval/information, indulged in policy violation/fraud/financial irregularities and/or been found to demonstrate unsatisfactory job performance your services will be terminated and you shall not be entitled to any notice period or payment in lieu thereof.

17. Leave:

- You will be entitled to Casual/Sick Leaves: National/Festival holidays as stipulated by law/company policy, in a calendar year. The same may be changed from time to time in accordance with changes in law and/or company policy

18. Deductions:

a) During your employment or in the event of any termination the Company is entitled to deduct any amount due from you to the Company from actual total compensation including but not limited to:
b) Any debt or advance for the time being owed by you to the Company
c) Any deduction related to leave or holiday taken in excess of entitlement as at the date of termination of employment: an.
d) Any deduction with respect to expenses incurred by the Company or the cost of repairing damage to the Company's property caused by you (and of recovering the same).

19. Return of Company Property

- You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data , information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment..
- You shall not keep any copies of these items in any form whatsoever.
- Violation of this clause may invite legal action.

20. Non – Competition:

- For a period of 1 year thereafter (except with the written approval of the Company) you will not solicit business in competition with the Company nor pass information to a third party that may result in the same effect from any other organization which is at the data of separation a client or a prospect with which negotiations are underway neither will you in competition offer or supply products or services which compete directly with those products or services offered by the Company.
- You agree that for a period of 1 year after your separation from the Company you will not endeavour to solicit or entice away any person who is an employee of the Company or who was in its employment up to 1 Year preceding your severance.

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Ranga Reddy (Dist.)

YESPEAL TECHNOLOGIES PVT LTD
AVS Compound, 4 th Block, Near Sony World Signal, Kormangala, Bangalore-560034 Website: www.yespealtechnologies.com ||
Email:hr@yespealtechnologies.com

21. Other:

- Under the Sexual Harassment Prevention Act. 2013, sexual harassment is considered as misconduct. The Consequences of such misconduct can be – apart from deduction of wages, termination of employment or transfer to another location.
- Your appointment is contingent upon Medical Fitness Certificate satisfactory reference background checks, including verification of your application materials education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-competes obligation or other restrictive clauses with any previous employer).
- You will be governed by the Company's policies during the course of your employment. It will be obligatory on your part to ensure compliance to the applicable statuses, regulations and requirements laid down by the Company and other regulatory and statutory bodies. Violation of the terms and conditions mentioned herein would attract disciplinary and/or legal action, including immediate termination.
- The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies and abide by the same.

Yours Sincerely,
For Yespeal Technologies Private Limited.,

darshanmurthy

Darshan Murthy
Talent Acquisition.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial professional association. You're are joining us at an exciting phase of your journey or building a world class firm and we are counting on you to help us get there.

Kindly return a copy of this letter duly signed by you in acceptance of the terms and condition

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

SUTHERLAND

# PROVISIONALOFFERLETTER

**CollegeName:**AvanthiEngineeringCollege

**Date** :09.03.2021

**Dear**

**ApooriSrilatha,Co**

**ngratulations!!!**
With reference to the Interview, you had with us, we are pleased to inform you that youhavebeenshortlistedasan"Associate".Youremploymentwithuswillbeestablishedbyclearing further rounds of interviews which would be conducted online/remotely or at ourLanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village LancoHills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter will be shared withyourregisteredemailID upon thesuccessfulcompletionofyourfurtherinterviews.

WeatSutherlandareprivilegedtohaveyouwithusandwelookforwardtolaunchingyourcareer on a successful note. The compensation package offered to freshers is up to 2.50LPA - The package differs based on the Client, the individual's skill set, and various otherselectionparameters.Yourassociationwiththeorganizationeithercontractualorpermanentwill be decided asper business requirementsatthetime ofjoining.

Youwillhavetofurnishthe followingdocumentsduring thehiring/onboardingprocess

- 1Passport sizephotograph
- 10th,12th,andUG/PGeducationcertificates - (whicheveris completed)
- E-Aadharcardmandatoryforaddressproof.
- PanCard-Mandatorytoopenabankaccount.
- Inaddition,youcanalsosubmitaRationcard,Drivinglicense/Passport,PANCard, and VoterIDforaddress proof.
- MedicalFitness Certificate-saying you arefit enough towork night shifts
- Offerletter/Relievingletter/Last3consecutivemonths'payslips(Applicableonly forexperienced candidates)

Yours
sincerely,**Talent AcquisitionSutherland**

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

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SUTHERLAND

# PROVISIONALOFFERLETTER

**CollegeName:** AvanthiEngineeringCollege

**Date** :09.03.2021

Dear Ayush Kumar Jain,

,

Congratulations!!!

With reference to the Interview, you had with us, we are pleased to inform you that youhavebeenshortlistedasan"Associate".Youremploymentwithuswillbeestablishedbyclearing further rounds of interviews which would be conducted online/remotely or at ourLanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village LancoHills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter will be shared withyourregisteredemailID upon thesuccessfulcompletionofyourfurtherinterviews.

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Yours
sincerely,**Talent AcquisitionSutherland**

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SUTHERLAND

# PROVISIONALOFFERLETTER

**CollegeName:**AvanthiEngineeringCollege

**Date** :09.03.2021

**Dear**

**JyothiNimmala,Co**

**ngratulations!!!**
With reference to the Interview, you had with us, we are pleased to inform you that youhavebeenshortlistedasan"Associate".Youremploymentwithuswillbeestablishedbyclearing further rounds of interviews which would be conducted online/remotely or at ourLanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village LancoHills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter will be shared withyourregisteredemailID upon thesuccessfulcompletionofyourfurtherinterviews.

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Yours
sincerely,**Talent AcquisitionSutherland**

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Nadu,PIN600063

SUTHERLAND

# PROVISIONALOFFERLETTER

**CollegeName:**AvanthiEngineeringCollege

**Date** :09.03.2021

Dear GangiDaveed,

,

Congratulations!!!

With reference to the Interview, you had with us, we are pleased to inform you that youhavebeenshortlistedasan"Associate".Youremploymentwithuswillbeestablishedbyclearing further rounds of interviews which would be conducted online/remotely or at ourLanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village LancoHills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter will be shared withyourregisteredemailID upon thesuccessfulcompletionofyourfurtherinterviews.

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Yours
sincerely,**Talent AcquisitionSutherland**

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# PROVISIONALOFFERLETTER

**CollegeName:** AvanthiEngineeringCollege

**Date** :09.03.2021

Dear Ayush Kumar Jain,

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Yours
sincerely,**Talent AcquisitionSutherland**

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

SUTHERLAND

# PROVISIONALOFFERLETTER

**CollegeName:** AvanthiEngineeringCollege

**Date** :09.03.2021

Dear M D Ameer Sohail,

,

Congratulations!!!

With reference to the Interview, you had with us, we are pleased to inform you that youhavebeenshortlistedasan"Associate".Youremploymentwithuswillbeestablishedbyclearing further rounds of interviews which would be conducted online/remotely or at ourLanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village LancoHills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter will be shared withyourregisteredemailID upon thesuccessfulcompletionofyourfurtherinterviews.

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Yours
sincerely,**Talent AcquisitionSutherland**

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

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# PROVISIONALOFFERLETTER

**CollegeName:**AvanthiEngineeringCollege

**Date :**09.03.2021

Dear MaddelaAravind,

,

Congratulations!!!

With reference to the Interview, you had with us, we are pleased to inform you that youhavebeenshortlistedasan"Associate".Youremploymentwithuswillbeestablishedbyclearing further rounds of interviews which would be conducted online/remotely or at ourLanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village LancoHills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter will be shared withyourregisteredemailID upon thesuccessfulcompletionofyourfurtherinterviews.

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Yours
sincerely,**Talent AcquisitionSutherland**

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Avanthi Institute of Engg. & Tech
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Nadu,PIN600063

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# PROVISIONALOFFERLETTER

**CollegeName:**AvanthiEngineeringCollege

**Date :**09.03.2021

Dear Mekala Hari Krishna

**Congratulations!!!**
With reference to the Interview, you had with us, we are pleased to inform you that youhavebeenshortlistedasan"Associate".Youremploymentwithuswillbeestablishedbyclearing further rounds of interviews which would be conducted online/remotely or at ourLanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village LancoHills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter will be shared withyourregisteredemailID upon thesuccessfulcompletionofyourfurtherinterviews.

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sincerely,**Talent AcquisitionSutherland**

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

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SUTHERLAND

# PROVISIONALOFFERLETTER

**CollegeName:**AvanthiEngineeringCollege

**Date** :09.03.2021

Dear PakalaSrikanth,

,

Congratulations!!!

With reference to the Interview, you had with us, we are pleased to inform you that youhavebeenshortlistedasan"Associate".Youremploymentwithuswillbeestablishedbyclearing further rounds of interviews which would be conducted online/remotely or at ourLanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village LancoHills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter will be shared withyourregisteredemailID upon thesuccessfulcompletionofyourfurtherinterviews.

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Youwillhavetofurnishthe followingdocumentsduring thehiring/onboardingprocess

- 1Passport sizephotograph
- 10th,12th,andUG/PGeducationcertificates - (whicheveris completed)
- E-Aadharcardmandatoryforaddressproof.
- PanCard-Mandatorytoopenabankaccount.
- Inaddition,youcanalsosubmitaRationcard,Drivinglicense/Passport,PANCard, and VoterIDforaddress proof.
- MedicalFitness Certificate-saying you arefit enough towork night shifts
- Offerletter/Relievingletter/Last3consecutivemonths'payslips(Applicableonly forexperienced candidates)

Yours
sincerely,**Talent AcquisitionSutherland**

This is a digitally generated soft copy hence a signature is not requiredSutherland,TheGatewayOfficeParks, IT/ITESSEZBloc-A1,6th floor,Chennai,Tamil Nadu,PIN600063

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

SUTHERLAND

# PROVISIONALOFFERLETTER

**CollegeName:** AvanthiEngineeringCollege

**Date** :09.03.2021

Dear PrathikantamNikhitha Raju

**Congratulations!!!**
With reference to the Interview, you had with us, we are pleased to inform you that youhavebeenshortlistedasan"Associate".Youremploymentwithuswillbeestablishedbyclearing further rounds of interviews which would be conducted online/remotely or at ourLanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village LancoHills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter will be shared withyourregisteredemailID upon thesuccessfulcompletionofyourfurtherinterviews.

WeatSutherlandareprivilegedtohaveyouwithusandwelookforwardtolaunchingyourcareer on a successful note. The compensation package offered to freshers is up to 2.50LPA - The package differs based on the Client, the individual's skill set, and various otherselectionparameters.Yourassociationwiththeorganizationeithercontractualorpermanentwill be decided asper business requirementsatthetime ofjoining.

Youwillhavetofurnishthe followingdocumentsduring thehiring/onboardingprocess

- 1Passport sizephotograph
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- PanCard-Mandatorytoopenabankaccount.
- Inaddition,youcanalsosubmitaRationcard,Drivinglicense/Passport,PANCard, and VoterIDforaddress proof.
- MedicalFitness Certificate-saying you arefit enough towork night shifts
- Offerletter/Relievingletter/Last3consecutivemonths'payslips(Applicableonly forexperienced candidates)

Yours
sincerely,**Talent AcquisitionSutherland**

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

March 4, 2021

**Mr.BERA MAHESH**

**Offer Letter**

**Dear BERA MAHESH,**

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

Date of Joining:

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

Probation Period:

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

Remuneration:

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

Working Hours and Weekly Off:

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

PRINCIPAL
Avanthi Institute of Engg. & Tech

Commitment

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

Leave:

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

Transfer:

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

Secrecy:

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

Safe up-keeping of company's property:

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

Termination:

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

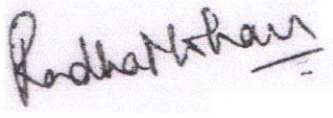


PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Md) R.R.Dist

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

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

For INFOANE Technologies Pvt. Ltd



Director - HR

---

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

Accepted: Date:

Name & Signature:

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

## ANNEXURE I

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

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Abdullapurmet (M), R.R. Dist.-501 512

March 4, 2021

**Mr.BODDUPALLY SAIKIRAN**

**Offer Letter**

**Dear BODDUPALLY SAIKIRAN,**

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

Date of Joining:

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

Probation Period:

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

Remuneration:

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

Working Hours and Weekly Off:

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



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

Commitment

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

Leave:

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

Transfer:

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

Secrecy:

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

Safe up-keeping of company's property:

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

Termination:

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

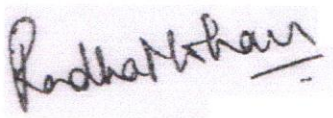


PRINCIPAL
Avanthi Institute of Engg & Tech
Gunthapally (V), Abdullapurmet (M)

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

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

For INFOANE Technologies Pvt. Ltd



Director - HR

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

Accepted: Date:

Name & Signature:

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

## ANNEXURE I

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

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

March 4, 2021

**Ms.THORLIKONDA SLOKA**

**Offer Letter**

**Dear THORLIKONDA SLOKA,**

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

Date of Joining:

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

Probation Period:

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

Remuneration:

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

Working Hours and Weekly Off:

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



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

Commitment

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

Leave:

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

Transfer:

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

Secrecy:

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

Safe up-keeping of company's property:

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

Termination:

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

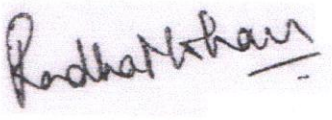


PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

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

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

For INFOANE Technologies Pvt. Ltd



Director - HR

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

Accepted: Date:

Name & Signature:



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

## ANNEXURE I

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



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

March 4, 2021

**Ms.KALIKAR MONIKA**

**Offer Letter**

**Dear KALIKAR MONIKA ,**

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

Date of Joining:

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

Probation Period:

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

Remuneration:

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

Working Hours and Weekly Off:

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



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

Commitment

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

Leave:

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

Transfer:

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

Secrecy:

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

Safe up-keeping of company's property:

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

Termination:

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

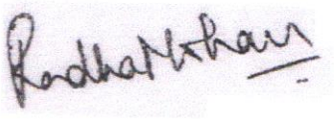


PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Md), R.R.Dist

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

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

For INFOANE Technologies Pvt. Ltd



Director - HR

---

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

Accepted:

Date:

Name & Signature:



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

## ANNEXURE I

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

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

March 4, 2021

**Mr.KODAPARTHY HEMANTH**

**Offer Letter**

**Dear KODAPARTHY HEMANTH,**

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

Date of Joining:

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

Probation Period:

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

Remuneration:

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

Working Hours and Weekly Off:

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



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

March 4, 2021

**Mr. MANKENA UDAY BHANU**

**Offer Letter**

**Dear MANKENA UDAY BHANU,**

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

Date of Joining:

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

Probation Period:

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

Remuneration:

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

Working Hours and Weekly Off:

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



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

Commitment

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

Leave:

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

Transfer:

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

Secrecy:

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

Safe up-keeping of company's property:

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

Termination:

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

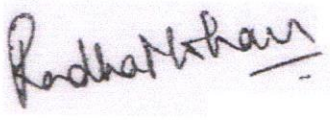


PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Md) R.R.Dist

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

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

For INFOANE Technologies Pvt. Ltd



Director - HR

---

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

Accepted: Date:

Name & Signature:



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

## ANNEXURE I

| COST TO COMPANY (CTC) FOR **Mr. MANKENA UDAY BHANU** | |
|---|---|
| Email: udaybhanu12@gmail.com | |
| Designation: Trainee Software Engineer | |
| **Effective from: 1st of May 2021** | |
| Monthly Component (In Rs.) | |
| Basic Salary | 6000 |
| HRA | 3000 |
| Special Allowance | 1000 |
| TOTAL: Monthly (A) | 10000 |
| Variable Component (In Rs.) | |
| Ann Performance Bonus | 0 |
| Annual Cost to Company | 120000 |
| | |
| **NOTE:** | |
| All salary components are governed by the company policies and statutory guidelines. | |
| The salary details are strictly confidential and must not be discussed with anyone. | |
| You may be paid annual performance bonus more than the above mentioned amount based on your performance and company growth | |
| + Year- end Performance Bonus is not payable on prorate basis in the event of employee leaving the organization prior to the completion of the performance review cycle. | |



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

March 4, 2021

**Mr.MADDULA RANJITH**

**Offer Letter**

**Dear MADDULA RANJITH,**

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

Date of Joining:

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

Probation Period:

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

Remuneration:

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

Working Hours and Weekly Off:

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



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

Commitment

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

Leave:

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

Transfer:

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

Secrecy:

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

Safe up-keeping of company's property:

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

Termination:

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

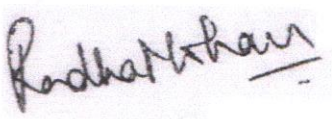


PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

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

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

For INFOANE Technologies Pvt. Ltd



Director - HR

---

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

Accepted: Date:

Name & Signature:



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

## ANNEXURE I

| COST TO COMPANY (CTC) FOR **Mr. MADDULA RANJITH** | |
|---|---|
| Email: Ranjith.maddula122@gmail.com | |
| Designation: Trainee Software Engineer | |
| **Effective from: 1st of May 2021** | |
| Monthly Component (In Rs.) | |
| Basic Salary | 6000 |
| HRA | 3000 |
| Special Allowance | 1000 |
| TOTAL: Monthly (A) | 10000 |
| Variable Component (In Rs.) | |
| Ann Performance Bonus | 0 |
| Annual Cost to Company | 120000 |
| | |
| **NOTE:** | |
| All salary components are governed by the company policies and statutory guidelines. | |
| The salary details are strictly confidential and must not be discussed with anyone. | |
| You may be paid annual performance bonus more than the above mentioned amount based on your performance and company growth | |
| + Year- end Performance Bonus is not payable on prorate basis in the event of employee leaving the organization prior to the completion of the performance review cycle. | |



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

March 4, 2021

**Ms.MANDALOJU SRAVANI**

**Offer Letter**

**Dear MANDALOJU SRAVANI,**

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

Date of Joining:

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

Probation Period:

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

Remuneration:

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

Working Hours and Weekly Off:

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



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

Commitment

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

Leave:

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

Transfer:

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

Secrecy:

A complete secrecy will have to be observed by you on all the company matters including Security arrangements, Technical know-how, Financial and administrative matters. And shall not divulge or be responsible for divulging any secret of the company to any person(s) during your employment and afterwards. Any breach of this condition on your part shall be enough to terminate your services from the company with immediate effect.

Safe up-keeping of company's property:

Safe up-keeping and return in good conditions and order of all the company's property such as tools, equipment, instruments, literature etc, in your use/custody/care/charge will have to be observed by you. Accountability of any such goods or literatures etc, provided to you for official purpose will be yours. On completion of work or assignment or at the termination or cessation of employment, you will return all such properties allotted to you to your reporting authority with record.

Termination:

Any breach of trusty on your part or misconduct or failure to follow policies or failure to perform responsibilities effectively will be liable for termination of your services with immediate effect without any payment from us. In the event of any situation not specified in the above terms and conditions, the management's decision will be bound to you as final.

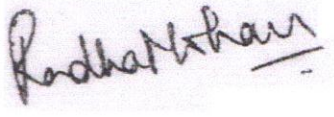


PRINCIPAL
Avanthi Institute of Engg & Tech
Gunthapally (V), Abdullapurmet (M), R.R.Dist

We welcome you to INFOANE and look forward to your participation to make it a successful relation.

Please sign and return the duplicate copy of this letter in token of acceptance of the terms and conditions mentioned above.

For INFOANE Technologies Pvt. Ltd



Director - HR

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I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

Accepted: Date:

Name & Signature:



PRINCIPAL
Avanthi Institute of Engg. & Tech.
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist.

ANNEXURE I

| COST TO COMPANY (CTC) FOR **Ms. MANDALOJU SRAVANI** | |
|---|---|
| Email: mandalojusravani78@gmail.com | |
| Designation: Trainee Software Engineer | |
| **Effective from: 1st of May 2021** | |
| Monthly Component (In Rs.) | |
| Basic Salary | 6000 |
| HRA | 3000 |
| Special Allowance | 1000 |
| TOTAL: Monthly (A) | 10000 |
| Variable Component (In Rs.) | |
| Ann Performance Bonus | 0 |
| Annual Cost to Company | 120000 |
| | |
| **NOTE:** | |
| All salary components are governed by the company policies and statutory guidelines. | |
| The salary details are strictly confidential and must not be discussed with anyone. | |
| You may be paid annual performance bonus more than the above mentioned amount based on your performance and company growth | |
| + Year- end Performance Bonus is not payable on prorate basis in the event of employee leaving the organization prior to the completion of the performance review cycle. | |



PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntimapally (V), Abdullapurmet (Mdl) R.R.Dist

March 4, 2021

**Ms.NUCHU MOUNIKA**

**Offer Letter**

**Dear NUCHU MOUNIKA,**

Regarding your application and the subsequent discussion(s) that you had with us on 3rd of March 2021 for employment in our company, we are pleased to appoint you as "**Trainee Software Engineer**" on the following terms and conditions:

Date of Joining:

Your date of joining is confirmed as **1st of May 2021.** In case you are not complying this; the appointment would be treated as cancelled.

Probation Period:

The period of first three months from your joining date will be considered as probation period. During this period, you are required to get yourself acquainted to the job. At the end of this period your performance will be reviewed. Satisfactory performance may lead to confirmation of your services with the company. This will be at sole discretion of the management.

Remuneration:

**Your initial CTC would be Rs.1,20,000/- (One Lakh Twenty Only) per annum. After three months, we review your performance. Upon meeting our expectations, your CTC will be revised at higher levels.** Your remuneration details are strictly confidential between you and the company and should not be discussed with any one nor divulged to anyone in any manner whatsoever. **You are also eligible to receive special bonus and gratuity based on your services over a period of time.**

Working Hours and Weekly Off:

You will attend your duties and discharge the responsibilities entrusted upon you as per the working hours scheduled by the management of your department or functional area. The schedules for working hours and weekly off authorized by superiors will have to be complied all the time. Such schedules are subject to changes and modifications depending upon exigencies of work. You may be transferred from one shift to another as and when need arises and also you may be required to work for extra hours keeping in view the urgency of work as deemed necessary by your superiors.



PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

Commitment

You are agreed to work for INFOANE a minimum of 24 months from the date of joining. After completion of 24 months of employment this agreement may be terminated by either of us with sixty day notice.

Leave:

You are entitled to a paid leave of 12 days in a calendar year. This distribution and entitlement is subject to change. Factories Act will govern the entitlement and utilization of earned Leave. Entitlement of leave is not the right to leave. Advance approval/sanction of superiors and reporting authority is to be obtained before availing any leave. Remaining absent from work without sanctioned leave will be treated as unauthorized leave and may lead to termination of your services. You are not allowed to take any leaves during the first 60 days of your employment.

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Safe up-keeping and return in good conditions and order of all the company's property such as tools, equipment, instruments, literature etc, in your use/custody/care/charge will have to be observed by you. Accountability of any such goods or literatures etc, provided to you for official purpose will be yours. On completion of work or assignment or at the termination or cessation of employment, you will return all such properties allotted to you to your reporting authority with record.

Termination:

Any breach of trusty on your part or misconduct or failure to follow policies or failure to perform responsibilities effectively will be liable for termination of your services with immediate effect without any payment from us. In the event of any situation not specified in the above terms and conditions, the management's decision will be bound to you as final.

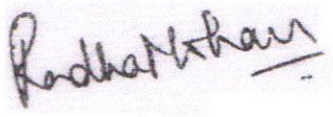


PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist.

We welcome you to INFOANE and look forward to your participation to make it a successful relation.

Please sign and return the duplicate copy of this letter in token of acceptance of the terms and conditions mentioned above.

For INFOANE Technologies Pvt. Ltd



Director - HR

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I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

Accepted: Date:

Name & Signature:



PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

INFOANE
DEVELOP. SERVE. SUPPORT

## ANNEXURE I

| COST TO COMPANY (CTC) FOR **Ms. NUCHU MOUNIKA** | |
|---|---|
| Email: nmounika19@gmail.com | |
| Designation: Trainee Software Engineer | |
| **Effective from: 1st of May 2021** | |
| Monthly Component (In Rs.) | |
| Basic Salary | 6000 |
| HRA | 3000 |
| Special Allowance | 1000 |
| TOTAL: Monthly (A) | 10000 |
| Variable Component (In Rs.) | |
| Ann Performance Bonus | 0 |
| Annual Cost to Company | 120000 |
| | |
| **NOTE:** | |
| All salary components are governed by the company policies and statutory guidelines. | |
| The salary details are strictly confidential and must not be discussed with anyone. | |
| You may be paid annual performance bonus more than the above mentioned amount based on your performance and company growth | |
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PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl), R.R.Dist

March 4, 2021

**Mr.NALLABATI SAI CHARAN**

**Offer Letter**

**Dear NALLABATI SAI CHARAN,**

Regarding your application and the subsequent discussion(s) that you had with us on 3rd of March 2021 for employment in our company, we are pleased to appoint you as "**Trainee Software Engineer**" on the following terms and conditions:

Date of Joining:

Your date of joining is confirmed as **1st of May 2021.** In case you are not complying this; the appointment would be treated as cancelled.

Probation Period:

The period of first three months from your joining date will be considered as probation period. During this period, you are required to get yourself acquainted to the job. At the end of this period your performance will be reviewed. Satisfactory performance may lead to confirmation of your services with the company. This will be at sole discretion of the management.

Remuneration:

**Your initial CTC would be Rs.1,20,000/- (One Lakh Twenty Only) per annum. After three months, we review your performance. Upon meeting our expectations, your CTC will be revised at higher levels.** Your remuneration details are strictly confidential between you and the company and should not be discussed with any one nor divulged to anyone in any manner whatsoever. **You are also eligible to receive special bonus and gratuity based on your services over a period of time**.

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PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

Commitment

You are agreed to work for INFOANE a minimum of 24 months from the date of joining. After completion of 24 months of employment this agreement may be terminated by either of us with sixty day notice.

Leave:

You are entitled to a paid leave of 12 days in a calendar year. This distribution and entitlement is subject to change. Factories Act will govern the entitlement and utilization of earned Leave. Entitlement of leave is not the right to leave. Advance approval/sanction of superiors and reporting authority is to be obtained before availing any leave. Remaining absent from work without sanctioned leave will be treated as unauthorized leave and may lead to termination of your services. You are not allowed to take any leaves during the first 60 days of your employment.

Transfer:

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Safe up-keeping of company's property:

Safe up-keeping and return in good conditions and order of all the company's property such as tools, equipment, instruments, literature etc, in your use/custody/care/charge will have to be observed by you. Accountability of any such goods or literatures etc, provided to you for official purpose will be yours. On completion of work or assignment or at the termination or cessation of employment, you will return all such properties allotted to you to your reporting authority with record.

Termination:

Any breach of trusty on your part or misconduct or failure to follow policies or failure to perform responsibilities effectively will be liable for termination of your services with immediate effect without any payment from us. In the event of any situation not specified in the above terms and conditions, the management's decision will be bound to you as final.

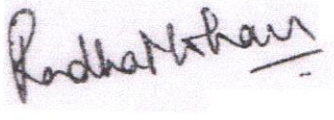


PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl), R.R.Dist

We welcome you to INFOANE and look forward to your participation to make it a successful relation.

Please sign and return the duplicate copy of this letter in token of acceptance of the terms and conditions mentioned above.

For INFOANE Technologies Pvt. Ltd



Director - HR

---

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

Accepted: Date:

Name & Signature:



PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

ANNEXURE I

| COST TO COMPANY (CTC) FOR **Mr. NALLABATI SAI CHARAN** | |
|---|---|
| Email: nallabati.saicharan@gmail.com | |
| Designation: Trainee Software Engineer | |
| **Effective from: 1st of May 2021** | |
| Monthly Component (In Rs.) | |
| Basic Salary | 6000 |
| HRA | 3000 |
| Special Allowance | 1000 |
| TOTAL: Monthly (A) | 10000 |
| Variable Component (In Rs.) | |
| Ann Performance Bonus | 0 |
| Annual Cost to Company | 120000 |
| | |
| **NOTE:** | |
| All salary components are governed by the company policies and statutory guidelines. | |
| The salary details are strictly confidential and must not be discussed with anyone. | |
| You may be paid annual performance bonus more than the above mentioned amount based on your performance and company growth | |
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PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

March 4, 2021

**Ms.K NANDINI**

**Offer Letter**

**Dear K NANDINI ,**

Regarding your application and the subsequent discussion(s) that you had with us on 3rd of March 2021 for employment in our company, we are pleased to appoint you as "**Trainee Software Engineer**" on the following terms and conditions:

Date of Joining:

Your date of joining is confirmed as **1st of May 2021.** In case you are not complying this; the appointment would be treated as cancelled.

Probation Period:

The period of first three months from your joining date will be considered as probation period. During this period, you are required to get yourself acquainted to the job. At the end of this period your performance will be reviewed. Satisfactory performance may lead to confirmation of your services with the company. This will be at sole discretion of the management.

Remuneration:

**Your initial CTC would be Rs.1,20,000/- (One Lakh Twenty Only) per annum. After three months, we review your performance. Upon meeting our expectations, your CTC will be revised at higher levels.** Your remuneration details are strictly confidential between you and the company and should not be discussed with any one nor divulged to anyone in any manner whatsoever. **You are also eligible to receive special bonus and gratuity based on your services over a period of time.**

Working Hours and Weekly Off:

You will attend your duties and discharge the responsibilities entrusted upon you as per the working hours scheduled by the management of your department or functional area. The schedules for working hours and weekly off authorized by superiors will have to be complied all the time. Such schedules are subject to changes and modifications depending upon exigencies of work. You may be transferred from one shift to another as and when need arises and also you may be required to work for extra hours keeping in view the urgency of work as deemed necessary by your superiors.



PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

Commitment

You are agreed to work for INFOANE a minimum of 24 months from the date of joining. After completion of 24 months of employment this agreement may be terminated by either of us with sixty day notice.

Leave:

You are entitled to a paid leave of 12 days in a calendar year. This distribution and entitlement is subject to change. Factories Act will govern the entitlement and utilization of earned Leave. Entitlement of leave is not the right to leave. Advance approval/sanction of superiors and reporting authority is to be obtained before availing any leave. Remaining absent from work without sanctioned leave will be treated as unauthorized leave and may lead to termination of your services. You are not allowed to take any leaves during the first 60 days of your employment.

Transfer:

Your employment is liable for transfer from one department to another or from one unit /office/plant/site/location to other unit/office/plant/site/location of the company whether existing or which may come in existence in future anywhere across the country. On all such transfers, the conditions of services and rules and regulations applicable at the place of transfer will be applicable to you.

Secrecy:

A complete secrecy will have to be observed by you on all the company matters including Security arrangements, Technical know-how, Financial and administrative matters. And shall not divulge or be responsible for divulging any secret of the company to any person(s) during your employment and afterwards. Any breach of this condition on your part shall be enough to terminate your services from the company with immediate effect.

Safe up-keeping of company's property:

Safe up-keeping and return in good conditions and order of all the company's property such as tools, equipment, instruments, literature etc, in your use/custody/care/charge will have to be observed by you. Accountability of any such goods or literatures etc, provided to you for official purpose will be yours. On completion of work or assignment or at the termination or cessation of employment, you will return all such properties allotted to you to your reporting authority with record.

Termination:

Any breach of trusty on your part or misconduct or failure to follow policies or failure to perform responsibilities effectively will be liable for termination of your services with immediate effect without any payment from us. In the event of any situation not specified in the above terms and conditions, the management's decision will be bound to you as final.

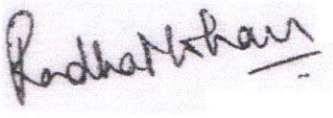


Avanthi Institute of Engg. & Tech.
Guntimapally (V), Abdullapurmet (Mdl) R.R.Dist

We welcome you to INFOANE and look forward to your participation to make it a successful relation.

Please sign and return the duplicate copy of this letter in token of acceptance of the terms and conditions mentioned above.

For INFOANE Technologies Pvt. Ltd



Director - HR

---

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

Accepted: Date:

Name & Signature:

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

## ANNEXURE I

| COST TO COMPANY (CTC) FOR **Ms. K NANDINI** | |
|---|---|
| Email: nandinikannuru20@gmail.com | |
| Designation: Trainee Software Engineer | |
| **Effective from: 1st of May 2021** | |
| Monthly Component (In Rs.) | |
| Basic Salary | 6000 |
| HRA | 3000 |
| Special Allowance | 1000 |
| TOTAL: Monthly (A) | 10000 |
| Variable Component (In Rs.) | |
| Ann Performance Bonus | 0 |
| Annual Cost to Company | 120000 |
| | |
| **NOTE:** | |
| All salary components are governed by the company policies and statutory guidelines. | |
| The salary details are strictly confidential and must not be discussed with anyone. | |
| You may be paid annual performance bonus more than the above mentioned amount based on your performance and company growth | |
| + Year- end Performance Bonus is not payable on prorate basis in the event of employee leaving the organization prior to the completion of the performance review cycle. | |



PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

March 4, 2021

**Mr.VINJAMURI NAVEEN KUMAR**

**Offer Letter**

**Dear VINJAMURI NAVEEN KUMAR,**

Regarding your application and the subsequent discussion(s) that you had with us on 3rd of March 2021 for employment in our company, we are pleased to appoint you as "**Trainee Software Engineer**" on the following terms and conditions:

Date of Joining:

Your date of joining is confirmed as **1st of May 2021.** In case you are not complying this; the appointment would be treated as cancelled.

Probation Period:

The period of first three months from your joining date will be considered as probation period. During this period, you are required to get yourself acquainted to the job. At the end of this period your performance will be reviewed. Satisfactory performance may lead to confirmation of your services with the company. This will be at sole discretion of the management.

Remuneration:

**Your initial CTC would be Rs.1,20,000/- (One Lakh Twenty Only) per annum. After three months, we review your performance. Upon meeting our expectations, your CTC will be revised at higher levels.** Your remuneration details are strictly confidential between you and the company and should not be discussed with any one nor divulged to anyone in any manner whatsoever. **You are also eligible to receive special bonus and gratuity based on your services over a period of time.**

Working Hours and Weekly Off:

You will attend your duties and discharge the responsibilities entrusted upon you as per the working hours scheduled by the management of your department or functional area. The schedules for working hours and weekly off authorized by superiors will have to be complied all the time. Such schedules are subject to changes and modifications depending upon exigencies of work. You may be transferred from one shift to another as and when need arises and also you may be required to work for extra hours keeping in view the urgency of work as deemed necessary by your superiors.



PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

Commitment

You are agreed to work for INFOANE a minimum of 24 months from the date of joining. After completion of 24 months of employment this agreement may be terminated by either of us with sixty day notice.

Leave:

You are entitled to a paid leave of 12 days in a calendar year. This distribution and entitlement is subject to change. Factories Act will govern the entitlement and utilization of earned Leave. Entitlement of leave is not the right to leave. Advance approval/sanction of superiors and reporting authority is to be obtained before availing any leave. Remaining absent from work without sanctioned leave will be treated as unauthorized leave and may lead to termination of your services. You are not allowed to take any leaves during the first 60 days of your employment.

Transfer:

Your employment is liable for transfer from one department to another or from one unit /office/plant/site/location to other unit/office/plant/site/location of the company whether existing or which may come in existence in future anywhere across the country. On all such transfers, the conditions of services and rules and regulations applicable at the place of transfer will be applicable to you.

Secrecy:

A complete secrecy will have to be observed by you on all the company matters including Security arrangements, Technical know-how, Financial and administrative matters. And shall not divulge or be responsible for divulging any secret of the company to any person(s) during your employment and afterwards. Any breach of this condition on your part shall be enough to terminate your services from the company with immediate effect.

Safe up-keeping of company's property:

Safe up-keeping and return in good conditions and order of all the company's property such as tools, equipment, instruments, literature etc, in your use/custody/care/charge will have to be observed by you. Accountability of any such goods or literatures etc, provided to you for official purpose will be yours. On completion of work or assignment or at the termination or cessation of employment, you will return all such properties allotted to you to your reporting authority with record.

Termination:

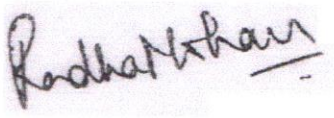
Any breach of trusty on your part or misconduct or failure to follow policies or failure to perform responsibilities effectively will be liable for termination of your services with immediate effect without any payment from us. In the event of any situation not specified in the above terms and conditions, the management's decision will be bound to you as final.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

We welcome you to INFOANE and look forward to your participation to make it a successful relation.

Please sign and return the duplicate copy of this letter in token of acceptance of the terms and conditions mentioned above.

For INFOANE Technologies Pvt. Ltd



Director - HR

---

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

Accepted: Date:

Name & Signature:



PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

ANNEXURE I

| COST TO COMPANY (CTC) FOR **Mr. VINJAMURI NAVEEN KUMAR** | |
|---|---|
| Email: naveenkumar9989@gmail.com | |
| Designation: Trainee Software Engineer | |
| **Effective from: 1st of May 2021** | |
| Monthly Component (In Rs.) | |
| Basic Salary | 6000 |
| HRA | 3000 |
| Special Allowance | 1000 |
| TOTAL: Monthly (A) | 10000 |
| Variable Component (In Rs.) | |
| Ann Performance Bonus | 0 |
| Annual Cost to Company | 120000 |
| | |
| **NOTE:** | |
| All salary components are governed by the company policies and statutory guidelines. | |
| The salary details are strictly confidential and must not be discussed with anyone. | |
| You may be paid annual performance bonus more than the above mentioned amount based on your performance and company growth | |
| + Year- end Performance Bonus is not payable on prorate basis in the event of employee leaving the organization prior to the completion of the performance review cycle. | |



PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntimapally (V), Abdullapurmet (Mdl) R.R.Dist

March 4, 2021

**Mr.NIKHAR JAISWAL**

**Offer Letter**

**Dear NIKHAR JAISWAL,**

Regarding your application and the subsequent discussion(s) that you had with us on 3rd of March 2021 for employment in our company, we are pleased to appoint you as "**Trainee Software Engineer**" on the following terms and conditions:

Date of Joining:

Your date of joining is confirmed as **1st of May 2021.** In case you are not complying this; the appointment would be treated as cancelled.

Probation Period:

The period of first three months from your joining date will be considered as probation period. During this period, you are required to get yourself acquainted to the job. At the end of this period your performance will be reviewed. Satisfactory performance may lead to confirmation of your services with the company. This will be at sole discretion of the management.

Remuneration:

**Your initial CTC would be Rs.1,20,000/- (One Lakh Twenty Only) per annum. After three months, we review your performance. Upon meeting our expectations, your CTC will be revised at higher levels.** Your remuneration details are strictly confidential between you and the company and should not be discussed with any one nor divulged to anyone in any manner whatsoever. **You are also eligible to receive special bonus and gratuity based on your services over a period of time.**

Working Hours and Weekly Off:

You will attend your duties and discharge the responsibilities entrusted upon you as per the working hours scheduled by the management of your department or functional area. The schedules for working hours and weekly off authorized by superiors will have to be complied all the time. Such schedules are subject to changes and modifications depending upon exigencies of work. You may be transferred from one shift to another as and when need arises and also you may be required to work for extra hours keeping in view the urgency of work as deemed necessary by your superiors.



PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

Commitment

You are agreed to work for INFOANE a minimum of 24 months from the date of joining. After completion of 24 months of employment this agreement may be terminated by either of us with sixty day notice.

Leave:

You are entitled to a paid leave of 12 days in a calendar year. This distribution and entitlement is subject to change. Factories Act will govern the entitlement and utilization of earned Leave. Entitlement of leave is not the right to leave. Advance approval/sanction of superiors and reporting authority is to be obtained before availing any leave. Remaining absent from work without sanctioned leave will be treated as unauthorized leave and may lead to termination of your services. You are not allowed to take any leaves during the first 60 days of your employment.

Transfer:

Your employment is liable for transfer from one department to another or from one unit /office/plant/site/location to other unit/office/plant/site/location of the company whether existing or which may come in existence in future anywhere across the country. On all such transfers, the conditions of services and rules and regulations applicable at the place of transfer will be applicable to you.

Secrecy:

A complete secrecy will have to be observed by you on all the company matters including Security arrangements, Technical know-how, Financial and administrative matters. And shall not divulge or be responsible for divulging any secret of the company to any person(s) during your employment and afterwards. Any breach of this condition on your part shall be enough to terminate your services from the company with immediate effect.

Safe up-keeping of company's property:

Safe up-keeping and return in good conditions and order of all the company's property such as tools, equipment, instruments, literature etc, in your use/custody/care/charge will have to be observed by you. Accountability of any such goods or literatures etc, provided to you for official purpose will be yours. On completion of work or assignment or at the termination or cessation of employment, you will return all such properties allotted to you to your reporting authority with record.

Termination:

Any breach of trusty on your part or misconduct or failure to follow policies or failure to perform responsibilities effectively will be liable for termination of your services with immediate effect without any payment from us. In the event of any situation not specified in the above terms and conditions, the management's decision will be bound to you as final.

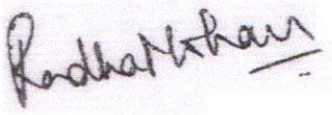


PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntimapally (V), Abdullapurmet (Mdl) R.R.Dist

We welcome you to INFOANE and look forward to your participation to make it a successful relation.

Please sign and return the duplicate copy of this letter in token of acceptance of the terms and conditions mentioned above.

For INFOANE Technologies Pvt. Ltd



Director - HR

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I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

Accepted: Date:

Name & Signature:



PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

## ANNEXURE I

| COST TO COMPANY (CTC) FOR **Mr. NIKHAR JAISWAL** | |
|---|---|
| Email: nikharjaisawal@gmail.com | |
| Designation: Trainee Software Engineer | |
| **Effective from: 1st of May 2021** | |
| Monthly Component (In Rs.) | |
| Basic Salary | 6000 |
| HRA | 3000 |
| Special Allowance | 1000 |
| TOTAL: Monthly (A) | 10000 |
| Variable Component (In Rs.) | |
| Ann Performance Bonus | 0 |
| Annual Cost to Company | 120000 |
| | |
| **NOTE:** | |
| All salary components are governed by the company policies and statutory guidelines. | |
| The salary details are strictly confidential and must not be discussed with anyone. | |
| You may be paid annual performance bonus more than the above mentioned amount based on your performance and company growth | |
| + Year- end Performance Bonus is not payable on prorate basis in the event of employee leaving the organization prior to the completion of the performance review cycle. | |



PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

March 4, 2021

**Ms.PATNAM RAMYA**

**Offer Letter**

**Dear PATNAM RAMYA,**

Regarding your application and the subsequent discussion(s) that you had with us on 3rd of March 2021 for employment in our company, we are pleased to appoint you as "**Trainee Software Engineer**" on the following terms and conditions:

Date of Joining:

Your date of joining is confirmed as **1st of May 2021.** In case you are not complying this; the appointment would be treated as cancelled.

Probation Period:

The period of first three months from your joining date will be considered as probation period. During this period, you are required to get yourself acquainted to the job. At the end of this period your performance will be reviewed. Satisfactory performance may lead to confirmation of your services with the company. This will be at sole discretion of the management.

Remuneration:

**Your initial CTC would be Rs.1,20,000/- (One Lakh Twenty Only) per annum. After three months, we review your performance. Upon meeting our expectations, your CTC will be revised at higher levels.** Your remuneration details are strictly confidential between you and the company and should not be discussed with any one nor divulged to anyone in any manner whatsoever. **You are also eligible to receive special bonus and gratuity based on your services over a period of time.**

Working Hours and Weekly Off:

You will attend your duties and discharge the responsibilities entrusted upon you as per the working hours scheduled by the management of your department or functional area. The schedules for working hours and weekly off authorized by superiors will have to be complied all the time. Such schedules are subject to changes and modifications depending upon exigencies of work. You may be transferred from one shift to another as and when need arises and also you may be required to work for extra hours keeping in view the urgency of work as deemed necessary by your superiors.



PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

Commitment

You are agreed to work for INFOANE a minimum of 24 months from the date of joining. After completion of 24 months of employment this agreement may be terminated by either of us with sixty day notice.

Leave:

You are entitled to a paid leave of 12 days in a calendar year. This distribution and entitlement is subject to change. Factories Act will govern the entitlement and utilization of earned Leave. Entitlement of leave is not the right to leave. Advance approval/sanction of superiors and reporting authority is to be obtained before availing any leave. Remaining absent from work without sanctioned leave will be treated as unauthorized leave and may lead to termination of your services. You are not allowed to take any leaves during the first 60 days of your employment.

Transfer:

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Secrecy:

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Safe up-keeping of company's property:

Safe up-keeping and return in good conditions and order of all the company's property such as tools, equipment, instruments, literature etc, in your use/custody/care/charge will have to be observed by you. Accountability of any such goods or literatures etc, provided to you for official purpose will be yours. On completion of work or assignment or at the termination or cessation of employment, you will return all such properties allotted to you to your reporting authority with record.

Termination:

Any breach of trusty on your part or misconduct or failure to follow policies or failure to perform responsibilities effectively will be liable for termination of your services with immediate effect without any payment from us. In the event of any situation not specified in the above terms and conditions, the management's decision will be bound to you as final.

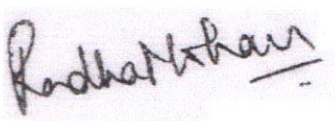


PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntimapally (V), Abdullapurmet (Mdl) R.R.Dist

We welcome you to INFOANE and look forward to your participation to make it a successful relation.

Please sign and return the duplicate copy of this letter in token of acceptance of the terms and conditions mentioned above.

For INFOANE Technologies Pvt. Ltd



Director - HR

---

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

Accepted: Date:

Name & Signature:



PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

## ANNEXURE I

| COST TO COMPANY (CTC) FOR **Ms. PATNAM RAMYA** | |
|---|---|
| Email: patnamramya9989@gmail.com | |
| Designation: Trainee Software Engineer | |
| **Effective from: 1st of May 2021** | |
| Monthly Component (In Rs.) | |
| Basic Salary | 6000 |
| HRA | 3000 |
| Special Allowance | 1000 |
| TOTAL: Monthly (A) | 10000 |
| Variable Component (In Rs.) | |
| Ann Performance Bonus | 0 |
| Annual Cost to Company | 120000 |
| | |
| **NOTE:** | |
| All salary components are governed by the company policies and statutory guidelines. | |
| The salary details are strictly confidential and must not be discussed with anyone. | |
| You may be paid annual performance bonus more than the above mentioned amount based on your performance and company growth | |
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PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

March 4, 2021

**Mr.PONNALA SRIKANTH**

**Offer Letter**

**Dear PONNALA SRIKANTH,**

Regarding your application and the subsequent discussion(s) that you had with us on 3rd of March 2021 for employment in our company, we are pleased to appoint you as "**Trainee Software Engineer**" on the following terms and conditions:

Date of Joining:

Your date of joining is confirmed as **1st of May 2021.** In case you are not complying this; the appointment would be treated as cancelled.

Probation Period:

The period of first three months from your joining date will be considered as probation period. During this period, you are required to get yourself acquainted to the job. At the end of this period your performance will be reviewed. Satisfactory performance may lead to confirmation of your services with the company. This will be at sole discretion of the management.

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PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R.Dist

Commitment

You are agreed to work for INFOANE a minimum of 24 months from the date of joining. After completion of 24 months of employment this agreement may be terminated by either of us with sixty day notice.

Leave:

You are entitled to a paid leave of 12 days in a calendar year. This distribution and entitlement is subject to change. Factories Act will govern the entitlement and utilization of earned Leave. Entitlement of leave is not the right to leave. Advance approval/sanction of superiors and reporting authority is to be obtained before availing any leave. Remaining absent from work without sanctioned leave will be treated as unauthorized leave and may lead to termination of your services. You are not allowed to take any leaves during the first 60 days of your employment.

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Safe up-keeping and return in good conditions and order of all the company's property such as tools, equipment, instruments, literature etc, in your use/custody/care/charge will have to be observed by you. Accountability of any such goods or literatures etc, provided to you for official purpose will be yours. On completion of work or assignment or at the termination or cessation of employment, you will return all such properties allotted to you to your reporting authority with record.

Termination:

Any breach of trusty on your part or misconduct or failure to follow policies or failure to perform responsibilities effectively will be liable for termination of your services with immediate effect without any payment from us. In the event of any situation not specified in the above terms and conditions, the management's decision will be bound to you as final.

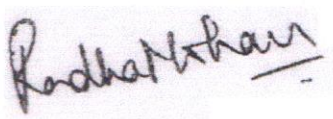


PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

We welcome you to INFOANE and look forward to your participation to make it a successful relation.

Please sign and return the duplicate copy of this letter in token of acceptance of the terms and conditions mentioned above.

For INFOANE Technologies Pvt. Ltd



Director - HR

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I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

Accepted: Date:

Name & Signature:

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

## ANNEXURE I

| COST TO COMPANY (CTC) FOR **Mr. PONNALA SRIKANTH** | |
|---|---|
| Email: ponnala.srikanth@gmail.com | |
| Designation: Trainee Software Engineer | |
| **Effective from: 1st of May 2021** | |
| Monthly Component (In Rs.) | |
| Basic Salary | 6000 |
| HRA | 3000 |
| Special Allowance | 1000 |
| TOTAL: Monthly (A) | 10000 |
| Variable Component (In Rs.) | |
| Ann Performance Bonus | 0 |
| Annual Cost to Company | 120000 |
| | |
| **NOTE:** | |
| All salary components are governed by the company policies and statutory guidelines. | |
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PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

March 4, 2021

**Mr.POLE PRANAYVARDHAN**

**Offer Letter**

**Dear POLE PRANAYVARDHAN,**

Regarding your application and the subsequent discussion(s) that you had with us on 3rd of March 2021 for employment in our company, we are pleased to appoint you as "**Trainee Software Engineer**" on the following terms and conditions:

Date of Joining:

Your date of joining is confirmed as **1st of May 2021.** In case you are not complying this; the appointment would be treated as cancelled.

Probation Period:

The period of first three months from your joining date will be considered as probation period. During this period, you are required to get yourself acquainted to the job. At the end of this period your performance will be reviewed. Satisfactory performance may lead to confirmation of your services with the company. This will be at sole discretion of the management.

Remuneration:

**Your initial CTC would be Rs.1,20,000/- (One Lakh Twenty Only) per annum. After three months, we review your performance. Upon meeting our expectations, your CTC will be revised at higher levels.** Your remuneration details are strictly confidential between you and the company and should not be discussed with any one nor divulged to anyone in any manner whatsoever. **You are also eligible to receive special bonus and gratuity based on your services over a period of time.**

Working Hours and Weekly Off:

You will attend your duties and discharge the responsibilities entrusted upon you as per the working hours scheduled by the management of your department or functional area. The schedules for working hours and weekly off authorized by superiors will have to be complied all the time. Such schedules are subject to changes and modifications depending upon exigencies of work. You may be transferred from one shift to another as and when need arises and also you may be required to work for extra hours keeping in view the urgency of work as deemed necessary by your superiors.



PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntimapally (V), Abdullapurmet (Mdl) R.R.Dist

Commitment

You are agreed to work for INFOANE a minimum of 24 months from the date of joining. After completion of 24 months of employment this agreement may be terminated by either of us with sixty day notice.

Leave:

You are entitled to a paid leave of 12 days in a calendar year. This distribution and entitlement is subject to change. Factories Act will govern the entitlement and utilization of earned Leave. Entitlement of leave is not the right to leave. Advance approval/sanction of superiors and reporting authority is to be obtained before availing any leave. Remaining absent from work without sanctioned leave will be treated as unauthorized leave and may lead to termination of your services. You are not allowed to take any leaves during the first 60 days of your employment.

Transfer:

Your employment is liable for transfer from one department to another or from one unit /office/plant/site/location to other unit/office/plant/site/location of the company whether existing or which may come in existence in future anywhere across the country. On all such transfers, the conditions of services and rules and regulations applicable at the place of transfer will be applicable to you.

Secrecy:

A complete secrecy will have to be observed by you on all the company matters including Security arrangements, Technical know-how, Financial and administrative matters. And shall not divulge or be responsible for divulging any secret of the company to any person(s) during your employment and afterwards. Any breach of this condition on your part shall be enough to terminate your services from the company with immediate effect.

Safe up-keeping of company's property:

Safe up-keeping and return in good conditions and order of all the company's property such as tools, equipment, instruments, literature etc, in your use/custody/care/charge will have to be observed by you. Accountability of any such goods or literatures etc, provided to you for official purpose will be yours. On completion of work or assignment or at the termination or cessation of employment, you will return all such properties allotted to you to your reporting authority with record.

Termination:

Any breach of trusty on your part or misconduct or failure to follow policies or failure to perform responsibilities effectively will be liable for termination of your services with immediate effect without any payment from us. In the event of any situation not specified in the above terms and conditions, the management's decision will be bound to you as final.

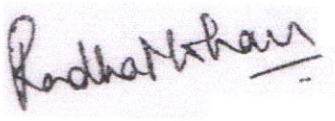


PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntlhapally (V), Abdullapurmet (Mdl) R.R.Dist

We welcome you to INFOANE and look forward to your participation to make it a successful relation.

Please sign and return the duplicate copy of this letter in token of acceptance of the terms and conditions mentioned above.

For INFOANE Technologies Pvt. Ltd



Director - HR

---

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

Accepted: Date:

Name & Signature:



PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

## ANNEXURE I

| COST TO COMPANY (CTC) FOR **Mr. POLE PRANAYVARDHAN** | |
|---|---|
| Email: pranayvardhan.pole5@gmail.com | |
| Designation: Trainee Software Engineer | |
| **Effective from: 1st of May 2021** | |
| Monthly Component (In Rs.) | |
| Basic Salary | 6000 |
| HRA | 3000 |
| Special Allowance | 1000 |
| TOTAL: Monthly (A) | 10000 |
| Variable Component (In Rs.) | |
| Ann Performance Bonus | 0 |
| Annual Cost to Company | 120000 |
| | |
| **NOTE:** | |
| All salary components are governed by the company policies and statutory guidelines. | |
| The salary details are strictly confidential and must not be discussed with anyone. | |
| You may be paid annual performance bonus more than the above mentioned amount based on your performance and company growth | |
| + Year- end Performance Bonus is not payable on prorate basis in the event of employee leaving the organization prior to the completion of the performance review cycle. | |



PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntlhapally (V), Abdullapurmet (Mdl) R.R.Dist

March 4, 2021

**Mr.CHERVIRALLA SAI TEJA**

**Offer Letter**

**Dear CHERVIRALLA SAI TEJA,**

Regarding your application and the subsequent discussion(s) that you had with us on 3rd of March 2021 for employment in our company, we are pleased to appoint you as "**Trainee Software Engineer**" on the following terms and conditions:

Date of Joining:

Your date of joining is confirmed as **1st of May 2021.** In case you are not complying this; the appointment would be treated as cancelled.

Probation Period:

The period of first three months from your joining date will be considered as probation period. During this period, you are required to get yourself acquainted to the job. At the end of this period your performance will be reviewed. Satisfactory performance may lead to confirmation of your services with the company. This will be at sole discretion of the management.

Remuneration:

**Your initial CTC would be Rs.1,20,000/- (One Lakh Twenty Only) per annum. After three months, we review your performance. Upon meeting our expectations, your CTC will be revised at higher levels.** Your remuneration details are strictly confidential between you and the company and should not be discussed with any one nor divulged to anyone in any manner whatsoever. **You are also eligible to receive special bonus and gratuity based on your services over a period of time.**

Working Hours and Weekly Off:

You will attend your duties and discharge the responsibilities entrusted upon you as per the working hours scheduled by the management of your department or functional area. The schedules for working hours and weekly off authorized by superiors will have to be complied all the time. Such schedules are subject to changes and modifications depending upon exigencies of work. You may be transferred from one shift to another as and when need arises and also you may be required to work for extra hours keeping in view the urgency of work as deemed necessary by your superiors.



PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntlhapally (V), Abdullapurmet (Mdl) R.R.Dist

Commitment

You are agreed to work for INFOANE a minimum of 24 months from the date of joining. After completion of 24 months of employment this agreement may be terminated by either of us with sixty day notice.

Leave:

You are entitled to a paid leave of 12 days in a calendar year. This distribution and entitlement is subject to change. Factories Act will govern the entitlement and utilization of earned Leave. Entitlement of leave is not the right to leave. Advance approval/sanction of superiors and reporting authority is to be obtained before availing any leave. Remaining absent from work without sanctioned leave will be treated as unauthorized leave and may lead to termination of your services. You are not allowed to take any leaves during the first 60 days of your employment.

Transfer:

Your employment is liable for transfer from one department to another or from one unit /office/plant/site/location to other unit/office/plant/site/location of the company whether existing or which may come in existence in future anywhere across the country. On all such transfers, the conditions of services and rules and regulations applicable at the place of transfer will be applicable to you.

Secrecy:

A complete secrecy will have to be observed by you on all the company matters including Security arrangements, Technical know-how, Financial and administrative matters. And shall not divulge or be responsible for divulging any secret of the company to any person(s) during your employment and afterwards. Any breach of this condition on your part shall be enough to terminate your services from the company with immediate effect.

Safe up-keeping of company's property:

Safe up-keeping and return in good conditions and order of all the company's property such as tools, equipment, instruments, literature etc, in your use/custody/care/charge will have to be observed by you. Accountability of any such goods or literatures etc, provided to you for official purpose will be yours. On completion of work or assignment or at the termination or cessation of employment, you will return all such properties allotted to you to your reporting authority with record.

Termination:

Any breach of trusty on your part or misconduct or failure to follow policies or failure to perform responsibilities effectively will be liable for termination of your services with immediate effect without any payment from us. In the event of any situation not specified in the above terms and conditions, the management's decision will be bound to you as final.

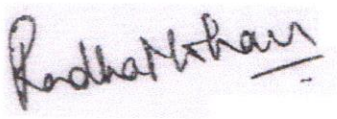


PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

We welcome you to INFOANE and look forward to your participation to make it a successful relation.

Please sign and return the duplicate copy of this letter in token of acceptance of the terms and conditions mentioned above.

For INFOANE Technologies Pvt. Ltd



Director - HR

---

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

Accepted: Date:

Name & Signature:



PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntlhapally (V), Abdullapurmet (Mdl) R.R.Dist

## ANNEXURE I

| COST TO COMPANY (CTC) FOR **Mr. CHERVIRALLA SAI TEJA** | |
|---|---|
| Email: saiteja.cheruviralla@gmail.com | |
| Designation: Trainee Software Engineer | |
| **Effective from: 1st of May 2021** | |
| Monthly Component (In Rs.) | |
| Basic Salary | 6000 |
| HRA | 3000 |
| Special Allowance | 1000 |
| TOTAL: Monthly (A) | 10000 |
| Variable Component (In Rs.) | |
| Ann Performance Bonus | 0 |
| Annual Cost to Company | 120000 |
| | |
| **NOTE:** | |
| All salary components are governed by the company policies and statutory guidelines. | |
| The salary details are strictly confidential and must not be discussed with anyone. | |
| You may be paid annual performance bonus more than the above mentioned amount based on your performance and company growth | |
| + Year- end Performance Bonus is not payable on prorate basis in the event of employee leaving the organization prior to the completion of the performance review cycle. | |



PRINCIPAL
Avanthi Institute of Engg. & Tech
Chintalapally (V), Abdullapurmet (Mdl) R.R.Dist

March 4, 2021

**Mr.SHIVA SAI KULKARNI**

**Offer Letter**

**Dear SHIVA SAI KULKARNI ,**

Regarding your application and the subsequent discussion(s) that you had with us on 3rd of March 2021 for employment in our company, we are pleased to appoint you as "**Trainee Software Engineer**" on the following terms and conditions:

Date of Joining:

Your date of joining is confirmed as **1st of May 2021.** In case you are not complying this; the appointment would be treated as cancelled.

Probation Period:

The period of first three months from your joining date will be considered as probation period. During this period, you are required to get yourself acquainted to the job. At the end of this period your performance will be reviewed. Satisfactory performance may lead to confirmation of your services with the company. This will be at sole discretion of the management.

Remuneration:

**Your initial CTC would be Rs.1,20,000/- (One Lakh Twenty Only) per annum. After three months, we review your performance. Upon meeting our expectations, your CTC will be revised at higher levels.** Your remuneration details are strictly confidential between you and the company and should not be discussed with any one nor divulged to anyone in any manner whatsoever. **You are also eligible to receive special bonus and gratuity based on your services over a period of time.**

Working Hours and Weekly Off:

You will attend your duties and discharge the responsibilities entrusted upon you as per the working hours scheduled by the management of your department or functional area. The schedules for working hours and weekly off authorized by superiors will have to be complied all the time. Such schedules are subject to changes and modifications depending upon exigencies of work. You may be transferred from one shift to another as and when need arises and also you may be required to work for extra hours keeping in view the urgency of work as deemed necessary by your superiors.



PRINCIPAL
Avanthi Institute of Engg. & Tech
Abdullapurmet (Md) R.R.Dist

Commitment

You are agreed to work for INFOANE a minimum of 24 months from the date of joining. After completion of 24 months of employment this agreement may be terminated by either of us with sixty day notice.

Leave:

You are entitled to a paid leave of 12 days in a calendar year. This distribution and entitlement is subject to change. Factories Act will govern the entitlement and utilization of earned Leave. Entitlement of leave is not the right to leave. Advance approval/sanction of superiors and reporting authority is to be obtained before availing any leave. Remaining absent from work without sanctioned leave will be treated as unauthorized leave and may lead to termination of your services. You are not allowed to take any leaves during the first 60 days of your employment.

Transfer:

Your employment is liable for transfer from one department to another or from one unit /office/plant/site/location to other unit/office/plant/site/location of the company whether existing or which may come in existence in future anywhere across the country. On all such transfers, the conditions of services and rules and regulations applicable at the place of transfer will be applicable to you.

Secrecy:

A complete secrecy will have to be observed by you on all the company matters including Security arrangements, Technical know-how, Financial and administrative matters. And shall not divulge or be responsible for divulging any secret of the company to any person(s) during your employment and afterwards. Any breach of this condition on your part shall be enough to terminate your services from the company with immediate effect.

Safe up-keeping of company's property:

Safe up-keeping and return in good conditions and order of all the company's property such as tools, equipment, instruments, literature etc, in your use/custody/care/charge will have to be observed by you. Accountability of any such goods or literatures etc, provided to you for official purpose will be yours. On completion of work or assignment or at the termination or cessation of employment, you will return all such properties allotted to you to your reporting authority with record.

Termination:

Any breach of trusty on your part or misconduct or failure to follow policies or failure to perform responsibilities effectively will be liable for termination of your services with immediate effect without any payment from us. In the event of any situation not specified in the above terms and conditions, the management's decision will be bound to you as final.

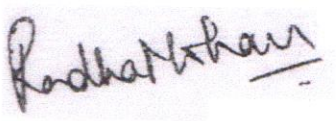


PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

We welcome you to INFOANE and look forward to your participation to make it a successful relation.

Please sign and return the duplicate copy of this letter in token of acceptance of the terms and conditions mentioned above.

For INFOANE Technologies Pvt. Ltd



Director - HR

---

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

Accepted: Date:

Name & Signature:

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

## ANNEXURE I

| COST TO COMPANY (CTC) FOR **Mr. SHIVA SAI KULKARNI** | |
|---|---|
| Email: shivasaikulkarni@gmail.com | |
| Designation: Trainee Software Engineer | |
| **Effective from: 1st of May 2021** | |
| Monthly Component (In Rs.) | |
| Basic Salary | 6000 |
| HRA | 3000 |
| Special Allowance | 1000 |
| TOTAL: Monthly (A) | 10000 |
| Variable Component (In Rs.) | |
| Ann Performance Bonus | 0 |
| Annual Cost to Company | 120000 |
| | |
| **NOTE:** | |
| All salary components are governed by the company policies and statutory guidelines. | |
| The salary details are strictly confidential and must not be discussed with anyone. | |
| You may be paid annual performance bonus more than the above mentioned amount based on your performance and company growth | |
| + Year- end Performance Bonus is not payable on prorate basis in the event of employee leaving the organization prior to the completion of the performance review cycle. | |



PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

March 4, 2021

**Mr.VARALA BHARATH REDDY**

**Offer Letter**

**Dear VARALA BHARATH REDDY,**

Regarding your application and the subsequent discussion(s) that you had with us on 3rd of March 2021 for employment in our company, we are pleased to appoint you as "**Trainee Software Engineer**" on the following terms and conditions:

Date of Joining:

Your date of joining is confirmed as **1st of May 2021.** In case you are not complying this; the appointment would be treated as cancelled.

Probation Period:

The period of first three months from your joining date will be considered as probation period. During this period, you are required to get yourself acquainted to the job. At the end of this period your performance will be reviewed. Satisfactory performance may lead to confirmation of your services with the company. This will be at sole discretion of the management.

Remuneration:

**Your initial CTC would be Rs.1,20,000/- (One Lakh Twenty Only) per annum. After three months, we review your performance. Upon meeting our expectations, your CTC will be revised at higher levels.** Your remuneration details are strictly confidential between you and the company and should not be discussed with any one nor divulged to anyone in any manner whatsoever. **You are also eligible to receive special bonus and gratuity based on your services over a period of time.**

Working Hours and Weekly Off:

You will attend your duties and discharge the responsibilities entrusted upon you as per the working hours scheduled by the management of your department or functional area. The schedules for working hours and weekly off authorized by superiors will have to be complied all the time. Such schedules are subject to changes and modifications depending upon exigencies of work. You may be transferred from one shift to another as and when need arises and also you may be required to work for extra hours keeping in view the urgency of work as deemed necessary by your superiors.



PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntlhapally (V), Abdullapurmet (Mdl) R.R.Dist

Commitment

You are agreed to work for INFOANE a minimum of 24 months from the date of joining. After completion of 24 months of employment this agreement may be terminated by either of us with sixty day notice.

Leave:

You are entitled to a paid leave of 12 days in a calendar year. This distribution and entitlement is subject to change. Factories Act will govern the entitlement and utilization of earned Leave. Entitlement of leave is not the right to leave. Advance approval/sanction of superiors and reporting authority is to be obtained before availing any leave. Remaining absent from work without sanctioned leave will be treated as unauthorized leave and may lead to termination of your services. You are not allowed to take any leaves during the first 60 days of your employment.

Transfer:

Your employment is liable for transfer from one department to another or from one unit /office/plant/site/location to other unit/office/plant/site/location of the company whether existing or which may come in existence in future anywhere across the country. On all such transfers, the conditions of services and rules and regulations applicable at the place of transfer will be applicable to you.

Secrecy:

A complete secrecy will have to be observed by you on all the company matters including Security arrangements, Technical know-how, Financial and administrative matters. And shall not divulge or be responsible for divulging any secret of the company to any person(s) during your employment and afterwards. Any breach of this condition on your part shall be enough to terminate your services from the company with immediate effect.

Safe up-keeping of company's property:

Safe up-keeping and return in good conditions and order of all the company's property such as tools, equipment, instruments, literature etc, in your use/custody/care/charge will have to be observed by you. Accountability of any such goods or literatures etc, provided to you for official purpose will be yours. On completion of work or assignment or at the termination or cessation of employment, you will return all such properties allotted to you to your reporting authority with record.

Termination:

Any breach of trusty on your part or misconduct or failure to follow policies or failure to perform responsibilities effectively will be liable for termination of your services with immediate effect without any payment from us. In the event of any situation not specified in the above terms and conditions, the management's decision will be bound to you as final.



PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

We welcome you to INFOANE and look forward to your participation to make it a successful relation.

Please sign and return the duplicate copy of this letter in token of acceptance of the terms and conditions mentioned above.

For INFOANE Technologies Pvt. Ltd

Director - HR

---

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

Accepted:

Date:

Name & Signature:



PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthanally (V), Abdullapurmet (Mdl) R.R.Dist

## ANNEXURE I

| COST TO COMPANY (CTC) FOR **Mr. VARALA BHARATH REDDY** | |
|---|---|
| Email: varalabharathreddy@gmail.com | |
| Designation: Trainee Software Engineer | |
| **Effective from: 1st of May 2021** | |
| Monthly Component (In Rs.) | |
| Basic Salary | 6000 |
| HRA | 3000 |
| Special Allowance | 1000 |
| TOTAL: Monthly (A) | 10000 |
| Variable Component (In Rs.) | |
| Ann Performance Bonus | 0 |
| Annual Cost to Company | 120000 |
| | |
| **NOTE:** | |
| All salary components are governed by the company policies and statutory guidelines. | |
| The salary details are strictly confidential and must not be discussed with anyone. | |
| You may be paid annual performance bonus more than the above mentioned amount based on your performance and company growth | |
| + Year- end Performance Bonus is not payable on prorate basis in the event of employee leaving the organization prior to the completion of the performance review cycle. | |



PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

March 4, 2021

**Ms.YELMA SHARANYA REDDY**

**Offer Letter**

**Dear YELMA SHARANYA REDDY,**

Regarding your application and the subsequent discussion(s) that you had with us on 3rd of March 2021 for employment in our company, we are pleased to appoint you as "**Trainee Software Engineer**" on the following terms and conditions:

Date of Joining:

Your date of joining is confirmed as **1st of May 2021.** In case you are not complying this; the appointment would be treated as cancelled.

Probation Period:

The period of first three months from your joining date will be considered as probation period. During this period, you are required to get yourself acquainted to the job. At the end of this period your performance will be reviewed. Satisfactory performance may lead to confirmation of your services with the company. This will be at sole discretion of the management.

Remuneration:

**Your initial CTC would be Rs.1,20,000/- (One Lakh Twenty Only) per annum. After three months, we review your performance. Upon meeting our expectations, your CTC will be revised at higher levels.** Your remuneration details are strictly confidential between you and the company and should not be discussed with any one nor divulged to anyone in any manner whatsoever. **You are also eligible to receive special bonus and gratuity based on your services over a period of time.**

Working Hours and Weekly Off:

You will attend your duties and discharge the responsibilities entrusted upon you as per the working hours scheduled by the management of your department or functional area. The schedules for working hours and weekly off authorized by superiors will have to be complied all the time. Such schedules are subject to changes and modifications depending upon exigencies of work. You may be transferred from one shift to another as and when need arises and also you may be required to work for extra hours keeping in view the urgency of work as deemed necessary by your superiors.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

Commitment

You are agreed to work for INFOANE a minimum of 24 months from the date of joining. After completion of 24 months of employment this agreement may be terminated by either of us with sixty day notice.

Leave:

You are entitled to a paid leave of 12 days in a calendar year. This distribution and entitlement is subject to change. Factories Act will govern the entitlement and utilization of earned Leave. Entitlement of leave is not the right to leave. Advance approval/sanction of superiors and reporting authority is to be obtained before availing any leave. Remaining absent from work without sanctioned leave will be treated as unauthorized leave and may lead to termination of your services. You are not allowed to take any leaves during the first 60 days of your employment.

Transfer:

Your employment is liable for transfer from one department to another or from one unit /office/plant/site/location to other unit/office/plant/site/location of the company whether existing or which may come in existence in future anywhere across the country. On all such transfers, the conditions of services and rules and regulations applicable at the place of transfer will be applicable to you.

Secrecy:

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Safe up-keeping of company's property:

Safe up-keeping and return in good conditions and order of all the company's property such as tools, equipment, instruments, literature etc, in your use/custody/care/charge will have to be observed by you. Accountability of any such goods or literatures etc, provided to you for official purpose will be yours. On completion of work or assignment or at the termination or cessation of employment, you will return all such properties allotted to you to your reporting authority with record.

Termination:

Any breach of trusty on your part or misconduct or failure to follow policies or failure to perform responsibilities effectively will be liable for termination of your services with immediate effect without any payment from us. In the event of any situation not specified in the above terms and conditions, the management's decision will be bound to you as final.



PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

We welcome you to INFOANE and look forward to your participation to make it a successful relation.

Please sign and return the duplicate copy of this letter in token of acceptance of the terms and conditions mentioned above.

For INFOANE Technologies Pvt. Ltd

Director - HR

---

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

Accepted:

Date:

Name & Signature:

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntimapally (V), Abdullapurmet (Mdl) R.R.Dist

## ANNEXURE I

| COST TO COMPANY (CTC) FOR **Ms. YELMA SHARANYA REDDY** | |
|---|---|
| Email: sharanyareddy72@gmail.com | |
| Designation: Trainee Software Engineer | |
| **Effective from: 1st of May 2021** | |
| Monthly Component (In Rs.) | |
| Basic Salary | 6000 |
| HRA | 3000 |
| Special Allowance | 1000 |
| TOTAL: Monthly (A) | 10000 |
| Variable Component (In Rs.) | |
| Ann Performance Bonus | 0 |
| Annual Cost to Company | 120000 |
| | |
| **NOTE:** | |
| All salary components are governed by the company policies and statutory guidelines. | |
| The salary details are strictly confidential and must not be discussed with anyone. | |
| You may be paid annual performance bonus more than the above mentioned amount based on your performance and company growth | |
| + Year- end Performance Bonus is not payable on prorate basis in the event of employee leaving the organization prior to the completion of the performance review cycle. | |



PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

March 4, 2021

**Mr.GUNDALA NAVEEN**

## Offer Letter

**Dear GUNDALA NAVEEN,**

Regarding your application and the subsequent discussion(s) that you had with us on 3rd of March 2021 for employment in our company, we are pleased to appoint you as "**Trainee Software Engineer**" on the following terms and conditions:

Date of Joining:

Your date of joining is confirmed as **1st of May 2021.** In case you are not complying this; the appointment would be treated as cancelled.

Probation Period:

The period of first three months from your joining date will be considered as probation period. During this period, you are required to get yourself acquainted to the job. At the end of this period your performance will be reviewed. Satisfactory performance may lead to confirmation of your services with the company. This will be at sole discretion of the management.

Remuneration:

**Your initial CTC would be Rs.1,20,000/- (One Lakh Twenty Only) per annum. After three months, we review your performance. Upon meeting our expectations, your CTC will be revised at higher levels.** Your remuneration details are strictly confidential between you and the company and should not be discussed with any one nor divulged to anyone in any manner whatsoever. **You are also eligible to receive special bonus and gratuity based on your services over a period of time.**

Working Hours and Weekly Off:

You will attend your duties and discharge the responsibilities entrusted upon you as per the working hours scheduled by the management of your department or functional area. The schedules for working hours and weekly off authorized by superiors will have to be complied all the time. Such schedules are subject to changes and modifications depending upon exigencies of work. You may be transferred from one shift to another as and when need arises and also you may be required to work for extra hours keeping in view the urgency of work as deemed necessary by your superiors.



PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

Commitment

You are agreed to work for INFOANE a minimum of 24 months from the date of joining. After completion of 24 months of employment this agreement may be terminated by either of us with sixty day notice.

Leave:

You are entitled to a paid leave of 12 days in a calendar year. This distribution and entitlement is subject to change. Factories Act will govern the entitlement and utilization of earned Leave. Entitlement of leave is not the right to leave. Advance approval/sanction of superiors and reporting authority is to be obtained before availing any leave. Remaining absent from work without sanctioned leave will be treated as unauthorized leave and may lead to termination of your services. You are not allowed to take any leaves during the first 60 days of your employment.

Transfer:

Your employment is liable for transfer from one department to another or from one unit /office/plant/site/location to other unit/office/plant/site/location of the company whether existing or which may come in existence in future anywhere across the country. On all such transfers, the conditions of services and rules and regulations applicable at the place of transfer will be applicable to you.

Secrecy:

A complete secrecy will have to be observed by you on all the company matters including Security arrangements, Technical know-how, Financial and administrative matters. And shall not divulge or be responsible for divulging any secret of the company to any person(s) during your employment and afterwards. Any breach of this condition on your part shall be enough to terminate your services from the company with immediate effect.

Safe up-keeping of company's property:

Safe up-keeping and return in good conditions and order of all the company's property such as tools, equipment, instruments, literature etc, in your use/custody/care/charge will have to be observed by you. Accountability of any such goods or literatures etc, provided to you for official purpose will be yours. On completion of work or assignment or at the termination or cessation of employment, you will return all such properties allotted to you to your reporting authority with record.

Termination:

Any breach of trusty on your part or misconduct or failure to follow policies or failure to perform responsibilities effectively will be liable for termination of your services with immediate effect without any payment from us. In the event of any situation not specified in the above terms and conditions, the management's decision will be bound to you as final.

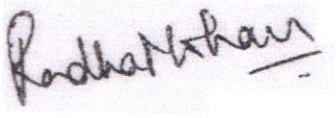


PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

We welcome you to INFOANE and look forward to your participation to make it a successful relation.

Please sign and return the duplicate copy of this letter in token of acceptance of the terms and conditions mentioned above.

For INFOANE Technologies Pvt. Ltd



Director - HR

---

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

Accepted: Date:

Name & Signature:



PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

## ANNEXURE I

| COST TO COMPANY (CTC) FOR **Mr. GUNDALA NAVEEN** | |
|---|---|
| Email: gundala.naveen@gmail.com | |
| Designation: Trainee Software Engineer | |
| **Effective from: 1st of May 2021** | |
| Monthly Component (In Rs.) | |
| Basic Salary | 6000 |
| HRA | 3000 |
| Special Allowance | 1000 |
| TOTAL: Monthly (A) | 10000 |
| Variable Component (In Rs.) | |
| Ann Performance Bonus | 0 |
| Annual Cost to Company | 120000 |
| | |
| **NOTE:** | |
| All salary components are governed by the company policies and statutory guidelines. | |
| The salary details are strictly confidential and must not be discussed with anyone. | |
| You may be paid annual performance bonus more than the above mentioned amount based on your performance and company growth | |
| + Year- end Performance Bonus is not payable on prorate basis in the event of employee leaving the organization prior to the completion of the performance review cycle. | |



PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

March 4, 2021

**Mr.GURRAM DINESH KUMAR**

**Offer Letter**

**Dear GURRAM DINESH KUMAR,**

Regarding your application and the subsequent discussion(s) that you had with us on 3rd of March 2021 for employment in our company, we are pleased to appoint you as "**Trainee Software Engineer**" on the following terms and conditions:

Date of Joining:

Your date of joining is confirmed as **1st of May 2021.** In case you are not complying this; the appointment would be treated as cancelled.

Probation Period:

The period of first three months from your joining date will be considered as probation period. During this period, you are required to get yourself acquainted to the job. At the end of this period your performance will be reviewed. Satisfactory performance may lead to confirmation of your services with the company. This will be at sole discretion of the management.

Remuneration:

**Your initial CTC would be Rs.1,20,000/- (One Lakh Twenty Only) per annum. After three months, we review your performance. Upon meeting our expectations, your CTC will be revised at higher levels.** Your remuneration details are strictly confidential between you and the company and should not be discussed with any one nor divulged to anyone in any manner whatsoever. **You are also eligible to receive special bonus and gratuity based on your services over a period of time.**

Working Hours and Weekly Off:

You will attend your duties and discharge the responsibilities entrusted upon you as per the working hours scheduled by the management of your department or functional area. The schedules for working hours and weekly off authorized by superiors will have to be complied all the time. Such schedules are subject to changes and modifications depending upon exigencies of work. You may be transferred from one shift to another as and when need arises and also you may be required to work for extra hours keeping in view the urgency of work as deemed necessary by your superiors.



PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

Commitment

You are agreed to work for INFOANE a minimum of 24 months from the date of joining. After completion of 24 months of employment this agreement may be terminated by either of us with sixty day notice.

Leave:

You are entitled to a paid leave of 12 days in a calendar year. This distribution and entitlement is subject to change. Factories Act will govern the entitlement and utilization of earned Leave. Entitlement of leave is not the right to leave. Advance approval/sanction of superiors and reporting authority is to be obtained before availing any leave. Remaining absent from work without sanctioned leave will be treated as unauthorized leave and may lead to termination of your services. You are not allowed to take any leaves during the first 60 days of your employment.

Transfer:

Your employment is liable for transfer from one department to another or from one unit /office/plant/site/location to other unit/office/plant/site/location of the company whether existing or which may come in existence in future anywhere across the country. On all such transfers, the conditions of services and rules and regulations applicable at the place of transfer will be applicable to you.

Secrecy:

A complete secrecy will have to be observed by you on all the company matters including Security arrangements, Technical know-how, Financial and administrative matters. And shall not divulge or be responsible for divulging any secret of the company to any person(s) during your employment and afterwards. Any breach of this condition on your part shall be enough to terminate your services from the company with immediate effect.

Safe up-keeping of company's property:

Safe up-keeping and return in good conditions and order of all the company's property such as tools, equipment, instruments, literature etc, in your use/custody/care/charge will have to be observed by you. Accountability of any such goods or literatures etc, provided to you for official purpose will be yours. On completion of work or assignment or at the termination or cessation of employment, you will return all such properties allotted to you to your reporting authority with record.

Termination:

Any breach of trusty on your part or misconduct or failure to follow policies or failure to perform responsibilities effectively will be liable for termination of your services with immediate effect without any payment from us. In the event of any situation not specified in the above terms and conditions, the management's decision will be bound to you as final.



PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

We welcome you to INFOANE and look forward to your participation to make it a successful relation.

Please sign and return the duplicate copy of this letter in token of acceptance of the terms and conditions mentioned above.

For INFOANE Technologies Pvt. Ltd

Director - HR

---

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

Accepted:

Date:

Name & Signature:



PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

## ANNEXURE I

| COST TO COMPANY (CTC) FOR **Mr. GURRAM DINESH KUMAR** | |
|---|---|
| Email: gurramdineshkumar79@gmail.com | |
| Designation: Trainee Software Engineer | |
| **Effective from: 1st of May 2021** | |
| Monthly Component (In Rs.) | |
| Basic Salary | 6000 |
| HRA | 3000 |
| Special Allowance | 1000 |
| TOTAL: Monthly (A) | 10000 |
| Variable Component (In Rs.) | |
| Ann Performance Bonus | 0 |
| Annual Cost to Company | 120000 |
| | |
| **NOTE:** | |
| All salary components are governed by the company policies and statutory guidelines. | |
| The salary details are strictly confidential and must not be discussed with anyone. | |
| You may be paid annual performance bonus more than the above mentioned amount based on your performance and company growth | |
| + Year- end Performance Bonus is not payable on prorate basis in the event of employee leaving the organization prior to the completion of the performance review cycle. | |



PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthanally (V), Abdullapurmet (Mdl) R.R.Dist

March 4, 2021

**Mr.GARLAPATI SAIKIRAN REDDY**

**Offer Letter**

**Dear GARLAPATI SAIKIRAN REDDY,**

Regarding your application and the subsequent discussion(s) that you had with us on 3rd of March 2021 for employment in our company, we are pleased to appoint you as "**Trainee Software Engineer**" on the following terms and conditions:

Date of Joining:

Your date of joining is confirmed as **1st of May 2021.** In case you are not complying this; the appointment would be treated as cancelled.

Probation Period:

The period of first three months from your joining date will be considered as probation period. During this period, you are required to get yourself acquainted to the job. At the end of this period your performance will be reviewed. Satisfactory performance may lead to confirmation of your services with the company. This will be at sole discretion of the management.

Remuneration:

**Your initial CTC would be Rs.1,20,000/- (One Lakh Twenty Only) per annum. After three months, we review your performance. Upon meeting our expectations, your CTC will be revised at higher levels.** Your remuneration details are strictly confidential between you and the company and should not be discussed with any one nor divulged to anyone in any manner whatsoever. **You are also eligible to receive special bonus and gratuity based on your services over a period of time.**

Working Hours and Weekly Off:

You will attend your duties and discharge the responsibilities entrusted upon you as per the working hours scheduled by the management of your department or functional area. The schedules for working hours and weekly off authorized by superiors will have to be complied all the time. Such schedules are subject to changes and modifications depending upon exigencies of work. You may be transferred from one shift to another as and when need arises and also you may be required to work for extra hours keeping in view the urgency of work as deemed necessary by your superiors.



PRINCIPAL
Vanthi Institute of Engg. & Tech
Guntlhapally (V), Abdullapurmet (Mdl) R.R.Dist

Commitment

You are agreed to work for INFOANE a minimum of 24 months from the date of joining. After completion of 24 months of employment this agreement may be terminated by either of us with sixty day notice.

Leave:

You are entitled to a paid leave of 12 days in a calendar year. This distribution and entitlement is subject to change. Factories Act will govern the entitlement and utilization of earned Leave. Entitlement of leave is not the right to leave. Advance approval/sanction of superiors and reporting authority is to be obtained before availing any leave. Remaining absent from work without sanctioned leave will be treated as unauthorized leave and may lead to termination of your services. You are not allowed to take any leaves during the first 60 days of your employment.

Transfer:

Your employment is liable for transfer from one department to another or from one unit /office/plant/site/location to other unit/office/plant/site/location of the company whether existing or which may come in existence in future anywhere across the country. On all such transfers, the conditions of services and rules and regulations applicable at the place of transfer will be applicable to you.

Secrecy:

A complete secrecy will have to be observed by you on all the company matters including Security arrangements, Technical know-how, Financial and administrative matters. And shall not divulge or be responsible for divulging any secret of the company to any person(s) during your employment and afterwards. Any breach of this condition on your part shall be enough to terminate your services from the company with immediate effect.

Safe up-keeping of company's property:

Safe up-keeping and return in good conditions and order of all the company's property such as tools, equipment, instruments, literature etc, in your use/custody/care/charge will have to be observed by you. Accountability of any such goods or literatures etc, provided to you for official purpose will be yours. On completion of work or assignment or at the termination or cessation of employment, you will return all such properties allotted to you to your reporting authority with record.

Termination:

Any breach of trusty on your part or misconduct or failure to follow policies or failure to perform responsibilities effectively will be liable for termination of your services with immediate effect without any payment from us. In the event of any situation not specified in the above terms and conditions, the management's decision will be bound to you as final.

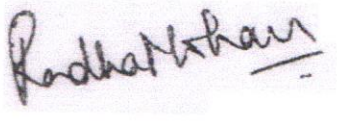


PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

We welcome you to INFOANE and look forward to your participation to make it a successful relation.

Please sign and return the duplicate copy of this letter in token of acceptance of the terms and conditions mentioned above.

For INFOANE Technologies Pvt. Ltd



Director - HR

---

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

Accepted: Date:

Name & Signature:



PRINCIPAL
Vanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

## ANNEXURE I

| COST TO COMPANY (CTC) FOR **Mr. GARLAPATI SAIKIRAN REDDY** | |
|---|---|
| Email: gsaikiran.job@gmail.com | |
| Designation: Trainee Software Engineer | |
| **Effective from: 1st of May 2021** | |
| Monthly Component (In Rs.) | |
| Basic Salary | 6000 |
| HRA | 3000 |
| Special Allowance | 1000 |
| TOTAL: Monthly (A) | 10000 |
| Variable Component (In Rs.) | |
| Ann Performance Bonus | 0 |
| Annual Cost to Company | 120000 |
| | |
| **NOTE:** | |
| All salary components are governed by the company policies and statutory guidelines. | |
| The salary details are strictly confidential and must not be discussed with anyone. | |
| You may be paid annual performance bonus more than the above mentioned amount based on your performance and company growth | |
| + Year- end Performance Bonus is not payable on prorate basis in the event of employee leaving the organization prior to the completion of the performance review cycle. | |



PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

March 4, 2021

**Ms.BARLA SHAILAJA**

## Offer Letter

**Dear BARLA SHAILAJA,**

Regarding your application and the subsequent discussion(s) that you had with us on 3rd of March 2021 for employment in our company, we are pleased to appoint you as "**Trainee Software Engineer**" on the following terms and conditions:

Date of Joining:

Your date of joining is confirmed as **1st of May 2021.** In case you are not complying this; the appointment would be treated as cancelled.

Probation Period:

The period of first three months from your joining date will be considered as probation period. During this period, you are required to get yourself acquainted to the job. At the end of this period your performance will be reviewed. Satisfactory performance may lead to confirmation of your services with the company. This will be at sole discretion of the management.

Remuneration:

**Your initial CTC would be Rs.1,20,000/- (One Lakh Twenty Only) per annum. After three months, we review your performance. Upon meeting our expectations, your CTC will be revised at higher levels.** Your remuneration details are strictly confidential between you and the company and should not be discussed with any one nor divulged to anyone in any manner whatsoever. **You are also eligible to receive special bonus and gratuity based on your services over a period of time.**

Working Hours and Weekly Off:

You will attend your duties and discharge the responsibilities entrusted upon you as per the working hours scheduled by the management of your department or functional area. The schedules for working hours and weekly off authorized by superiors will have to be complied all the time. Such schedules are subject to changes and modifications depending upon exigencies of work. You may be transferred from one shift to another as and when need arises and also you may be required to work for extra hours keeping in view the urgency of work as deemed necessary by your superiors.



PRINCIPAL
Vanthi Institute of Engg. & Tech
Abdullapurmet (Mdl) R.R.Dist

Commitment

You are agreed to work for INFOANE a minimum of 24 months from the date of joining. After completion of 24 months of employment this agreement may be terminated by either of us with sixty day notice.

Leave:

You are entitled to a paid leave of 12 days in a calendar year. This distribution and entitlement is subject to change. Factories Act will govern the entitlement and utilization of earned Leave. Entitlement of leave is not the right to leave. Advance approval/sanction of superiors and reporting authority is to be obtained before availing any leave. Remaining absent from work without sanctioned leave will be treated as unauthorized leave and may lead to termination of your services. You are not allowed to take any leaves during the first 60 days of your employment.

Transfer:

Your employment is liable for transfer from one department to another or from one unit /office/plant/site/location to other unit/office/plant/site/location of the company whether existing or which may come in existence in future anywhere across the country. On all such transfers, the conditions of services and rules and regulations applicable at the place of transfer will be applicable to you.

Secrecy:

A complete secrecy will have to be observed by you on all the company matters including Security arrangements, Technical know-how, Financial and administrative matters. And shall not divulge or be responsible for divulging any secret of the company to any person(s) during your employment and afterwards. Any breach of this condition on your part shall be enough to terminate your services from the company with immediate effect.

Safe up-keeping of company's property:

Safe up-keeping and return in good conditions and order of all the company's property such as tools, equipment, instruments, literature etc, in your use/custody/care/charge will have to be observed by you. Accountability of any such goods or literatures etc, provided to you for official purpose will be yours. On completion of work or assignment or at the termination or cessation of employment, you will return all such properties allotted to you to your reporting authority with record.

Termination:

Any breach of trusty on your part or misconduct or failure to follow policies or failure to perform responsibilities effectively will be liable for termination of your services with immediate effect without any payment from us. In the event of any situation not specified in the above terms and conditions, the management's decision will be bound to you as final.

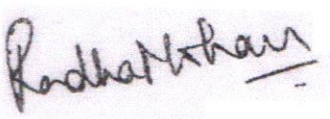


PRINCIPAL
Avanthi Institute of Engg. & Tech
Gundlapally (V), Abdullapurmet (Mdl), R.R.Dist

We welcome you to INFOANE and look forward to your participation to make it a successful relation.

Please sign and return the duplicate copy of this letter in token of acceptance of the terms and conditions mentioned above.

For INFOANE Technologies Pvt. Ltd



Director - HR

---

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

Accepted:

Date:

Name & Signature:



PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R.Dist

## ANNEXURE I

| COST TO COMPANY (CTC) FOR **Ms. BARLA SHAILAJA** | |
|---|---|
| Email: barla.shailaja143@gmail.com | |
| Designation: Trainee Software Engineer | |
| **Effective from: 1st of May 2021** | |
| Monthly Component (In Rs.) | |
| Basic Salary | 6000 |
| HRA | 3000 |
| Special Allowance | 1000 |
| TOTAL: Monthly (A) | 10000 |
| Variable Component (In Rs.) | |
| Ann Performance Bonus | 0 |
| Annual Cost to Company | 120000 |
| | |
| **NOTE:** | |
| All salary components are governed by the company policies and statutory guidelines. | |
| The salary details are strictly confidential and must not be discussed with anyone. | |
| You may be paid annual performance bonus more than the above mentioned amount based on your performance and company growth | |
| + Year- end Performance Bonus is not payable on prorate basis in the event of employee leaving the organization prior to the completion of the performance review cycle. | |



PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

March 4, 2021

**Mr.BALLA SHIVA KRISHNA**

**Offer Letter**

**Dear BALLA SHIVA KRISHNA ,**

Regarding your application and the subsequent discussion(s) that you had with us on 3rd of March 2021 for employment in our company, we are pleased to appoint you as "**Trainee Software Engineer**" on the following terms and conditions:

Date of Joining:

Your date of joining is confirmed as **1st of May 2021.** In case you are not complying this; the appointment would be treated as cancelled.

Probation Period:

The period of first three months from your joining date will be considered as probation period. During this period, you are required to get yourself acquainted to the job. At the end of this period your performance will be reviewed. Satisfactory performance may lead to confirmation of your services with the company. This will be at sole discretion of the management.

Remuneration:

**Your initial CTC would be Rs.1,20,000/- (One Lakh Twenty Only) per annum. After three months, we review your performance. Upon meeting our expectations, your CTC will be revised at higher levels.** Your remuneration details are strictly confidential between you and the company and should not be discussed with any one nor divulged to anyone in any manner whatsoever. **You are also eligible to receive special bonus and gratuity based on your services over a period of time.**

Working Hours and Weekly Off:

You will attend your duties and discharge the responsibilities entrusted upon you as per the working hours scheduled by the management of your department or functional area. The schedules for working hours and weekly off authorized by superiors will have to be complied all the time. Such schedules are subject to changes and modifications depending upon exigencies of work. You may be transferred from one shift to another as and when need arises and also you may be required to work for extra hours keeping in view the urgency of work as deemed necessary by your superiors.



PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthanally (V), Abdullapurmet (Mdl) R.R.Dist

Commitment

You are agreed to work for INFOANE a minimum of 24 months from the date of joining. After completion of 24 months of employment this agreement may be terminated by either of us with sixty day notice.

Leave:

You are entitled to a paid leave of 12 days in a calendar year. This distribution and entitlement is subject to change. Factories Act will govern the entitlement and utilization of earned Leave. Entitlement of leave is not the right to leave. Advance approval/sanction of superiors and reporting authority is to be obtained before availing any leave. Remaining absent from work without sanctioned leave will be treated as unauthorized leave and may lead to termination of your services. You are not allowed to take any leaves during the first 60 days of your employment.

Transfer:

Your employment is liable for transfer from one department to another or from one unit /office/plant/site/location to other unit/office/plant/site/location of the company whether existing or which may come in existence in future anywhere across the country. On all such transfers, the conditions of services and rules and regulations applicable at the place of transfer will be applicable to you.

Secrecy:

A complete secrecy will have to be observed by you on all the company matters including Security arrangements, Technical know-how, Financial and administrative matters. And shall not divulge or be responsible for divulging any secret of the company to any person(s) during your employment and afterwards. Any breach of this condition on your part shall be enough to terminate your services from the company with immediate effect.

Safe up-keeping of company's property:

Safe up-keeping and return in good conditions and order of all the company's property such as tools, equipment, instruments, literature etc, in your use/custody/care/charge will have to be observed by you. Accountability of any such goods or literatures etc, provided to you for official purpose will be yours. On completion of work or assignment or at the termination or cessation of employment, you will return all such properties allotted to you to your reporting authority with record.

Termination:

Any breach of trusty on your part or misconduct or failure to follow policies or failure to perform responsibilities effectively will be liable for termination of your services with immediate effect without any payment from us. In the event of any situation not specified in the above terms and conditions, the management's decision will be bound to you as final.

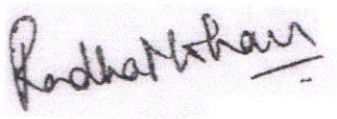


PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R.Dist

We welcome you to INFOANE and look forward to your participation to make it a successful relation.

Please sign and return the duplicate copy of this letter in token of acceptance of the terms and conditions mentioned above.

For INFOANE Technologies Pvt. Ltd



Director - HR

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I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

Accepted: Date:

Name & Signature:



PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthanally (V), Abdullapurmet (Mdl) R.R.Dist

## ANNEXURE I

| COST TO COMPANY (CTC) FOR **Mr. BALLA SHIVA KRISHNA** | |
|---|---|
| Email: ballashivakrishna@gmail.com | |
| Designation: Trainee Software Engineer | |
| **Effective from: 1st of May 2021** | |
| Monthly Component (In Rs.) | |
| Basic Salary | 6000 |
| HRA | 3000 |
| Special Allowance | 1000 |
| TOTAL: Monthly (A) | 10000 |
| Variable Component (In Rs.) | |
| Ann Performance Bonus | 0 |
| Annual Cost to Company | 120000 |
| | |
| **NOTE:** | |
| All salary components are governed by the company policies and statutory guidelines. | |
| The salary details are strictly confidential and must not be discussed with anyone. | |
| You may be paid annual performance bonus more than the above mentioned amount based on your performance and company growth | |
| + Year- end Performance Bonus is not payable on prorate basis in the event of employee leaving the organization prior to the completion of the performance review cycle. | |

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

March 4, 2021

**Ms.BOYAPALLY ANITHA**

**Offer Letter**

**Dear BOYAPALLY ANITHA,**

Regarding your application and the subsequent discussion(s) that you had with us on 3rd of March 2021 for employment in our company, we are pleased to appoint you as "**Trainee Software Engineer**" on the following terms and conditions:

Date of Joining:

Your date of joining is confirmed as **1st of May 2021.** In case you are not complying this; the appointment would be treated as cancelled.

Probation Period:

The period of first three months from your joining date will be considered as probation period. During this period, you are required to get yourself acquainted to the job. At the end of this period your performance will be reviewed. Satisfactory performance may lead to confirmation of your services with the company. This will be at sole discretion of the management.

Remuneration:

**Your initial CTC would be Rs.1,20,000/- (One Lakh Twenty Only) per annum. After three months, we review your performance. Upon meeting our expectations, your CTC will be revised at higher levels.** Your remuneration details are strictly confidential between you and the company and should not be discussed with any one nor divulged to anyone in any manner whatsoever. **You are also eligible to receive special bonus and gratuity based on your services over a period of time.**

Working Hours and Weekly Off:

You will attend your duties and discharge the responsibilities entrusted upon you as per the working hours scheduled by the management of your department or functional area. The schedules for working hours and weekly off authorized by superiors will have to be complied all the time. Such schedules are subject to changes and modifications depending upon exigencies of work. You may be transferred from one shift to another as and when need arises and also you may be required to work for extra hours keeping in view the urgency of work as deemed necessary by your superiors.



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Commitment

You are agreed to work for INFOANE a minimum of 24 months from the date of joining. After completion of 24 months of employment this agreement may be terminated by either of us with sixty day notice.

Leave:

You are entitled to a paid leave of 12 days in a calendar year. This distribution and entitlement is subject to change. Factories Act will govern the entitlement and utilization of earned Leave. Entitlement of leave is not the right to leave. Advance approval/sanction of superiors and reporting authority is to be obtained before availing any leave. Remaining absent from work without sanctioned leave will be treated as unauthorized leave and may lead to termination of your services. You are not allowed to take any leaves during the first 60 days of your employment.

Transfer:

Your employment is liable for transfer from one department to another or from one unit /office/plant/site/location to other unit/office/plant/site/location of the company whether existing or which may come in existence in future anywhere across the country. On all such transfers, the conditions of services and rules and regulations applicable at the place of transfer will be applicable to you.

Secrecy:

A complete secrecy will have to be observed by you on all the company matters including Security arrangements, Technical know-how, Financial and administrative matters. And shall not divulge or be responsible for divulging any secret of the company to any person(s) during your employment and afterwards. Any breach of this condition on your part shall be enough to terminate your services from the company with immediate effect.

Safe up-keeping of company's property:

Safe up-keeping and return in good conditions and order of all the company's property such as tools, equipment, instruments, literature etc, in your use/custody/care/charge will have to be observed by you. Accountability of any such goods or literatures etc, provided to you for official purpose will be yours. On completion of work or assignment or at the termination or cessation of employment, you will return all such properties allotted to you to your reporting authority with record.

Termination:

Any breach of trusty on your part or misconduct or failure to follow policies or failure to perform responsibilities effectively will be liable for termination of your services with immediate effect without any payment from us. In the event of any situation not specified in the above terms and conditions, the management's decision will be bound to you as final.



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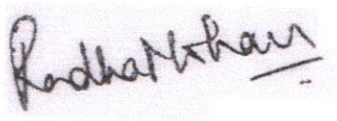
We welcome you to INFOANE and look forward to your participation to make it a successful relation.

Please sign and return the duplicate copy of this letter in token of acceptance of the terms and conditions mentioned above.

For INFOANE Technologies Pvt. Ltd



Director - HR

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I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

Accepted:

Date:

Name & Signature:



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## ANNEXURE I

| COST TO COMPANY (CTC) FOR **Ms. BOYAPALLY ANITHA** | |
|---|---|
| Email: anitharoyal256@gmail.com | |
| Designation: Trainee Software Engineer | |
| **Effective from: 1st of May 2021** | |
| Monthly Component (In Rs.) | |
| Basic Salary | 6000 |
| HRA | 3000 |
| Special Allowance | 1000 |
| TOTAL: Monthly (A) | 10000 |
| Variable Component (In Rs.) | |
| Ann Performance Bonus | 0 |
| Annual Cost to Company | 120000 |
| | |
| **NOTE:** | |
| All salary components are governed by the company policies and statutory guidelines. | |
| The salary details are strictly confidential and must not be discussed with anyone. | |
| You may be paid annual performance bonus more than the above mentioned amount based on your performance and company growth | |
| + Year- end Performance Bonus is not payable on prorate basis in the event of employee leaving the organization prior to the completion of the performance review cycle. | |



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**Offer: Computer Consultancy**
**Ref: TCSL/DT20206476600/Hyderabad**
**Date: 11/01/2020**

Mr. Reguri Soumya
H.No.3-4/12,
westmaredpally,
Hyderabad-500062,
Telangana.
Tel# 91-9989123765

Dear Reguri Soumya

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **`3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &



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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

## COMPENSATION AND BENEFITS

### BASIC SALARY

You will be eligible for a basic salary of `**14,784/-** per month.

### BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be `**5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of `**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



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## PERFORMANCE PAY

**Monthly Performance Pay**
You will receive a monthly performance pay of `**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

**Quarterly Variable Allowance**
Your variable allowance will be `**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## CITY ALLOWANCE

You will be eligible for a City Allowance of `**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

## OTHER BENEFITS

**Health Insurance Scheme**
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:



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1. **Basic Cover**

   i. Entitlement - Includes domiciliary expenses up to `6,000/- per insured person per annum and basic hospitalization expenses up to `2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**

   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for `12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

**Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

**Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)**

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of `250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

**Loans**

You will be eligible for loans, as per TCSL's loan policy.

**Professional Memberships**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.



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## RETIRALS

**Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

**Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**

   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**

   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



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**3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

**4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

**5. Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

**6. Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

**7. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

**8. Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a



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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

**9. Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

**10. Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL `50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

**11. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

**12. Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.



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## 13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

## 14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

## 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



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including termination of traineeship/service without notice.

**19. Submission of Documents**

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,
  address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  *There is no criminal offence registered/pending against you
  *There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents



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*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

**20. TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

**21. Letter of Appointment**

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

**22. Rules and Regulations of the Company**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

**23. Compliance to all clauses**

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



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**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 oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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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**

**K Ganesan**
**Global Head Talent Acquisition & AIP**

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms



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**GROSS SALARY SHEET** **Annexure 1**

| | |
|---|---|
| **Name** | Reguri Soumya |
| **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 |
|---|---|---|
| **1) Fixed Compensation** | | |
| Basic Salary | 14,784 | 1,77,408 |
| Bouquet Of Benefits # | 7,646 | 91,752 |
| **2) Performance Pay**** | | |
| Monthly Performance Pay | 1,700 | 20,400 |
| Quarterly Variable Allowance* | 600 | 7,200 |
| **3) City Allowance** | 200 | 2,400 |
| **4) Annual Components/Retirals** | | |
| Health Insurance*** | NA | 7,900 |
| Provident Fund | 1,774 | 21,289 |
| Gratuity | 711 | 8,533 |
| Total of Annual Components & Retirals | 2,485 | 37,722 |
| Retention Incentive | NA | 0 |
| **TOTAL GROSS** | 27,415 | 3,36,877 |
| **Xplore/ Learning Incentive****** | | Upto 60,000 |

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore 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 |
| **GROSS BOUQUET OF BENEFITS** | 7,646 | 91,752 |



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**Annexure**

| | |
|---|---|
| **Ahmedabad**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Garima Park,IT/ITES SEZ,Plot # 41,<br>Gandhinagar - 382007 | **Bangalore**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Gate 1, No 42, Think campus, Electronic City phase II,<br>Bangalore - 560100,Karnataka |
| **BUBANESHWAR**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Training Lab Venue:-Barabati, IRC Block, Ground Floor,<br>Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA,<br>Bhubaneswar - 751024 | **Chennai**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>415/21-24, Kumaran Nagar, Old Mahabalipuram Rd,<br>TNHB, Sholinganallur, Chennai, Tamil Nadu 600119 |
| **DELHI – Gurgoan**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003,<br>Haryana | **DELHI – Noida**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62,<br>Noida - 201 309,UP |
| **Guwahati**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam | **Hyderabad**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Q City, Nanakramguda, Hyderabad |
| **INDORE**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018,<br>Madhya Pradesh | **KOLKATA**<br>TCS XP HR Lead<br>Tata Consultancy Services Limited,<br>Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords |
| **KOCHI**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>TCS centre, Infopark Road Infopark Campus, Infopark ,<br>Kakkanad, Kerala 682042 | **MUMBAI**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606 |
| **NAGPUR**<br>TCS XP HR Lead<br>Tata Consultancy Services Limited,<br>Mihan-Sez, Nagpur, Telhara, Maharashtra 441108, | **PUNE**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra |
| **Trivandrum**<br>TCS XP HR Lead<br>Tata Consultancy Serives,<br>Peepul Park, Technopark Campus ,Kariyavattom P.O.<br>Trivandrum - 695581, India | |



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**Annexure**

## Confidentiality and IP Terms and Conditions

## Confidentiality and IP Terms and Conditions - Annexure 3:

### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



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**2. Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

**3. Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



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**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. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

**8. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



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**9. 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.

**10. General**

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



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**Offer: Computer Consultancy**
**Ref: TCSL/DT20206476609/Hyderabad**
**Date: 11/01/2020**

Mr. Bathula Rajkumar
Plot No. 3 ,
Sanathnagar,
Hyderabad-500062,
Telangana.
Tel# 91-9160423425

Dear Bathula Rajkumar,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **`3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &



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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

## COMPENSATION AND BENEFITS

### BASIC SALARY

You will be eligible for a basic salary of `**14,784/-** per month.

### BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be `**5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of `**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



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## PERFORMANCE PAY

**Monthly Performance Pay**
You will receive a monthly performance pay of `**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

**Quarterly Variable Allowance**
Your variable allowance will be `**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## CITY ALLOWANCE

You will be eligible for a City Allowance of `**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

## OTHER BENEFITS

**Health Insurance Scheme**
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:



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1. **Basic Cover**

   i. Entitlement - Includes domiciliary expenses up to `6,000/- per insured person per annum and basic hospitalization expenses up to `2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**

   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for `12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

**Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

**Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)**

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of `250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

**Loans**

You will be eligible for loans, as per TCSL's loan policy.

**Professional Memberships**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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## RETIRALS

**Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

**Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**

   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**

   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



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3. **Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. **Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a



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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

**9. Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

**10. Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL `50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

**11. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

**12. Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.



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**13. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

**14. Notice Period**

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

**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



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including termination of traineeship/service without notice.

**19. Submission of Documents**

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  *There is no criminal offence registered/pending against you
  *There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents



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*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

**20. TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

**21. Letter of Appointment**

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

**22. Rules and Regulations of the Company**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

**23. Compliance to all clauses**

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

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**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 oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



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**Withdrawal of Offer**
If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**K Ganesan**
**Global Head Talent Acquisition & AIP**

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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**GROSS SALARY SHEET** **Annexure 1**

| | |
|---|---|
| **Name** | Bathula Rajkumar |
| **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 |
|---|---|---|
| **1) Fixed Compensation** | | |
| Basic Salary | 14,784 | 1,77,408 |
| Bouquet Of Benefits # | 7,646 | 91,752 |
| **2) Performance Pay**** | | |
| Monthly Performance Pay | 1,700 | 20,400 |
| Quarterly Variable Allowance* | 600 | 7,200 |
| **3) City Allowance** | 200 | 2,400 |
| **4) Annual Components/Retirals** | | |
| Health Insurance*** | NA | 7,900 |
| Provident Fund | 1,774 | 21,289 |
| Gratuity | 711 | 8,533 |
| Total of Annual Components & Retirals | 2,485 | 37,722 |
| Retention Incentive | NA | 0 |
| **TOTAL GROSS** | 27,415 | 3,36,877 |
| **Xplore/ Learning Incentive****** | | Upto 60,000 |

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore 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 |
| **GROSS BOUQUET OF BENEFITS** | 7,646 | 91,752 |



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**Annexure**

| | |
|---|---|
| **Ahmedabad**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Garima Park,IT/ITES SEZ,Plot # 41,<br>Gandhinagar - 382007 | **Bangalore**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Gate 1, No 42, Think campus, Electronic City phase II,<br>Bangalore - 560100,Karnataka |
| **BUBANESHWAR**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Training Lab Venue:-Barabati, IRC Block, Ground Floor,<br>Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA,<br>Bhubaneswar - 751024 | **Chennai**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>415/21-24, Kumaran Nagar, Old Mahabalipuram Rd,<br>TNHB, Sholinganallur, Chennai, Tamil Nadu 600119 |
| **DELHI – Gurgoan**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003,<br>Haryana | **DELHI – Noida**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62,<br>Noida - 201 309,UP |
| **Guwahati**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam | **Hyderabad**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Q City, Nanakramguda, Hyderabad |
| **INDORE**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor,<br>Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018,<br>Madhya Pradesh | **KOLKATA**<br>TCS XP HR Lead<br>Tata Consultancy Services Limited,<br>Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords |
| **KOCHI**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>TCS centre, Infopark Road Infopark Campus, Infopark ,<br>Kakkanad, Kerala 682042 | **MUMBAI**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606 |
| **NAGPUR**<br>TCS XP HR Lead<br>Tata Consultancy Services Limited,<br>Mihan-Sez, Nagpur, Telhara, Maharashtra 441108, | **PUNE**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra |
| **Trivandrum**<br>TCS XP HR Lead<br>Tata Consultancy Serives,<br>Peepul Park, Technopark Campus ,Kariyavattom P.O.<br>Trivandrum - 695581, India | |

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**Annexure**

**Confidentiality and IP Terms and Conditions**

**Confidentiality and IP Terms and Conditions - Annexure 3:**

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. **Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. **Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



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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. **Restriction on Associate's Rights**
Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. **No License**
TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



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**9. 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.

**10. General**

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



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**Offer: Computer Consultancy**
**Ref: TCSL/DT20206476608/Hyderabad**
**Date: 11/01/2020**

Mr. Aluguvelli Sowmya
H.No.12-4/7,
Habsiguda,
Hyderabad-500062,
Telangana.
Tel# 91-8106753429

Dear Aluguvelli Sowmya,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **`3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

## COMPENSATION AND BENEFITS

### BASIC SALARY

You will be eligible for a basic salary of `**14,784/-** per month.

### BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be `**5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of `**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



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## PERFORMANCE PAY

**Monthly Performance Pay**
You will receive a monthly performance pay of `**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

**Quarterly Variable Allowance**
Your variable allowance will be `**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## CITY ALLOWANCE

You will be eligible for a City Allowance of `**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

## OTHER BENEFITS

**Health Insurance Scheme**
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:



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1. **Basic Cover**

   i. Entitlement - Includes domiciliary expenses up to `6,000/- per insured person per annum and basic hospitalization expenses up to `2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**

   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for `12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

**Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

**Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)**

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of `250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

**Loans**

You will be eligible for loans, as per TCSL's loan policy.

**Professional Memberships**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.



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## RETIRALS

**Provident Fund**
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

**Gratuity**
You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



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**3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

**4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

**5. Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

**6. Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

**7. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

**8. Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a



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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

**9. Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

**10. Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL `50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

**11. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

**12. Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.



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## 13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

## 14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

## 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



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including termination of traineeship/service without notice.

**19. Submission of Documents**

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  *There is no criminal offence registered/pending against you
  *There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents



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*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

**20. TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

**21. Letter of Appointment**

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

**22. Rules and Regulations of the Company**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

**23. Compliance to all clauses**

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



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**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 oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



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**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**K Ganesan**
**Global Head Talent Acquisition & AIP**

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms



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**GROSS SALARY SHEET** **Annexure 1**

| | |
|---|---|
| **Name** | Aluguvelli Sowmya |
| **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 |
|---|---|---|
| **1) Fixed Compensation** | | |
| Basic Salary | 14,784 | 1,77,408 |
| Bouquet Of Benefits # | 7,646 | 91,752 |
| **2) Performance Pay**** | | |
| Monthly Performance Pay | 1,700 | 20,400 |
| Quarterly Variable Allowance* | 600 | 7,200 |
| **3) City Allowance** | 200 | 2,400 |
| **4) Annual Components/Retirals** | | |
| Health Insurance*** | NA | 7,900 |
| Provident Fund | 1,774 | 21,289 |
| Gratuity | 711 | 8,533 |
| Total of Annual Components & Retirals | 2,485 | 37,722 |
| Retention Incentive | NA | 0 |
| **TOTAL GROSS** | 27,415 | 3,36,877 |
| **Xplore/ Learning Incentive****** | | Upto 60,000 |

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore 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 |
| **GROSS BOUQUET OF BENEFITS** | 7,646 | 91,752 |



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**Annexure**

| | |
|---|---|
| **Ahmedabad**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Garima Park,IT/ITES SEZ,Plot # 41,<br>Gandhinagar - 382007 | **Bangalore**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Gate 1, No 42, Think campus, Electronic City phase II,<br>Bangalore - 560100,Karnataka |
| **BUBANESHWAR**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Training Lab Venue:-Barabati, IRC Block, Ground Floor,<br>Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA,<br>Bhubaneswar - 751024 | **Chennai**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>415/21-24, Kumaran Nagar, Old Mahabalipuram Rd,<br>TNHB, Sholinganallur, Chennai, Tamil Nadu 600119 |
| **DELHI – Gurgoan**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003,<br>Haryana | **DELHI – Noida**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62,<br>Noida - 201 309,UP |
| **Guwahati**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam | **Hyderabad**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Q City, Nanakramguda, Hyderabad |
| **INDORE**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018,<br>Madhya Pradesh | **KOLKATA**<br>TCS XP HR Lead<br>Tata Consultancy Services Limited,<br>Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords |
| **KOCHI**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>TCS centre, Infopark Road Infopark Campus, Infopark ,<br>Kakkanad, Kerala 682042 | **MUMBAI**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606 |
| **NAGPUR**<br>TCS XP HR Lead<br>Tata Consultancy Services Limited,<br>Mihan-Sez, Nagpur, Telhara, Maharashtra 441108, | **PUNE**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra |
| **Trivandrum**<br>TCS XP HR Lead<br>Tata Consultancy Serives,<br>Peepul Park, Technopark Campus ,Kariyavattom P.O.<br>Trivandrum - 695581, India | |



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**Annexure**

**Confidentiality and IP Terms and Conditions**

**Confidentiality and IP Terms and Conditions - Annexure 3:**

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



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## 2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



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**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. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

**8. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



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**9. 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.

**10. General**

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



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**Offer: Computer Consultancy**
**Ref: TCSL/DT20206476607/Hyderabad**
**Date: 11/01/2020**

Mr. A Govardhan
H.No.20-5/4,
Ramanthapur,
Hyderabad-500062,
Telangana.
Tel# 91-9989123765

Dear A Govardhan

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **`3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &



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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

## COMPENSATION AND BENEFITS

### BASIC SALARY

You will be eligible for a basic salary of `**14,784/-** per month.

### BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be `**5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of `**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



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## PERFORMANCE PAY

**Monthly Performance Pay**
You will receive a monthly performance pay of `**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

**Quarterly Variable Allowance**
Your variable allowance will be `**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## CITY ALLOWANCE

You will be eligible for a City Allowance of `**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

## OTHER BENEFITS

**Health Insurance Scheme**
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:



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1. **Basic Cover**

   i. Entitlement - Includes domiciliary expenses up to `6,000/- per insured person per annum and basic hospitalization expenses up to `2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**

   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for `12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

**Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

**Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)**

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of `250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

**Loans**

You will be eligible for loans, as per TCSL's loan policy.

**Professional Memberships**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.



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## RETIRALS

**Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

**Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**

   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**

   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



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3. **Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. **Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a



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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

**9. Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

**10. Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL `50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

**11. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

**12. Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.



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## 13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

## 14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

## 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



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including termination of traineeship/service without notice.

**19. Submission of Documents**

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  *There is no criminal offence registered/pending against you
  *There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents



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*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

**20. TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

**21. Letter of Appointment**

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

**22. Rules and Regulations of the Company**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

**23. Compliance to all clauses**

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



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**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 oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



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**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**K Ganesan**
**Global Head Talent Acquisition & AIP**

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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**GROSS SALARY SHEET** **Annexure 1**

| | |
|---|---|
| **Name** | A Govardhan |
| **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 |
|---|---|---|
| **1) Fixed Compensation** | | |
| Basic Salary | 14,784 | 1,77,408 |
| Bouquet Of Benefits # | 7,646 | 91,752 |
| **2) Performance Pay**** | | |
| Monthly Performance Pay | 1,700 | 20,400 |
| Quarterly Variable Allowance* | 600 | 7,200 |
| **3) City Allowance** | 200 | 2,400 |
| **4) Annual Components/Retirals** | | |
| Health Insurance*** | NA | 7,900 |
| Provident Fund | 1,774 | 21,289 |
| Gratuity | 711 | 8,533 |
| Total of Annual Components & Retirals | 2,485 | 37,722 |
| Retention Incentive | NA | 0 |
| **TOTAL GROSS** | 27,415 | 3,36,877 |
| **Xplore/ Learning Incentive**** | | Upto 60,000 |

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore 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 |
| **GROSS BOUQUET OF BENEFITS** | 7,646 | 91,752 |



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## Annexure

| | |
|---|---|
| **Ahmedabad**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Garima Park,IT/ITES SEZ,Plot # 41,<br>Gandhinagar - 382007 | **Bangalore**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Gate 1, No 42, Think campus, Electronic City phase II,<br>Bangalore - 560100,Karnataka |
| **BUBANESHWAR**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Training Lab Venue:-Barabati, IRC Block, Ground Floor,<br>Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA,<br>Bhubaneswar - 751024 | **Chennai**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>415/21-24, Kumaran Nagar, Old Mahabalipuram Rd,<br>TNHB, Sholinganallur, Chennai, Tamil Nadu 600119 |
| **DELHI – Gurgoan**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003,<br>Haryana | **DELHI – Noida**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62,<br>Noida - 201 309,UP |
| **Guwahati**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam | **Hyderabad**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Q City, Nanakramguda, Hyderabad |
| **INDORE**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018,<br>Madhya Pradesh | **KOLKATA**<br>TCS XP HR Lead<br>Tata Consultancy Services Limited,<br>Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords |
| **KOCHI**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>TCS centre, Infopark Road Infopark Campus, Infopark ,<br>Kakkanad, Kerala 682042 | **MUMBAI**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606 |
| **NAGPUR**<br>TCS XP HR Lead<br>Tata Consultancy Services Limited,<br>Mihan-Sez, Nagpur, Telhara, Maharashtra 441108, | **PUNE**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra |
| **Trivandrum**<br>TCS XP HR Lead<br>Tata Consultancy Serives,<br>Peepul Park, Technopark Campus ,Kariyavattom P.O.<br>Trivandrum - 695581, India | |



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**Annexure**

**Confidentiality and IP Terms and Conditions**

**Confidentiality and IP Terms and Conditions - Annexure 3:**

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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**2. Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

**3. Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



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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. **Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. **No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



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**9. 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.

**10. General**

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



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Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

**Offer: Computer Consultancy**
**Ref: TCSL/DT20206476606/Hyderabad**
**Date: 11/01/2020**

Shaik gulam Mohammad
Plot No. 289Street No.2n,
Bhavani Nagar,
Hyderabad-500062,
Telangana.
Tel# 91-6304633663

Dear Shaik gulam Mohammad,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **`3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &



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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

## COMPENSATION AND BENEFITS

### BASIC SALARY

You will be eligible for a basic salary of `**14,784/-** per month.

### BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be `**5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of `**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



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## PERFORMANCE PAY

**Monthly Performance Pay**
You will receive a monthly performance pay of `**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

**Quarterly Variable Allowance**
Your variable allowance will be `**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## CITY ALLOWANCE

You will be eligible for a City Allowance of `**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

## OTHER BENEFITS

**Health Insurance Scheme**
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:



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1. **Basic Cover**

i. Entitlement - Includes domiciliary expenses up to `6,000/- per insured person per annum and basic hospitalization expenses up to `2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for `12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

**Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

**Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)**

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of `250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

**Loans**

You will be eligible for loans, as per TCSL's loan policy.

**Professional Memberships**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.



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## RETIRALS

**Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

**Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**

   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**

   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



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**3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

**4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

**5. Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

**6. Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

**7. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

**8. Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a



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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

**9. Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

**10. Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL `50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

**11. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

**12. Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.



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## 13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

## 14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

## 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



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including termination of traineeship/service without notice.

**19. Submission of Documents**

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,
  address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  *There is no criminal offence registered/pending against you
  *There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

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*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

**20. TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

**21. Letter of Appointment**

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

**22. Rules and Regulations of the Company**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

**23. Compliance to all clauses**

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



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**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 oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



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**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**K Ganesan**
**Global Head Talent Acquisition & AIP**

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms



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TATA

**GROSS SALARY SHEET** **Annexure 1**

| | |
|---|---|
| **Name** | Shaik gulam Mohammad |
| **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 |
|---|---|---|
| **1) Fixed Compensation** | | |
| Basic Salary | 14,784 | 1,77,408 |
| Bouquet Of Benefits # | 7,646 | 91,752 |
| **2) Performance Pay**** | | |
| Monthly Performance Pay | 1,700 | 20,400 |
| Quarterly Variable Allowance* | 600 | 7,200 |
| **3) City Allowance** | 200 | 2,400 |
| **4) Annual Components/Retirals** | | |
| Health Insurance*** | NA | 7,900 |
| Provident Fund | 1,774 | 21,289 |
| Gratuity | 711 | 8,533 |
| Total of Annual Components & Retirals | 2,485 | 37,722 |
| Retention Incentive | NA | 0 |
| **TOTAL GROSS** | 27,415 | 3,36,877 |
| **Xplore/ Learning Incentive****** | | Upto 60,000 |

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore 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 |
| **GROSS BOUQUET OF BENEFITS** | 7,646 | 91,752 |



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**Annexure**

| | |
|---|---|
| **Ahmedabad**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Garima Park,IT/ITES SEZ,Plot # 41,<br>Gandhinagar - 382007 | **Bangalore**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Gate 1, No 42, Think campus, Electronic City phase II,<br>Bangalore - 560100,Karnataka |
| **BUBANESHWAR**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Training Lab Venue:-Barabati, IRC Block, Ground Floor,<br>Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA,<br>Bhubaneswar - 751024 | **Chennai**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>415/21-24, Kumaran Nagar, Old Mahabalipuram Rd,<br>TNHB, Sholinganallur, Chennai, Tamil Nadu 600119 |
| **DELHI – Gurgoan**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003,<br>Haryana | **DELHI – Noida**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62,<br>Noida - 201 309,UP |
| **Guwahati**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam | **Hyderabad**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Q City, Nanakramguda, Hyderabad |
| **INDORE**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018,<br>Madhya Pradesh | **KOLKATA**<br>TCS XP HR Lead<br>Tata Consultancy Services Limited,<br>Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords |
| **KOCHI**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>TCS centre, Infopark Road Infopark Campus, Infopark ,<br>Kakkanad, Kerala 682042 | **MUMBAI**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606 |
| **NAGPUR**<br>TCS XP HR Lead<br>Tata Consultancy Services Limited,<br>Mihan-Sez, Nagpur, Telhara, Maharashtra 441108, | **PUNE**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra |
| **Trivandrum**<br>TCS XP HR Lead<br>Tata Consultancy Serives,<br>Peepul Park, Technopark Campus ,Kariyavattom P.O.<br>Trivandrum - 695581, India | |



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Ranga Reddy (Dist.)

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

**Annexure**

## Confidentiality and IP Terms and Conditions

## Confidentiality and IP Terms and Conditions - Annexure 3:

### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



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**2. Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

**3. Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



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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. **Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. **No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



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**9. 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.

**10. General**

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



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**Offer: Computer Consultancy**
**Ref: TCSL/DT20206476605/Hyderabad**
**Date: 11/01/2021**

Ms. Sai Divya Kandepu
Plot No. 289Street No.2n,
Bhavani Nagar,
Hyderabad-500062,
Telangana.
Tel# 91-6304633663

Dear Sai Divya Kandepu,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **`3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &



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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

## COMPENSATION AND BENEFITS

### BASIC SALARY

You will be eligible for a basic salary of `**14,784/-** per month.

### BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be `**5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of `**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



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## PERFORMANCE PAY

**Monthly Performance Pay**
You will receive a monthly performance pay of `**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

**Quarterly Variable Allowance**
Your variable allowance will be `**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## CITY ALLOWANCE

You will be eligible for a City Allowance of `**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

## OTHER BENEFITS

**Health Insurance Scheme**
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:



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1. **Basic Cover**

i. Entitlement - Includes domiciliary expenses up to `6,000/- per insured person per annum and basic hospitalization expenses up to `2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for `12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

**Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

**Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)**

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of `250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

**Loans**

You will be eligible for loans, as per TCSL's loan policy.

**Professional Memberships**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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## RETIRALS

**Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

**Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**

   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**

   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



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**3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

**4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

**5. Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

**6. Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

**7. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

**8. Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a



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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

**9. Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

**10. Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL `50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

**11. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

**12. Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.



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## 13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

## 14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

## 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



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including termination of traineeship/service without notice.

**19. Submission of Documents**

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  *There is no criminal offence registered/pending against you
  *There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents



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*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

**20. TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

**21. Letter of Appointment**

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

**22. Rules and Regulations of the Company**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

**23. Compliance to all clauses**

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



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**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 oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**K Ganesan**
**Global Head Talent Acquisition & AIP**

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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TATA

## GROSS SALARY SHEET

**Annexure 1**

| | |
|---|---|
| **Name** | **Sai Divya Kandepu** |
| **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 |
|---|---|---|
| **1) Fixed Compensation** | | |
| Basic Salary | 14,784 | 1,77,408 |
| Bouquet Of Benefits # | 7,646 | 91,752 |
| **2) Performance Pay**** | | |
| Monthly Performance Pay | 1,700 | 20,400 |
| Quarterly Variable Allowance* | 600 | 7,200 |
| **3) City Allowance** | 200 | 2,400 |
| **4) Annual Components/Retirals** | | |
| Health Insurance*** | NA | 7,900 |
| Provident Fund | 1,774 | 21,289 |
| Gratuity | 711 | 8,533 |
| Total of Annual Components & Retirals | 2,485 | 37,722 |
| Retention Incentive | NA | 0 |
| **TOTAL GROSS** | 27,415 | 3,36,877 |
| **Xplore/ Learning Incentive****** | | Upto 60,000 |

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore 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 |
| **GROSS BOUQUET OF BENEFITS** | 7,646 | 91,752 |



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**Annexure**

| | |
|---|---|
| **Ahmedabad**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Garima Park,IT/ITES SEZ,Plot # 41,<br>Gandhinagar - 382007 | **Bangalore**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Gate 1, No 42, Think campus, Electronic City phase II,<br>Bangalore - 560100,Karnataka |
| **BUBANESHWAR**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Training Lab Venue:-Barabati, IRC Block, Ground Floor,<br>Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA,<br>Bhubaneswar - 751024 | **Chennai**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>415/21-24, Kumaran Nagar, Old Mahabalipuram Rd,<br>TNHB, Sholinganallur, Chennai, Tamil Nadu 600119 |
| **DELHI – Gurgoan**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003,<br>Haryana | **DELHI – Noida**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62,<br>Noida - 201 309,UP |
| **Guwahati**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam | **Hyderabad**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Q City, Nanakramguda, Hyderabad |
| **INDORE**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018,<br>Madhya Pradesh | **KOLKATA**<br>TCS XP HR Lead<br>Tata Consultancy Services Limited,<br>Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords |
| **KOCHI**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>TCS centre, Infopark Road Infopark Campus, Infopark ,<br>Kakkanad, Kerala 682042 | **MUMBAI**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606 |
| **NAGPUR**<br>TCS XP HR Lead<br>Tata Consultancy Services Limited,<br>Mihan-Sez, Nagpur, Telhara, Maharashtra 441108, | **PUNE**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra |
| **Trivandrum**<br>TCS XP HR Lead<br>Tata Consultancy Serives,<br>Peepul Park, Technopark Campus ,Kariyavattom P.O.<br>Trivandrum - 695581, India | |



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**Annexure**

**Confidentiality and IP Terms and Conditions**

**Confidentiality and IP Terms and Conditions - Annexure 3:**

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



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2. **Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. **Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



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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. **Restriction on Associate's Rights**
Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. **No License**
TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



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**9. 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.

**10. General**

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



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**Offer: Computer Consultancy**
**Ref: TCSL/DT20206476604/Hyderabad**
**Date: 11/01/2020**

Ms. P G Manoj Kumar
Plot No. 43,
Tarnaka,
Hyderabad-500062,
Telangana.
Tel# 91-8106234187

Dear P G Manoj 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 and we are pleased to make youan offer.

This offer is based on your profile and performance in the selection process. You have beenselected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will beassigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per thebusiness requirements 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 XploreProgram which gives you an additional earning potential of upto **Rs.60,000** during the firstyear.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 joiningdate and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

## COMPENSATION AND BENEFITS

### BASIC SALARY

You will be eligible for a basic salary of `**14,784/-** per month.

### BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be `**5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocatedtowards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of `**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



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## PERFORMANCE PAY

### Monthly Performance Pay

You will receive a monthly performance pay of `**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your ownongoing individual performance.

### Quarterly Variable Allowance

Your variable allowance will be `**600/-** per month, and will be paid at the closure of eachquarter based on the performance of the company and your unit and to the extent of yourallocation 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 mayundergo a change. It will stand to be discontinued while on international assignments. Thisallowance is fully taxable and subject to review.

## XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

## OTHER BENEFITS

### Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:



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## 1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to `6,000/- per insured person per annum and basic hospitalization expenses up to `2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, ifyou wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for `12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of `250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## Loans

You will be eligible for loans, as per TCSL's loan policy.

## Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.



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## RETIRALS

### Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## TERMS AND CONDITIONS

### 1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### 2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



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## 3. Training Period

You will be required to undergo class room and on the job training in the first twelvemonths (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 anytime if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

## 4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

## 5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

## 6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

## 7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

## 8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

## 9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealedto you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## 10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL `50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

## 11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

## 12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

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## 13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

## 14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

## 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 Governmentof 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



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including termination of traineeship/service without notice.

## 19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PANcard 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 multiplenames, 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 theJoining 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 belowdocuments



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*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 arerequested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## 21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## 22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

## 23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



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**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 oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



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**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joiningletter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global teamYours

Sincerely,

**For TATA Consultancy Services Limited**

**K Ganesan**
**Global Head Talent Acquisition & AIP**

Click here or use a QR code scanner from your mobileto validate the offer letter

Encl: Annexure 1: Benefits and Gross SalaryAnnexure 2:
List of TCS Xplore Centres Annexure 3:
Confidentiality and IP Terms

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**GROSS SALARY SHEET** **Annexure 1**

| | |
|---|---|
| **Name** | P G Manoj Kumar |
| **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 |
|---|---|---|
| **1) Fixed Compensation** | | |
| Basic Salary | 14,784 | 1,77,408 |
| Bouquet Of Benefits # | 7,646 | 91,752 |
| **2) Performance Pay**** | | |
| Monthly Performance Pay | 1,700 | 20,400 |
| Quarterly Variable Allowance* | 600 | 7,200 |
| **3) City Allowance** | 200 | 2,400 |
| **4) Annual Components/Retirals** | | |
| Health Insurance*** | NA | 7,900 |
| Provident Fund | 1,774 | 21,289 |
| Gratuity | 711 | 8,533 |
| Total of Annual Components & Retirals | 2,485 | 37,722 |
| Retention Incentive | NA | 0 |
| **TOTAL GROSS** | 27,415 | 3,36,877 |
| **Xplore/ Learning Incentive****** | | Upto 60,000 |

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSLdefined 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 Childrenthen 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 TCSXplore 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 |
| **GROSS BOUQUET OF BENEFITS** | 7,646 | 91,752 |



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**Annexure**

| | |
|---|---|
| **Ahmedabad**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Garima Park,IT/ITES SEZ,Plot # 41,<br>Gandhinagar - 382007 | **Bangalore**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Gate 1, No 42, Think campus, Electronic City phase II,<br>Bangalore - 560100,Karnataka |
| **BUBANESHWAR**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Training Lab Venue:-Barabati, IRC Block, Ground Floor,<br>Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA,<br>Bhubaneswar - 751024 | **Chennai**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>415/21-24, Kumaran Nagar, Old Mahabalipuram Rd,<br>TNHB, Sholinganallur, Chennai, Tamil Nadu 600119 |
| **DELHI – Gurgoan**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003,<br>Haryana | **DELHI – Noida**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62,<br>Noida - 201 309,UP |
| **Guwahati**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam | **Hyderabad**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Q City, Nanakramguda, Hyderabad |
| **INDORE**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018,<br>Madhya Pradesh | **KOLKATA**<br>TCS XP HR Lead<br>Tata Consultancy Services Limited,<br>Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords |
| **KOCHI**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042 | **MUMBAI**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606 |
| **NAGPUR**<br>TCS XP HR Lead<br>Tata Consultancy Services Limited,<br>Mihan-Sez, Nagpur, Telhara, Maharashtra 441108, | **PUNE**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra |
| **Trivandrum**<br>TCS XP HR Lead<br>Tata Consultancy Serives,<br>Peepul Park, Technopark Campus ,Kariyavattom P.O.<br>Trivandrum - 695581, India | |

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

**Annexure**

## Confidentiality and IP Terms and Conditions

## Confidentiality and IP Terms and Conditions - Annexure 3:

### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



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## 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 ofTCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



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## 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 withTCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

## 6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

## 7. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do soin writing by TCS.

## 8. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



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## 9. 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.

## 10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion thatshall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



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**Offer: Computer Consultancy**
**Ref: TCSL/DT20206476603/Hyderabad**
**Date: 11/01/2020**

Nagulapati Thanmayi
Plot No. 45Street No.4,
SANATHNAGAR,
Hyderabad-500062,
Telangana.
Tel# 91-6304633663

Dear
NagulapatiThanmayi

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements 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



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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

## COMPENSATION AND BENEFITS

### BASIC SALARY

You will be eligible for a basic salary of `**14,784/-** per month.

### BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be `**5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of `**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



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## PERFORMANCE PAY

**Monthly Performance Pay**
You will receive a monthly performance pay of `**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

**Quarterly Variable Allowance**
Your variable allowance will be `**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## CITY ALLOWANCE
You will be eligible for a City Allowance of `**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## XPLORE/ LEARNING INCENTIVES
You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

## OTHER BENEFITS

**Health Insurance Scheme**
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:



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1. **Basic Cover**

   i. Entitlement - Includes domiciliary expenses up to `6,000/- per insured person per annum and basic hospitalization expenses up to `2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**

   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for `12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

**Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

**Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)**

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of `250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

**Loans**

You will be eligible for loans, as per TCSL's loan policy.

**Professional Memberships**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.



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## RETIRALS

### Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**

   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**

   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



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3. **Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. **Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a



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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

**9. Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

**10. Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL `50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

**11. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

**12. Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.



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## 13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

## 14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

## 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



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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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Ranga Reddy (Dist.)

including termination of traineeship/service without notice.

**19. Submission of Documents**

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  *There is no criminal offence registered/pending against you
  *There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents



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*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

**20. TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

**21. Letter of Appointment**

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

**22. Rules and Regulations of the Company**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

**23. Compliance to all clauses**

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



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Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com Ranga Reddy (Dist.)
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**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 oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



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**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**K Ganesan**
**Global Head Talent Acquisition & AIP**

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms



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## GROSS SALARY SHEET

Annexure 1

| | |
|---|---|
| **Name** | Nagapati Tanmayi |
| **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 |
|---|---|---|
| **1) Fixed Compensation** | | |
| Basic Salary | 14,784 | 1,77,408 |
| Bouquet Of Benefits # | 7,646 | 91,752 |
| **2) Performance Pay**** | | |
| Monthly Performance Pay | 1,700 | 20,400 |
| Quarterly Variable Allowance* | 600 | 7,200 |
| **3) City Allowance** | 200 | 2,400 |
| **4) Annual Components/Retirals** | | |
| Health Insurance*** | NA | 7,900 |
| Provident Fund | 1,774 | 21,289 |
| Gratuity | 711 | 8,533 |
| Total of Annual Components & Retirals | 2,485 | 37,722 |
| Retention Incentive | NA | 0 |
| **TOTAL GROSS** | 27,415 | 3,36,877 |
| **Xplore/ Learning Incentive****** | | Upto 60,000 |

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore 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 |
| **GROSS BOUQUET OF BENEFITS** | 7,646 | 91,752 |



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**Annexure**

| | |
|---|---|
| **Ahmedabad**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Garima Park,IT/ITES SEZ,Plot # 41,<br>Gandhinagar - 382007 | **Bangalore**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Gate 1, No 42, Think campus, Electronic City phase II,<br>Bangalore - 560100,Karnataka |
| **BUBANESHWAR**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Training Lab Venue:-Barabati, IRC Block, Ground Floor,<br>Tata Consultancy Services Limited, (UNIT-II) - BARBATI<br>SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO.<br>35, CHANDAKA INDUSTRIAL ESTATE, PATIA,<br>Bhubaneswar - 751024 | **Chennai**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>415/21-24, Kumaran Nagar, Old Mahabalipuram Rd,<br>TNHB, Sholinganallur, Chennai, Tamil Nadu 600119 |
| **DELHI – Gurgoan**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Block C, Kings Canyon, ASF Insignia, Gurgaon -<br>Faridabad Road, Gawal Pahari, Gurgaon - 122003,<br>Haryana | **DELHI – Noida**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th<br>floor, Glaxy Business Park, Block - C & D, Sector - 62,<br>Noida - 201 309,UP |
| **Guwahati**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati -<br>781006,Assam | **Hyderabad**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Q City, Nanakramguda, Hyderabad |
| **INDORE**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor,<br>Village Tigariya Badshah & Bada Bangarda, Tehsil<br>Hatod, Indore - 452018,<br>Madhya Pradesh | **KOLKATA**<br>TCS XP HR Lead<br>Tata Consultancy Services Limited,<br>Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New<br>Town, Rajarhat, Kolkata - 700160,West Bengal OR<br>Auditorium,2nd Floor, Wanderers Building,Delta Park -<br>Lords |
| **KOCHI**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>TCS centre, Infopark Road Infopark Campus, Infopark ,<br>Kakkanad, Kerala 682042 | **MUMBAI**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Yantra Park, Pokharan Road Number 2, TCS Approach<br>Rd, Thane, West, Thane, Maharashtra 400606 |
| **NAGPUR**<br>TCS XP HR Lead<br>Tata Consultancy Services Limited,<br>Mihan-Sez, Nagpur, Telhara, Maharashtra 441108, | **PUNE**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park,<br>Hinjewadi Phase III, Pune - 411057,Maharashtra |
| **Trivandrum**<br>TCS XP HR Lead<br>Tata Consultancy Serives,<br>Peepul Park, Technopark Campus ,Kariyavattom P.O.<br>Trivandrum - 695581, India | |



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**Annexure**

**Confidentiality and IP Terms and Conditions**

**Confidentiality and IP Terms and Conditions - Annexure 3:**

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



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2. **Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. **Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



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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. **Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. **No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



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**9. 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.

**10. General**

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



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**Offer: Computer Consultancy**
**Ref: TCSL/DT20206476602/Hyderabad**
**Date: 11/01/2020**

Ms. M Phanidhar Reddy
Plot No. 12 Street No.5,
JUBLIHILLS,
Hyderabad-500062,
Telangana.
Tel# 91-9963366302

Dear M Phanidhar 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 assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **`3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &



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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

## COMPENSATION AND BENEFITS

### BASIC SALARY

You will be eligible for a basic salary of `**14,784/-** per month.

### BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be `**5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of `**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



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## PERFORMANCE PAY

**Monthly Performance Pay**

You will receive a monthly performance pay of `**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

**Quarterly Variable Allowance**

Your variable allowance will be `**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the 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:



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 Careers Serviceline: 1800 209 3111 Email: careers@tcs.com
PRINCIPAL
Vignan Institute of Engineering & Technology
Duddlapally (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.



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Avanthi Institute of Engineering & Technology
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Ranga Reddy (Dist.)

## RETIRALS

**Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

**Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**

   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**

   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



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3. **Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. **Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a



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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

**9. Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

**10. Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL `50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

**11. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

**12. Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.



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## 13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

## 14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

## 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



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including termination of traineeship/service without notice.

**19. Submission of Documents**

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  *There is no criminal offence registered/pending against you
  *There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents



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*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

**20. TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

**21. Letter of Appointment**

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

**22. Rules and Regulations of the Company**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

**23. Compliance to all clauses**

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



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**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 oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



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**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**K Ganesan**
**Global Head Talent Acquisition & AIP**

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms



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TATA

## GROSS SALARY SHEET

Annexure 1

| | |
|---|---|
| **Name** | M Phanidhar Reddy |
| **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 |
|---|---|---|
| **1) Fixed Compensation** | | |
| Basic Salary | 14,784 | 1,77,408 |
| Bouquet Of Benefits # | 7,646 | 91,752 |
| **2) Performance Pay**** | | |
| Monthly Performance Pay | 1,700 | 20,400 |
| Quarterly Variable Allowance* | 600 | 7,200 |
| **3) City Allowance** | 200 | 2,400 |
| **4) Annual Components/Retirals** | | |
| Health Insurance*** | NA | 7,900 |
| Provident Fund | 1,774 | 21,289 |
| Gratuity | 711 | 8,533 |
| Total of Annual Components & Retirals | 2,485 | 37,722 |
| Retention Incentive | NA | 0 |
| **TOTAL GROSS** | 27,415 | 3,36,877 |
| **Xplore/ Learning Incentive****** | | Upto 60,000 |

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore 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 |
| **GROSS BOUQUET OF BENEFITS** | 7,646 | 91,752 |



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**Annexure**

| | |
|---|---|
| **Ahmedabad**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Garima Park,IT/ITES SEZ,Plot # 41,<br>Gandhinagar - 382007 | **Bangalore**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Gate 1, No 42, Think campus, Electronic City phase II,<br>Bangalore - 560100,Karnataka |
| **BUBANESHWAR**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Training Lab Venue:-Barabati, IRC Block, Ground Floor,<br>Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA,<br>Bhubaneswar - 751024 | **Chennai**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>415/21-24, Kumaran Nagar, Old Mahabalipuram Rd,<br>TNHB, Sholinganallur, Chennai, Tamil Nadu 600119 |
| **DELHI – Gurgoan**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003,<br>Haryana | **DELHI – Noida**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62,<br>Noida - 201 309,UP |
| **Guwahati**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam | **Hyderabad**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Q City, Nanakramguda, Hyderabad |
| **INDORE**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor,<br>Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018,<br>Madhya Pradesh | **KOLKATA**<br>TCS XP HR Lead<br>Tata Consultancy Services Limited,<br>Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords |
| **KOCHI**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>TCS centre, Infopark Road Infopark Campus, Infopark ,<br>Kakkanad, Kerala 682042 | **MUMBAI**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606 |
| **NAGPUR**<br>TCS XP HR Lead<br>Tata Consultancy Services Limited,<br>Mihan-Sez, Nagpur, Telhara, Maharashtra 441108, | **PUNE**<br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park,<br>Hinjewadi Phase III, Pune - 411057,Maharashtra |
| **Trivandrum**<br>TCS XP HR Lead<br>Tata Consultancy Serives,<br>Peepul Park, Technopark Campus ,Kariyavattom P.O.<br>Trivandrum - 695581, India | |



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**Annexure**

## Confidentiality and IP Terms and Conditions

## Confidentiality and IP Terms and Conditions - Annexure 3:

### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
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PRINCIPAL
Technology
Hayathnagar,
Ranga Reddy (Dist.)

**2. Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

**3. Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



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Gunthapally (Dist.)

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4. **Prior knowledge**

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5. **Use of third party material**

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6. **Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. **Restriction on Associate's Rights**

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8. **No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



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Gunthapally (V), Hayathnagar,
Ranga Reddy (D)

**9. 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.

**10. General**

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



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**Offer: Computer Consultancy**
**Ref: TCSL/DT20206476601/Hyderabad**
**Date: 11/01/2020**

Ms. Doornala Om Prasad
Plot No. 50 Street No.5,
Banjarahills,
Hyderabad-500062,
Telangana.
Tel# 91-9963366302

Dear Doornala Om Prasad,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **`3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &



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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

## COMPENSATION AND BENEFITS

### BASIC SALARY

You will be eligible for a basic salary of `**14,784/-** per month.

### BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be `**5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of `**500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



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## PERFORMANCE PAY

**Monthly Performance Pay**
You will receive a monthly performance pay of `**1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

**Quarterly Variable Allowance**
Your variable allowance will be `**600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## CITY ALLOWANCE

You will be eligible for a City Allowance of `**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

## OTHER BENEFITS

**Health Insurance Scheme**
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:



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1. **Basic Cover**

i. Entitlement - Includes domiciliary expenses up to `6,000/- per insured person per annum and basic hospitalization expenses up to `2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for `12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

**Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

**Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)**

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of `250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

**Loans**

You will be eligible for loans, as per TCSL's loan policy.

**Professional Memberships**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.



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## RETIRALS

**Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

**Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**

   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**

   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



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3. **Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. **Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a



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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



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**9. Equitable Rights**

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(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

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(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



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4. **Prior knowledge**

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7. **Restriction on Associate's Rights**

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8. **No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



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2. **Associate's Obligations**
Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. **Intellectual Property Rights**
Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



TATA CONSULTANCY SERVICES

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

Tata Consultancy Services
Deccanpark, No 1 Software Units Layout, Madhapur,
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

**Annexure**

## Confidentiality and IP Terms and Conditions

## Confidentiality and IP Terms and Conditions - Annexure 3:

### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



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Aravali Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

TATA CONSULTANCY SERVICES
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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

TATA

**GROSS SALARY SHEET** **Annexure 1**

| | |
|---|---|
| **Name** | Doornala Om Prasad |
| **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 |
|---|---|---|
| **1) Fixed Compensation** | | |
| Basic Salary | 14,784 | 1,77,408 |
| Bouquet Of Benefits # | 7,646 | 91,752 |
| **2) Performance Pay**** | | |
| Monthly Performance Pay | 1,700 | 20,400 |
| Quarterly Variable Allowance* | 600 | 7,200 |
| **3) City Allowance** | 200 | 2,400 |
| **4) Annual Components/Retirals** | | |
| Health Insurance*** | NA | 7,900 |
| Provident Fund | 1,774 | 21,289 |
| Gratuity | 711 | 8,533 |
| Total of Annual Components & Retirals | 2,485 | 37,722 |
| Retention Incentive | NA | 0 |
| **TOTAL GROSS** | 27,415 | 3,36,877 |
| **Xplore/ Learning Incentive****** | | Upto 60,000 |

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore 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 |
| **GROSS BOUQUET OF BENEFITS** | 7,646 | 91,752 |



**TCS Confidential**
**TCSL/DT20206476601**

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Tata Consultancy Services Limited
Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 (A.P.)
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**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**K Ganesan**
**Global Head Talent Acquisition & AIP**

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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Ranga Reddy (Dist.)



TCS Confidential
TCSL/DT20206476601

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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 Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

**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 oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

**20. TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

**21. Letter of Appointment**

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

**22. Rules and Regulations of the Company**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

**23. Compliance to all clauses**

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



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including termination of traineeship/service without notice.

**19. Submission of Documents**

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  *There is no criminal offence registered/pending against you
  *There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

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Gunthapally (V), Hayathnagar,
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Tata Consultancy Services Limited
Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 (AP), 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**

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

**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



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Gunthapilly (V), Hayathnagar,
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.

**9. Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

**10. Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL `50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

**11. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

**12. Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.



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Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

TekWorks

**Date: 25/11/2021**

**To**
**Balla Bhanu,**
**9394523511.**

**Dear Balla Bhanu,**

We are happy to welcome you to **TekWorks Enterprise Solutions Private Limited.** As a valued member of the team, we look forward to you playing an important role in helping us achieve our Vision, uphold our Leadership Principles, and live our Culture.

As an organization, we value **PASSION, ACCOUNTABILITY, OUT-OF-THE-BOX THINKING, and COLLABORATION** in people.

This letter of intent is made to you based on your performance in our Assessment and final round of interview. You are required to undergo our intense 6-month, **Training Program.** Post the successful completion of the Training, you will be hired as a full-time employee of **TekWorks**. **You will be paid INR 10,000 per month** as a stipend during these 6 months of training.

**After successful completion** of your college degree graduation and the **Training Program, you will be issued an offer letter** with a minimum salary package of INR 3.5 lakhs per annum with mentioning your salary details and that you will be hired on the payrolls of **TekWorks** from Nov **2021.** We look forward to you beginning your career with **our Training Program** within 1st week of Dec **2021.**

Please complete your joining formalities as per our instructions from Our HR Team. Kindly be ready with all your documents (Originals and attested) to complete your joining formalities.

We request you to get in touch with the HR team in case you need any further assistance and support at info@tekworks.in. **We sincerely hope that your period of association with us will be long, pleasant, and of mutual benefit.**

**For TekWorks Enterprise Solutions Pvt Ltd.,**

G. Sridhar

**Sridhar Tirumala**
**Managing Director**

PRINCIPAL
Avanthi Institute of Engg. & Tech
Abdullapurmet (M), R.R.Dist

TekWorks

**Date: 25/11/2021**

**To**
**Bathula Sulochana,**
**9177606841.**

**Dear Bathula Sulochana,**

We are happy to welcome you to **TekWorks Enterprise Solutions Private Limited.** As a valued member of the team, we look forward to you playing an important role in helping us achieve our Vision, uphold our Leadership Principles, and live our Culture.

As an organization, we value **PASSION, ACCOUNTABILITY, OUT-OF-THE-BOX THINKING, and COLLABORATION** in people.

This letter of intent is made to you based on your performance in our Assessment and final round of interview. You are required to undergo our intense 6-month, **Training Program.** Post the successful completion of the Training, you will be hired as a full-time employee of **TekWorks**. **You will be paid INR 10,000 per month** as a stipend during these 6 months of training.

**After successful completion** of your college degree graduation and the **Training Program, you will be issued an offer letter** with a minimum salary package of INR 3.5 lakhs per annum with mentioning your salary details and that you will be hired on the payrolls of **TekWorks** from Nov **2021.** We look forward to you beginning your career with **our Training Program** within 1st week of Dec **2021.**

Please complete your joining formalities as per our instructions from Our HR Team. Kindly be ready with all your documents (Originals and attested) to complete your joining formalities.

We request you to get in touch with the HR team in case you need any further assistance and support at info@tekworks.in. **We sincerely hope that your period of association with us will be long, pleasant, and of mutual benefit.**

**For TekWorks Enterprise Solutions Pvt Ltd.,**

G. Sridhar

**Sridhar Tirumala**
**Managing Director**

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

TekWorks

**Date: 25/11/2021**

**To**
**Bodise Shireesha,**
**8463914037.**

**Dear Bodise Shireesha,**

We are happy to welcome you to **TekWorks Enterprise Solutions Private Limited.** As a valued member of the team, we look forward to you playing an important role in helping us achieve our Vision, uphold our Leadership Principles, and live our Culture.

As an organization, we value **PASSION, ACCOUNTABILITY, OUT-OF-THE-BOX THINKING, and COLLABORATION** in people.

This letter of intent is made to you based on your performance in our Assessment and final round of interview. You are required to undergo our intense 6-month, **Training Program.** Post the successful completion of the Training, you will be hired as a full-time employee of **TekWorks**. **You will be paid INR 10,000 per month** as a stipend during these 6 months of training.

**After successful completion** of your college degree graduation and the **Training Program, you will be issued an offer letter** with a minimum salary package of INR 3.5 lakhs per annum with mentioning your salary details and that you will be hired on the payrolls of **TekWorks** from Nov **2021.** We look forward to you beginning your career with **our Training Program** within 1st week of Dec **2021.**

Please complete your joining formalities as per our instructions from Our HR Team. Kindly be ready with all your documents (Originals and attested) to complete your joining formalities.

We request you to get in touch with the HR team in case you need any further assistance and support at info@tekworks.in. **We sincerely hope that your period of association with us will be long, pleasant, and of mutual benefit.**

**For TekWorks Enterprise Solutions Pvt Ltd.,**

G. Sridhar

**Sridhar Tirumala**
**Managing Director**

PRINCIPAL
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Palle Technologies

LEADERS IN TECHNOLOGY TRAINING

SOFTWARE TRAINING | OUT SOURCING | SOLUTION

ISO 9001 : 2015 CERTIFIED & NASSCOM MEMBER

21/11/2022

# Letter of Intent –Free Training and Placement under CSR

**Dear Burukunta Pranathi (Avanthi institute of engineering and technology)**

We are pleased to inform you that you have been selected for CSR-Incubation batch of Technology Training and Placement which is of free of cost for merit students.

By Palle Technologies, Bangalore.

**The program will begin from (November) 21/11/2022 Course Duration (3.5 month)**
**The Mode of Training will be Online – Using Zoom App.**
**The Training will be conducted every day between 6:30 PM to 8 PM.**
During this Program you will be having Technology Training

1. Monday to Friday – Training, and Saturday Evaluation & interview preparation.

Program features:

1. Aptitude & reasoning training
2. Technology training on Java / python / Dotnet based on student choice.
   Technology training on common modules which includes web technologies, and database mysql/sql server
3. Assignments – coding & aptitude
4. System tests on regular basis
5. Coding interview preparation
6. Mock technical interviews
7. Mock HR interviews
8. We will schedule unlimited number of interviews with our esteemed clients with packages starting from 3 LPA to 8 LPA until student gets placed
9. Course Completion Certificate will be provided after the successful completion of the Technology training
10. If student misses any one class during training period, then student will be dropped from the program and will not be eligible for free training and placements.
11. If student has not attended any interview scheduled by Palle Technologies, then student will be disqualified from the program and will not be eligible for free training and placements.
12. Student must clear mock interview to apply for our client companies.

PRINCIPAL

15/6, 2nd Floor, Manish Complex (Above SBI Bank), Mangammanapalya Main Road
Bommanahalli, Bengaluru - 560 068
Ph : 080-41645630, email : info@techpalle.com | website : www.techpalle.com

Mandatory Requirements while joining:

(1) Student has to send a photo copy of his or her X, XII mark sheets
(2) Student has to send a photo copy of Engineering all semester mark sheets up to 6th semester
(3) Student has to send photo copy of Aadhar card
(4) Student has to send photo copy of college ID proof
(5) Student has to send his or her pass port size photo

**We look forward to welcome you on board.**

**Sincerely,**
**HR Team**
**Palle Technologies**

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

SunviENG®
Planning|Design|Engineering

Date: 25th December, 2021

**PERSONAL & CONFIDENTIAL**

**Apprenticeship Offer Letter**

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**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: | 25th December 2021 |
| 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.

For SunviENG Pvt Ltd.,
**T.M.V. TARAKA**
**HR Executive**

**Signature**
**Bodise Soni**

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R.Dist

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## 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**

**Bodise Soni**

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## 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 10th Consolidated Marks Memo (CMM) photocopy.
- Intermediate or Class 12th 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**

**Bodise Soni**

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## ANNEXURE-3

This agreement, dated on the 25th December, 2021 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 08th February, 2023. 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.

SUNVI LABS ENG PVT LTD HYD

**SunviENG Pvt Ltd.,** (**Company Seal with MD Signature**)

**Signature**
**Bodise Soni**

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## 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.



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**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.

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**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.

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**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**

**Bodise Soni**

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## ACCEPTANCE OF APPRENTICESHIP

I have read and fully understood the above terms and conditions and I accept the same without any reservations.

**Date:**

**Place:Hyderabad.**

**Signature**

**Bodise Soni**

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Gowraram (V), Ghatkesar (M), Medipurmet (Mdl) R.R.Dist

S<SkillKount

Date: November 10, 2021.

**To**

**Mr.Bhuyya Akhil Goud,**
**SkillKount Technologies,**
**Hyderabad,**

**Sub: Deputation Letter**

Dear Mr.Bhuyya Akhil Goud (F5065691), This is to inform you that you have been deputed to Pacra Edge on or before 28th November 2021.

You hereby acknowledge that the terms and conditions of employment as set out in this letter shall be governed by the polices and guidelines issued by the Company from time to time. You agree to be bound by any and all such policies and guidelines and acknowledge that such policies and guideline may be amended or modified or withdrawn from time to time at the sole discretion of the Company. Such change shall be notified by the Company to you at the earlier opportunity and shall be binding upon you.

**1. Designation:**

1] The Company agrees to employ you and you agree to act as "Associate – Health Care Claims" (India Business Title)" and serve the Company upon the terms and subject to the conditions set out in this letter. Your designation is subject to change as per the roles, responsibilities and work assigned to you from time to time.

**2. Compensation:**

2] You will be entitled for an annual cost to company (CTC) of Rs. 2,31, 516. (Rupees Two Lakh Thirty-One Thousand Five Hundred Sixteen Only) per annum. For details of your remuneration structure, please refer to the enclosed Annexure-A.

2.2 All amount payable by the Company under this letter shall be subject to such withholding tax, tax deduction at source or any other taxes as may be required under applicable laws, other statutory deductions, if any and social security contributions. However, it shall remain your responsibility to meet your tax liabilities.



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SS&C

Date: November 15, 2021.

**To**

**CHOUDOJU MOUNIKA,**
**Location: Hyderabad,**
**India Business Title: Associate – Health Care Claims**
**Workday Title: Health Care Claims Examiner I**
**Grade: SI**

**Sub: Appointment Letter**

DST Worldwide Services India Private Limited is pleased in appoint you in its services with effect from November 22, 2021 subject to the terms and conditions set out in this letter.

You hereby acknowledge that the terms and conditions of employment as set out in this letter shall be governed by the polices and guidelines issued by the Company from time to time. You agree to be bound by any and all such policies and guidelines and acknowledge that such policies and guideline may be amended or modified or withdrawn from time to time at the sole discretion of the Company. Such change shall be notified by the Company to you at the earlier opportunity and shall be binding upon you.

**1. Designation:**

1] The Company agrees to employ you and you agree to act as "Associate – Health Care Claims" (India Business Title)" and serve the Company upon the terms and subject to the conditions set out in this letter. Your designation is subject to change as per the roles, responsibilities and work assigned to you from time to time.

**2. Compensation:**

2] You will be entitled for an annual cost to company (CTC) of Rs. 2,31, 516. (Rupees Two Lakh Thirty-One Thousand Five Hundred Sixteen Only) per annum. For details of your remuneration structure, please refer to the enclosed Annexure-A.

2.2 All amount payable by the Company under this letter shall be subject to such withholding tax, tax deduction at source or any other taxes as may be required under applicable laws, other statutory deductions, if any and social security contributions. However, it shall remain your responsibility to meet your tax liabilities.



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ELTP / 2021

11-Nov-2021

**Subject: Letter of Intent to Hire**

**Dear CH. Rajesh,**

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a **Trainee Business Developer** in our Organization.

We request you to confirm to us your intent to join and accept this letter by signing and returning a copy of this letter to our HR team (mail id: **hrteam@eidiko.com**), no later than **15-November-2021,** failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

The detailed Terms and Conditions of your appointment shall be issued to you along with the offer letter at the time joining. You will be under a probationary period of 6 (six) months, from the date of joining.

Upon confirmation of your acceptance to join, you will be required to join the company on 15-**Nove-2021** or inform the HR about any delay in joining date with a genuine reason, failingwhich our offer is closed and no further communication will be entertained.

**Following are the details about Trainee Business Developer:**

**Compensation**
**CTC:** Your Annual Gross CTC for the year, which is inclusive of Basic Salary and other Variable emoluments, is **Rs. 1,80,000/-** Per Annum (INR One Lakh Eighty Thousand Rupees Only).

This offer is subject to you satisfying the following requirements:

1. You are required to mandatorily possess the following documents at the time of joining:
    a. A valid Passport
    b. Income Tax PAN Card at the time of joining the Company.
2. You should have completed your academic course with a minimum of **65% or equivalent** as specified at the time of your selection.
3. Minimum of 65% in HSC or equivalent course and minimum of First Class 65% in all other courses completed by you prior to your qualifying academic course.
4. You should have completed any Company organized training imparted prior to your date of joining
5. Submit all necessary legal documentation pertaining to your employment

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+91 40-33182600 info@eidiko.com

Eidiko Systems Integrators, Suite #1, Floor #1, MJR Magnifique,
Khajaguda X Roads, Gachibowli, Hyderabad, India – 500008

www.eidiko.c

We look forward to you having a rewarding career with us

Please revert to us with your acceptance of this offer.

Wishing you all the best,

Yours sincerely,

**Ratan Siripurapu**
**Vice President - Operations**
**Eidiko Systems Integrators Pvt. Ltd**

www.eidiko.com

+91 40-33182600 info@eidiko.com

Eidiko Systems Integrators, Suite #1, Floor #1, MJR Magnifique,
Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008

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Date: 22nd Nov, 2021

**PERSONAL & CONFIDENTIAL**

**Apprenticeship Offer Letter**

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**Dear ,**

**D Laxmanudu,**

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 Nov, 2021. 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: | 08th February 2018 |
| 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.

For SunviENG Pvt Ltd.,
**T.M.V. TARAKA**
**HR Executive**

**Signature**
**D Laxmanudu**

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## 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**

**D Laxmanudu**

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## 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 10th Consolidated Marks Memo (CMM) photocopy.
- Intermediate or Class 12th 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**

**D Laxmanudu**

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## 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**

**D Laxmanudu**

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Avanthi Institute of Engg. & Tech
Gunthanally (V), Abdullapurmet (M), R.R Dist

21/11/2022

# Letter of Intent –Free Training and Placement under CSR

**Dear D Navya (Avanthi institute of engineering and technology)**

We are pleased to inform you that you have been selected for CSR-Incubation batch of Technology Training and Placement which is of free of cost for merit students.

By Palle Technologies, Bangalore.

**The program will begin from (November) 21/11/2022 Course Duration (3.5 month)**
**The Mode of Training will be Online – Using Zoom App.**
**The Training will be conducted every day between 6:30 PM to 8 PM.**
During this Program you will be having Technology Training

1. Monday to Friday – Training, and Saturday Evaluation & interview preparation.

Program features:

1. Aptitude & reasoning training
2. Technology training on Java / python / Dotnet based on student choice.
   Technology training on common modules which includes web technologies, and database mysql/sql server
3. Assignments – coding & aptitude
4. System tests on regular basis
5. Coding interview preparation
6. Mock technical interviews
7. Mock HR interviews
8. We will schedule unlimited number of interviews with our esteemed clients with packages starting from 3 LPA to 8 LPA until student gets placed
9. Course Completion Certificate will be provided after the successful completion of the Technology training
10. If student misses any one class during training period, then student will be dropped from the program and will not be eligible for free training and placements.
11. If student has not attended any interview scheduled by Palle Technologies, then student will be disqualified from the program and will not be eligible for free training and placements.
12. Student must clear mock interview to apply for our client companies.

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Mandatory Requirements while joining:

(1) Student has to send a photo copy of his or her X, XII mark sheets
(2) Student has to send a photo copy of Engineering all semester mark sheets up to 6th semester
(3) Student has to send photo copy of Aadhar card
(4) Student has to send photo copy of college ID proof
(5) Student has to send his or her pass port size photo

**We look forward to welcome you on board.**

**Sincerely,**
**HR Team**
**Palle Technologies**

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R.Dist.

SS&C

Date: November 18, 2021.

**To**

**D RAMUDU,**
**Location: Hyderabad,**
**India Business Title: Associate – Health Care Claims**
**Workday Title: Health Care Claims Examiner I**
**Grade: SI**

**Sub: Appointment Letter**

DST Worldwide Services India Private Limited is pleased in appoint you in its services with effect from November 25, 2021 subject to the terms and conditions set out in this letter.

You hereby acknowledge that the terms and conditions of employment as set out in this letter shall be governed by the polices and guidelines issued by the Company from time to time. You agree to be bound by any and all such policies and guidelines and acknowledge that such policies and guideline may be amended or modified or withdrawn from time to time at the sole discretion of the Company. Such change shall be notified by the Company to you at the earlier opportunity and shall be binding upon you.

**1. Designation:**

1] The Company agrees to employ you and you agree to act as "Associate – Health Care Claims" (India Business Title)" and serve the Company upon the terms and subject to the conditions set out in this letter. Your designation is subject to change as per the roles, responsibilities and work assigned to you from time to time.

**2. Compensation:**

2] You will be entitled for an annual cost to company (CTC) of Rs. 2,31, 516. (Rupees Two Lakh Thirty-One Thousand Five Hundred Sixteen Only) per annum. For details of your remuneration structure, please refer to the enclosed Annexure-A.

2.2 All amount payable by the Company under this letter shall be subject to such withholding tax, tax deduction at source or any other taxes as may be required under applicable laws, other statutory deductions, if any and social security contributions. However, it shall remain your responsibility to meet your tax liabilities.



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SUTHERLAND

# PROVISIONAL OFFER LETTER

**College Name:** Avanthi Engineering College

**Date** : 16.12.2021

**Dear**

**DASARI SAINATH**

**Congratulations!!!**
With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Lanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village Lanco Hills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers is up to 2.50 LPA - The package differs based on the Client, the individual's skill set, and various other selection parameters. Your association with the organization either contractual or permanent will be decided as per business requirements at the time of joining.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photograph
- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, and Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
**Talent Acquisition**
**Sutherland**

This is a digitally generated soft copy hence a signature is not required

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

ELTP / 2021

15-Nove-2021

**Subject: Letter of Intent to Hire**

**Dear Dasari Anusha,**

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a **Trainee Business Developer** in our Organization.

We request you to confirm to us your intent to join and accept this letter by signing and returning a copy of this letter to our HR team (mail id: **hrteam@eidiko.com**), no later than **25-Nov-2021,** failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

The detailed Terms and Conditions of your appointment shall be issued to you along with the offer letter at the time joining. You will be under a probationary period of 6 (six) months, from the date of joining.

Upon confirmation of your acceptance to join, you will be required to join the company on **06-July-2020** or inform the HR about any delay in joining date with a genuine reason, failing which our offer is closed and no further communication will be entertained.

**Following are the details about Trainee Business Developer:**

**Compensation**
**CTC:** Your Annual Gross CTC for the year, which is inclusive of Basic Salary and other Variable emoluments, is **Rs. 1,80,000/-** Per Annum (INR One Lakh Eighty Thousand Rupees Only).

This offer is subject to you satisfying the following requirements:

1. You are required to mandatorily possess the following documents at the time of joining:
    a. A valid Passport
    b. Income Tax PAN Card at the time of joining the Company.
2. You should have completed your academic course with a minimum of **65% or equivalent** as specified at the time of your selection.
3. Minimum of 65% in HSC or equivalent course and minimum of First Class 65% in all other courses completed by you prior to your qualifying academic course.
4. You should have completed any Company organized training imparted prior to your date of joining
5. Submit all necessary legal documentation pertaining to your employment

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthebally (V), Abdullapurmet (Mdl) R.R.Dist

+91 40-33182600 info@eidiko.com

Eidiko Systems Integrators, Suite #1, Floor #1, MJR Magnifique, Khajaguda X Roads, Gachibowli, Hyderabad, India – 500008

www.eidiko.c

We look forward to you having a rewarding career with us

Please revert to us with your acceptance of this offer.

Wishing you all the best,

Yours sincerely,

**Ratan Siripurapu**
**Vice President - Operations**
**Eidiko Systems Integrators Pvt. Ltd**

www.eidiko.com

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

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Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008

SUTHERLAND

# PROVISIONAL OFFER LETTER

**College Name:** Avanthi Engineering College

**Date:** 18.11.2021

**Dear DEVARAKONDA PAVANI,**

**Congratulations!!!**
With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Lanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village Lanco Hills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers is up to 2.50 LPA - The package differs based on the Client, the individual's skill set, and various other selection parameters. Your association with the organization either contractual or permanent will be decided as per business requirements at the time of joining.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photograph
- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, and Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
**Talent Acquisition**
**Sutherland**

This is a digitally generated soft copy hence a signature is not required
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

SS&C

Date: November 18, 2021.

**To**

**ETIKALA RANJITH,**
**Location: Hyderabad,**
**India Business Title: Associate – Health Care Claims**
**Workday Title: Health Care Claims Examiner I**
**Grade: SI**

**Sub: Appointment Letter**

DST Worldwide Services India Private Limited is pleased in appoint you in its services with effect from November 18, 2021 subject to the terms and conditions set out in this letter.

You hereby acknowledge that the terms and conditions of employment as set out in this letter shall be governed by the polices and guidelines issued by the Company from time to time. You agree to be bound by any and all such policies and guidelines and acknowledge that such policies and guideline may be amended or modified or withdrawn from time to time at the sole discretion of the Company. Such change shall be notified by the Company to you at the earlier opportunity and shall be binding upon you.

**1. Designation:**

1] The Company agrees to employ you and you agree to act as "Associate – Health Care Claims" (India Business Title)" and serve the Company upon the terms and subject to the conditions set out in this letter. Your designation is subject to change as per the roles, responsibilities and work assigned to you from time to time.

**2. Compensation:**

2] You will be entitled for an annual cost to company (CTC) of Rs. 2,31, 516. (Rupees Two Lakh Thirty-One Thousand Five Hundred Sixteen Only) per annum. For details of your remuneration structure, please refer to the enclosed Annexure-A.

2.2 All amount payable by the Company under this letter shall be subject to such withholding tax, tax deduction at source or any other taxes as may be required under applicable laws, other statutory deductions, if any and social security contributions. However, it shall remain your responsibility to meet your tax liabilities.



**SSctech.Com**

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntimapally (V), Abdullapurmet (Mdl) R.R.Dist

SS&C

Date: November 18, 2021.

**To**

**ETIKALA RANJITH,**
**Location: Hyderabad,**
**India Business Title: Associate – Health Care Claims**
**Workday Title: Health Care Claims Examiner I**
**Grade: SI**

**Sub: Appointment Letter**

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PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

SUTHERLAND

## PROVISIONAL OFFER LETTER

**College Name:** Avanthi Engineering College

**Date** : 16.12.2021

**Dear**

**G.PRASHANTH**

**Congratulations!!!**
With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Lanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village Lanco Hills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers is up to 2.50 LPA - The package differs based on the Client, the individual's skill set, and various other selection parameters. Your association with the organization either contractual or permanent will be decided as per business requirements at the time of joining.

You will have to furnish the following documents during the hiring/onboarding process

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- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, and Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
**Talent Acquisition**
**Sutherland**

This is a digitally generated soft copy hence a signature is not required
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Md), R.R.Dist

TekWorks

**Date: 28/11/2021**

**To**
**Golusula Ramesh,**
**9505796513.**

**Dear Golusula Ramesh,**

We are happy to welcome you to **TekWorks Enterprise Solutions Private Limited.** As a valued member of the team, we look forward to you playing an important role in helping us achieve our Vision, uphold our Leadership Principles, and live our Culture.

As an organization, we value **PASSION, ACCOUNTABILITY, OUT-OF-THE-BOX THINKING, and COLLABORATION** in people.

This letter of intent is made to you based on your performance in our Assessment and final round of interview. You are required to undergo our intense 6-month, **Training Program.** Post the successful completion of the Training, you will be hired as a full-time employee of **TekWorks**. **You will be paid INR 10,000 per month** as a stipend during these 6 months of training.

**After successful completion** of your college degree graduation and the **Training Program, you will be issued an offer letter** with a minimum salary package of INR 3.5 lakhs per annum with mentioning your salary details and that you will be hired on the payrolls of **TekWorks** from Nov **2021.** We look forward to you beginning your career with **our Training Program** within 1st week of Dec **2021.**

Please complete your joining formalities as per our instructions from Our HR Team. Kindly be ready with all your documents (Originals and attested) to complete your joining formalities.

We request you to get in touch with the HR team in case you need any further assistance and support at info@tekworks.in. **We sincerely hope that your period of association with us will be long, pleasant, and of mutual benefit.**

**For TekWorks Enterprise Solutions Pvt Ltd.,**

G. Sridhar

**Sridhar Tirumala**
**Managing Director**

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntimagally (V), Abdullapurmet (Mdl) R.R.Dist

TekWorks

**Date: 25/11/2021**

**To**
**Gudepu Nikhil,**
**8185902413.**

**Dear Gudepu Nikhil,**

We are happy to welcome you to **TekWorks Enterprise Solutions Private Limited.** As a valued member of the team, we look forward to you playing an important role in helping us achieve our Vision, uphold our Leadership Principles, and live our Culture.

As an organization, we value **PASSION, ACCOUNTABILITY, OUT-OF-THE-BOX THINKING, and COLLABORATION** in people.

This letter of intent is made to you based on your performance in our Assessment and final round of interview. You are required to undergo our intense 6-month, **Training Program.** Post the successful completion of the Training, you will be hired as a full-time employee of **TekWorks**. **You will be paid INR 10,000 per month** as a stipend during these 6 months of training.

**After successful completion** of your college degree graduation and the **Training Program, you will be issued an offer letter** with a minimum salary package of INR 3.5 lakhs per annum with mentioning your salary details and that you will be hired on the payrolls of **TekWorks** from Nov **2021.** We look forward to you beginning your career with **our Training Program** within 1st week of Dec **2021.**

Please complete your joining formalities as per our instructions from Our HR Team. Kindly be ready with all your documents (Originals and attested) to complete your joining formalities.

We request you to get in touch with the HR team in case you need any further assistance and support at info@tekworks.in. **We sincerely hope that your period of association with us will be long, pleasant, and of mutual benefit.**

**For TekWorks Enterprise Solutions Pvt Ltd.,**

G. Sridhar

**Sridhar Tirumala**
**Managing Director**

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

TekWorks

**Date: 28/11/2021**

**To**
**Gujjela Srilatha,**
**8919326968.**

**Dear Gujjela Srilatha,**

We are happy to welcome you to **TekWorks Enterprise Solutions Private Limited.** As a valued member of the team, we look forward to you playing an important role in helping us achieve our Vision, uphold our Leadership Principles, and live our Culture.

As an organization, we value **PASSION, ACCOUNTABILITY, OUT-OF-THE-BOX THINKING, and COLLABORATION** in people.

This letter of intent is made to you based on your performance in our Assessment and final round of interview. You are required to undergo our intense 6-month, **Training Program.** Post the successful completion of the Training, you will be hired as a full-time employee of **TekWorks**. **You will be paid INR 10,000 per month** as a stipend during these 6 months of training.

**After successful completion** of your college degree graduation and the **Training Program, you will be issued an offer letter** with a minimum salary package of INR 3.5 lakhs per annum with mentioning your salary details and that you will be hired on the payrolls of **TekWorks** from Nov **2021.** We look forward to you beginning your career with **our Training Program** within 1st week of Dec **2021.**

Please complete your joining formalities as per our instructions from Our HR Team. Kindly be ready with all your documents (Originals and attested) to complete your joining formalities.

We request you to get in touch with the HR team in case you need any further assistance and support at info@tekworks.in. **We sincerely hope that your period of association with us will be long, pleasant, and of mutual benefit.**

**For TekWorks Enterprise Solutions Pvt Ltd.,**

G. Sridhar

**Sridhar Tirumala**
**Managing Director**

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

ELTP / 2021

11-Nov-2021

**Subject: Letter of Intent to Hire**

**Dear E.Hema,**

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a **Trainee Business Developer** in our Organization.

We request you to confirm to us your intent to join and accept this letter by signing and returning a copy of this letter to our HR team (mail id: **hrteam@eidiko.com**), no later than **25-Nov-2021,** failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

The detailed Terms and Conditions of your appointment shall be issued to you along with the offer letter at the time joining. You will be under a probationary period of 6 (six) months, from the date of joining.

Upon confirmation of your acceptance to join, you will be required to join the company on 25-**Nov-2021** or inform the HR about any delay in joining date with a genuine reason, failing which our offer is closed and no further communication will be entertained.

**Following are the details about Trainee Business Developer:**

**Compensation**
**CTC:** Your Annual Gross CTC for the year, which is inclusive of Basic Salary and other Variable emoluments, is **Rs. 1,80,000/-** Per Annum (INR One Lakh Eighty Thousand Rupees Only).

This offer is subject to you satisfying the following requirements:

1. You are required to mandatorily possess the following documents at the time of joining:
    a. A valid Passport
    b. Income Tax PAN Card at the time of joining the Company.
2. You should have completed your academic course with a minimum of **65% or equivalent** as specified at the time of your selection.
3. Minimum of 65% in HSC or equivalent course and minimum of First Class 65% in all other courses completed by you prior to your qualifying academic course.
4. You should have completed any Company organized training imparted prior to your date of joining
5. Submit all necessary legal documentation pertaining to your employment

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Md), R.R.Dist

+91 40-33182600 info@eidiko.com

Eidiko Systems Integrators, Suite #1, Floor #1, MJR Magnifique, Khajaguda X Roads, Gachibowli, Hyderabad, India – 500008

www.eidiko.c

We look forward to you having a rewarding career with us

Please revert to us with your acceptance of this offer.

Wishing you all the best,

Yours sincerely,

**Ratan Siripurapu**
**Vice President - Operations**
**Eidiko Systems Integrators Pvt. Ltd**

www.eidiko.co

+91 40-33182600 info@eidiko.com

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Md), R.R. Dist.

Eidiko Systems Integrators, Suite #1, Floor #1, MJR Magnifique,
Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008

SS&C

Date: September 25, 2021.

**To**

**GUNDEMONI SRIKANTH,**
**Location: Hyderabad,**
**India Business Title: Associate – Health Care Claims**
**Workday Title: Health Care Claims Examiner I**
**Grade: SI**

**Sub: Appointment Letter**

DST Worldwide Services India Private Limited is pleased in appoint you in its services with effect from September 25, 2021 subject to the terms and conditions set out in this letter.

You hereby acknowledge that the terms and conditions of employment as set out in this letter shall be governed by the polices and guidelines issued by the Company from time to time. You agree to be bound by any and all such policies and guidelines and acknowledge that such policies and guideline may be amended or modified or withdrawn from time to time at the sole discretion of the Company. Such change shall be notified by the Company to you at the earlier opportunity and shall be binding upon you.

**1. Designation:**

1] The Company agrees to employ you and you agree to act as "Associate – Health Care Claims" (India Business Title)" and serve the Company upon the terms and subject to the conditions set out in this letter. Your designation is subject to change as per the roles, responsibilities and work assigned to you from time to time.

**2. Compensation:**

2] You will be entitled for an annual cost to company (CTC) of Rs. 2,31, 516. (Rupees Two Lakh Thirty-One Thousand Five Hundred Sixteen Only) per annum. For details of your remuneration structure, please refer to the enclosed Annexure-A.

2.2 All amount payable by the Company under this letter shall be subject to such withholding tax, tax deduction at source or any other taxes as may be required under applicable laws, other statutory deductions, if any and social security contributions. However, it shall remain your responsibility to meet your tax liabilities.



PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihanally (V), Abdullapurmet (Mdl) R.R.Dist

SS&C

Date: November 25, 2021.

**To**

**GUNTI MAHESH CHARY,**
**Location: Hyderabad,**
**India Business Title: Associate – Health Care Claims**
**Workday Title: Health Care Claims Examiner I**
**Grade: SI**

**Sub: Appointment Letter**

DST Worldwide Services India Private Limited is pleased in appoint you in its services with effect from November 25, 2021 subject to the terms and conditions set out in this letter.

You hereby acknowledge that the terms and conditions of employment as set out in this letter shall be governed by the polices and guidelines issued by the Company from time to time. You agree to be bound by any and all such policies and guidelines and acknowledge that such policies and guideline may be amended or modified or withdrawn from time to time at the sole discretion of the Company. Such change shall be notified by the Company to you at the earlier opportunity and shall be binding upon you.

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PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

SS&C

Date: September 25, 2021.

**To**

**GUNDEMONI SRIKANTH,**
**Location: Hyderabad,**
**India Business Title: Associate – Health Care Claims**
**Workday Title: Health Care Claims Examiner I**
**Grade: SI**

**Sub: Appointment Letter**

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PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

Palle Technologies

LEADERS IN TECHNOLOGY TRAINING

SOFTWARE TRAINING | OUT SOURCING | SOLUTION

ISO 9001 : 2015 CERTIFIED & NASSCOM MEMBER

22/10/2022

# Letter of Intent –Free Training and Placement under CSR

**Dear Kallu Rdhika (Avanthi institute of engineering and technology)**

We are pleased to inform you that you have been selected for CSR-Incubation batch of Technology Training and Placement which is of free of cost for merit students.

By Palle Technologies, Bangalore.

**The program will begin from (November) 22/10/2022 Course Duration (3.5 month)**
**The Mode of Training will be Online – Using Zoom App.**
**The Training will be conducted every day between 6:30 PM to 8 PM.**
During this Program you will be having Technology Training

1. Monday to Friday – Training, and Saturday Evaluation & interview preparation.

Program features:

1. Aptitude & reasoning training
2. Technology training on Java / python / Dotnet based on student choice.
   Technology training on common modules which includes web technologies, and database mysql/sql server
3. Assignments – coding & aptitude
4. System tests on regular basis
5. Coding interview preparation
6. Mock technical interviews
7. Mock HR interviews
8. We will schedule unlimited number of interviews with our esteemed clients with packages starting from 3 LPA to 8 LPA until student gets placed
9. Course Completion Certificate will be provided after the successful completion of the Technology training
10. If student misses any one class during training period, then student will be dropped from the program and will not be eligible for free training and placements.
11. If student has not attended any interview scheduled by Palle Technologies, then student will be disqualified from the program and will not be eligible for free training and placements.
12. Student must clear mock interview to apply for our client companies.

15/6, 2nd Floor, Manish Complex (Above SBI Bank), Mangammanapalya Main Road
Bommanahalli, Bengaluru - 560 068
**Ph : 080-41645630, email : info@techpalle.com | website : www.techpalle.com**

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntimapally (V), Abdullapurmet (Mdl) R.R.Dist

Mandatory Requirements while joining:

(1) Student has to send a photo copy of his or her X, XII mark sheets
(2) Student has to send a photo copy of Engineering all semester mark sheets up to 6th semester
(3) Student has to send photo copy of Aadhar card
(4) Student has to send photo copy of college ID proof
(5) Student has to send his or her pass port size photo

**We look forward to welcome you on board.**

**Sincerely,**
**HR Team**
**Palle Technologies**

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntimapally (V), Abdullapurmet (Mdl) R.R.Dist

TekWorks

**Date: 25/11/2021**

**To**
**Kandikanti Mouniks,**
**7093202454.**

**Dear Kandikanti Mounika,**

We are happy to welcome you to **TekWorks Enterprise Solutions Private Limited.** As a valued member of the team, we look forward to you playing an important role in helping us achieve our Vision, uphold our Leadership Principles, and live our Culture.

As an organization, we value **PASSION, ACCOUNTABILITY, OUT-OF-THE-BOX THINKING, and COLLABORATION** in people.

This letter of intent is made to you based on your performance in our Assessment and final round of interview. You are required to undergo our intense 6-month, **Training Program.** Post the successful completion of the Training, you will be hired as a full-time employee of **TekWorks**. **You will be paid INR 10,000 per month** as a stipend during these 6 months of training.

**After successful completion** of your college degree graduation and the **Training Program, you will be issued an offer letter** with a minimum salary package of INR 3.5 lakhs per annum with mentioning your salary details and that you will be hired on the payrolls of **TekWorks** from Nov **2021.** We look forward to you beginning your career with **our Training Program** within 1st week of Dec **2021.**

Please complete your joining formalities as per our instructions from Our HR Team. Kindly be ready with all your documents (Originals and attested) to complete your joining formalities.

We request you to get in touch with the HR team in case you need any further assistance and support at info@tekworks.in. **We sincerely hope that your period of association with us will be long, pleasant, and of mutual benefit.**

**For TekWorks Enterprise Solutions Pvt Ltd.,**

G. Sridhar

**Sridhar Tirumala**
**Managing Director**

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntimapally (V), Abdullapurmet (Mdl) R.R.Dist

SS&C

Date: November 18, 2021.

**To**

**KATTA NARESH,**
**Location: Hyderabad,**
**India Business Title: Associate – Health Care Claims**
**Workday Title: Health Care Claims Examiner I**
**Grade: SI**

**Sub: Appointment Letter**

DST Worldwide Services India Private Limited is pleased in appoint you in its services with effect from November 25, 2021 subject to the terms and conditions set out in this letter.

You hereby acknowledge that the terms and conditions of employment as set out in this letter shall be governed by the polices and guidelines issued by the Company from time to time. You agree to be bound by any and all such policies and guidelines and acknowledge that such policies and guideline may be amended or modified or withdrawn from time to time at the sole discretion of the Company. Such change shall be notified by the Company to you at the earlier opportunity and shall be binding upon you.

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PRINCIPAL
Vardhaman College of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl) 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
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

+91 40-33182600 info@eidiko.com

Eidiko Systems Integrators, Suite #1, Floor #1, MJR Magnifique,
Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008

ELTP / 2021

11-Feb-2021

**Subject: Letter of Intent to Hire**

**Dear Kasoji Padmini,**

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a **Trainee Business Developer** in our Organization.

We request you to confirm to us your intent to join and accept this letter by signing and returning a copy of this letter to our HR team (mail id: **hrteam@eidiko.com**), no later than 18-**Nov-2021,** failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

The detailed Terms and Conditions of your appointment shall be issued to you along with the offer letter at the time joining. You will be under a probationary period of 6 (six) months, from the date of joining.

Upon confirmation of your acceptance to join, you will be required to join the company on 18-**Nov-2021** or inform the HR about any delay in joining date with a genuine reason, failing which our offer is closed and no further communication will be entertained.

**Following are the details about Trainee Business Developer:**

**Compensation**
**CTC:** Your Annual Gross CTC for the year, which is inclusive of Basic Salary and other Variable emoluments, is **Rs. 1,80,000/-** Per Annum (INR One Lakh Eighty Thousand Rupees Only).

This offer is subject to you satisfying the following requirements:

1. You are required to mandatorily possess the following documents at the time of joining:
    a. A valid Passport
    b. Income Tax PAN Card at the time of joining the Company.
2. You should have completed your academic course with a minimum of **65% or equivalent** as specified at the time of your selection.
3. Minimum of 65% in HSC or equivalent course and minimum of First Class 65% in all other courses completed by you prior to your qualifying academic course.
4. You should have completed any Company organized training imparted prior to your date of joining
5. Submit all necessary legal documentation pertaining to your employment

PRINCIPAL
Avanthi Institute of Engg. & Tech
Cherlapally (V), Abdullapurmet (Md) R.R.Dist

+91 40-33182600 info@eidiko.com

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Khajaguda X Roads, Gachibowli, Hyderabad, India – 500008

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21/11/2022

# Letter of Intent –Free Training and Placement under CSR

**Dear Kodagandla Ramesh (Avanthi institute of engineering and technology)**

We are pleased to inform you that you have been selected for CSR-Incubation batch of Technology Training and Placement which is of free of cost for merit students.

By Palle Technologies, Bangalore.

**The program will begin from (November) 21/11/2022 Course Duration (3.5 month)**
**The Mode of Training will be Online – Using Zoom App.**
**The Training will be conducted every day between 6:30 PM to 8 PM.**
During this Program you will be having Technology Training

1. Monday to Friday – Training, and Saturday Evaluation & interview preparation.

Program features:

1. Aptitude & reasoning training
2. Technology training on Java / python / Dotnet based on student choice.
   Technology training on common modules which includes web technologies, and database mysql/sql server
3. Assignments – coding & aptitude
4. System tests on regular basis
5. Coding interview preparation
6. Mock technical interviews
7. Mock HR interviews
8. We will schedule unlimited number of interviews with our esteemed clients with packages starting from 3 LPA to 8 LPA until student gets placed
9. Course Completion Certificate will be provided after the successful completion of the Technology training
10. If student misses any one class during training period, then student will be dropped from the program and will not be eligible for free training and placements.
11. If student has not attended any interview scheduled by Palle Technologies, then student will be disqualified from the program and will not be eligible for free training and placements.
12. Student must clear mock interview to apply for our client companies.

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Gunthapally (V), Abdullapurmet (Mdl.), R.R. Dist.

15/6, 2nd Floor, Manish Complex (Above SBI Bank), Mangammanapalya Main Road
Bommanahalli, Bengaluru - 560 068
Ph : 080-41645630, email : info@techpalle.com | website : www.techpalle.com

Mandatory Requirements while joining:

(1) Student has to send a photo copy of his or her X, XII mark sheets
(2) Student has to send a photo copy of Engineering all semester mark sheets up to 6th semester
(3) Student has to send photo copy of Aadhar card
(4) Student has to send photo copy of college ID proof
(5) Student has to send his or her pass port size photo

**We look forward to welcome you on board.**

**Sincerely,**
**HR Team**
**Palle Technologies**

PRINCIPAL

We look forward to you having a rewarding career with us

Please revert to us with your acceptance of this offer.

Wishing you all the best,

Yours sincerely,

**Ratan Siripurapu**
**Vice President - Operations**
**Eidiko Systems Integrators Pvt. Ltd**

www.eidiko.co

+91 40-33182600 info@eidiko.com

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Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008

ELTP / 2021

11-Nov-2021

**Subject: Letter of Intent to Hire**

**Dear KONUGANTI MOUNIKA,**

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a **Trainee Business Developer** in our Organization.

We request you to confirm to us your intent to join and accept this letter by signing and returning a copy of this letter to our HR team (mail id: **hrteam@eidiko.com**), no later than **15-Nov-2021,** failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

The detailed Terms and Conditions of your appointment shall be issued to you along with the offer letter at the time joining. You will be under a probationary period of 6 (six) months, from the date of joining.

Upon confirmation of your acceptance to join, you will be required to join the company on 25-**Nov-2021** or inform the HR about any delay in joining date with a genuine reason, failing which our offer is closed and no further communication will be entertained.

**Following are the details about Trainee Business Developer:**

**Compensation**
**CTC:** Your Annual Gross CTC for the year, which is inclusive of Basic Salary and other Variable emoluments, is **Rs. 1,80,000/-** Per Annum (INR One Lakh Eighty Thousand Rupees Only).

This offer is subject to you satisfying the following requirements:

1. You are required to mandatorily possess the following documents at the time of joining:
    a. A valid Passport
    b. Income Tax PAN Card at the time of joining the Company.
2. You should have completed your academic course with a minimum of **65% or equivalent** as specified at the time of your selection.
3. Minimum of 65% in HSC or equivalent course and minimum of First Class 65% in all other courses completed by you prior to your qualifying academic course.
4. You should have completed any Company organized training imparted prior to your date of joining
5. Submit all necessary legal documentation pertaining to your employment

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Khajaguda X Roads, Gachibowli, Hyderabad, India – 500008

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SS&C

Date: November 18, 2021.

**To**

**KURA SAI KUMAR,**
**Location: Hyderabad,**
**India Business Title: Associate – Health Care Claims**
**Workday Title: Health Care Claims Examiner I**
**Grade: SI**

**Sub: Appointment Letter**

DST Worldwide Services India Private Limited is pleased in appoint you in its services with effect from November 25, 2021 subject to the terms and conditions set out in this letter.

You hereby acknowledge that the terms and conditions of employment as set out in this letter shall be governed by the polices and guidelines issued by the Company from time to time. You agree to be bound by any and all such policies and guidelines and acknowledge that such policies and guideline may be amended or modified or withdrawn from time to time at the sole discretion of the Company. Such change shall be notified by the Company to you at the earlier opportunity and shall be binding upon you.

**1. Designation:**

1] The Company agrees to employ you and you agree to act as "Associate – Health Care Claims" (India Business Title)" and serve the Company upon the terms and subject to the conditions set out in this letter. Your designation is subject to change as per the roles, responsibilities and work assigned to you from time to time.

**2. Compensation:**

2] You will be entitled for an annual cost to company (CTC) of Rs. 2,31, 516. (Rupees Two Lakh Thirty-One Thousand Five Hundred Sixteen Only) per annum. For details of your remuneration structure, please refer to the enclosed Annexure-A.

2.2 All amount payable by the Company under this letter shall be subject to such withholding tax, tax deduction at source or any other taxes as may be required under applicable laws, other statutory deductions, if any and social security contributions. However, it shall remain your responsibility to meet your tax liabilities.



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SS&C

Date: November 18, 2021.

**To**

**KURA SAI KUMAR,**
**Location: Hyderabad,**
**India Business Title: Associate – Health Care Claims**
**Workday Title: Health Care Claims Examiner I**
**Grade: SI**

**Sub: Appointment Letter**

DST Worldwide Services India Private Limited is pleased in appoint you in its services with effect from November 25, 2021 subject to the terms and conditions set out in this letter.

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21/11/2021

# Letter of Intent –Free Training and Placement under CSR

**Dear Bathula shyamkumar (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) 21/11/2021 Course Duration (3.5 month)**
**The Mode of Training will be Online – Using Zoom App.**
**The Training will be conducted every day between 6:30 PM to 8 PM.**
During this Program you will be having Technology Training

1. Monday to Friday – Training, and Saturday Evaluation & interview preparation.

Program features:

1. Aptitude & reasoning training
2. Technology training on Java / python / Dotnet based on student choice.
   Technology training on common modules which includes web technologies, and database mysql/sql server
3. Assignments – coding & aptitude
4. System tests on regular basis
5. Coding interview preparation
6. Mock technical interviews
7. Mock HR interviews
8. We will schedule unlimited number of interviews with our esteemed clients with packages starting from 3 LPA to 8 LPA until student gets placed
9. Course Completion Certificate will be provided after the successful completion of the Technology training
10. If student misses any one class during training period, then student will be dropped from the program and will not be eligible for free training and placements.
11. If student has not attended any interview scheduled by Palle Technologies, then student will be disqualified from the program and will not be eligible for free training and placements.
12. Student must clear mock interview to apply for our client companies.

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**

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Mandatory Requirements while joining:

(1) Student has to send a photo copy of his or her X, XII mark sheets
(2) Student has to send a photo copy of Engineering all semester mark sheets up to 6th semester
(3) Student has to send photo copy of Aadhar card
(4) Student has to send photo copy of college ID proof
(5) Student has to send his or her pass port size photo

**We look forward to welcome you on board.**

**Sincerely,**
**HR Team**
**Palle Technologies**



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ELTP / 2020

11-Nov-2021

**Subject: Letter of Intent to Hire**

**Dear M Nageshwar rao,**

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a **Trainee Business Developer** in our Organization.

We request you to confirm to us your intent to join and accept this letter by signing and returning a copy of this letter to our HR team (mail id: **hrteam@eidiko.com**), no later than **15-Nov-2021,** failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

The detailed Terms and Conditions of your appointment shall be issued to you along with the offer letter at the time joining. You will be under a probationary period of 6 (six) months, from the date of joining.

Upon confirmation of your acceptance to join, you will be required to join the company on 15-**Nov-2021** or inform the HR about any delay in joining date with a genuine reason, failing which our offer is closed and no further communication will be entertained.

**Following are the details about Trainee Business Developer:**

**Compensation**
**CTC:** Your Annual Gross CTC for the year, which is inclusive of Basic Salary and other Variable emoluments, is **Rs. 1,80,000/-** Per Annum (INR One Lakh Eighty Thousand Rupees Only).

This offer is subject to you satisfying the following requirements:

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    a. A valid Passport
    b. Income Tax PAN Card at the time of joining the Company.
2. You should have completed your academic course with a minimum of **65% or equivalent** as specified at the time of your selection.
3. Minimum of 65% in HSC or equivalent course and minimum of First Class 65% in all other courses completed by you prior to your qualifying academic course.
4. You should have completed any Company organized training imparted prior to your date of joining
5. Submit all necessary legal documentation pertaining to your employment

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Khajaguda X Roads, Gachibowli, Hyderabad, India – 500008

www.eidiko.com

We look forward to you having a rewarding career with us

Please revert to us with your acceptance of this offer.

Wishing you all the best,

Yours sincerely,

**Ratan Siripurapu**
**Vice President - Operations**
**Eidiko Systems Integrators Pvt. Ltd**

www.eidiko.com

+91 40-33182600 info@eidiko.com

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Eidiko Systems Integrators, Suite #1, Floor #1, MJR Magnifique,
Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008

SS&C

Date: November 18, 2021.

**To**

**MADAKA RAJU,**
**Location: Hyderabad,**
**India Business Title: Associate – Health Care Claims**
**Workday Title: Health Care Claims Examiner I**
**Grade: SI**

**Sub: Appointment Letter**

DST Worldwide Services India Private Limited is pleased in appoint you in its services with effect from November 25, 2021 subject to the terms and conditions set out in this letter.

You hereby acknowledge that the terms and conditions of employment as set out in this letter shall be governed by the polices and guidelines issued by the Company from time to time. You agree to be bound by any and all such policies and guidelines and acknowledge that such policies and guideline may be amended or modified or withdrawn from time to time at the sole discretion of the Company. Such change shall be notified by the Company to you at the earlier opportunity and shall be binding upon you.

**1. Designation:**

1] The Company agrees to employ you and you agree to act as "Associate – Health Care Claims" (India Business Title)" and serve the Company upon the terms and subject to the conditions set out in this letter. Your designation is subject to change as per the roles, responsibilities and work assigned to you from time to time.

**2. Compensation:**

2] You will be entitled for an annual cost to company (CTC) of Rs. 2,31, 516. (Rupees Two Lakh Thirty-One Thousand Five Hundred Sixteen Only) per annum. For details of your remuneration structure, please refer to the enclosed Annexure-A.

2.2 All amount payable by the Company under this letter shall be subject to such withholding tax, tax deduction at source or any other taxes as may be required under applicable laws, other statutory deductions, if any and social security contributions. However, it shall remain your responsibility to meet your tax liabilities.



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Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

TekWorks

**Date: 20/11/2021**

**To**
**M Vishal,**
**9000166811.**

**Dear M Vishal,**

We are happy to welcome you to **TekWorks Enterprise Solutions Private Limited.** As a valued member of the team, we look forward to you playing an important role in helping us achieve our Vision, uphold our Leadership Principles, and live our Culture.

As an organization, we value **PASSION, ACCOUNTABILITY, OUT-OF-THE-BOX THINKING, and COLLABORATION** in people.

This letter of intent is made to you based on your performance in our Assessment and final round of interview. You are required to undergo our intense 6-month, **Training Program.** Post the successful completion of the Training, you will be hired as a full-time employee of **TekWorks**. **You will be paid INR 10,000 per month** as a stipend during these 6 months of training.

**After successful completion** of your college degree graduation and the **Training Program, you will be issued an offer letter** with a minimum salary package of INR 3.5 lakhs per annum with mentioning your salary details and that you will be hired on the payrolls of **TekWorks** from Nov **2021.** We look forward to you beginning your career with **our Training Program** within 1st week of Dec **2021.**

Please complete your joining formalities as per our instructions from Our HR Team. Kindly be ready with all your documents (Originals and attested) to complete your joining formalities.

We request you to get in touch with the HR team in case you need any further assistance and support at info@tekworks.in. **We sincerely hope that your period of association with us will be long, pleasant, and of mutual benefit.**

**For TekWorks Enterprise Solutions Pvt Ltd.,**

G. Sridhar

**Sridhar Tirumala**
**Managing Director**

PRINCIPAL
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Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

SUTHERLAND

## PROVISIONAL OFFER LETTER

**College Name:** Avanthi Engineering College

**Date** : 18.12.2021

**Dear**

**MEDIPALLY POOJA**

**Congratulations!!!**
With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Lanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village Lanco Hills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers is up to 2.50 LPA - The package differs based on the Client, the individual's skill set, and various other selection parameters. Your association with the organization either contractual or permanent will be decided as per business requirements at the time of joining.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photograph
- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, and Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
**Talent Acquisition**
**Sutherland**

This is a digitally generated soft copy hence a signature is not required
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

SUTHERLAND

## PROVISIONAL OFFER LETTER

**College Name:** Avanthi Engineering College

**Date** : 16.12.2021

**Dear**

**G.PRASHANTH**

**Congratulations!!!**
With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Lanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village Lanco Hills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers is up to 2.50 LPA - The package differs based on the Client, the individual's skill set, and various other selection parameters. Your association with the organization either contractual or permanent will be decided as per business requirements at the time of joining.

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- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
**Talent Acquisition**
**Sutherland**

This is a digitally generated soft copy hence a signature is not required
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntlhapally (V), Abdullapurmet (Mdl) R.R.Dist

SUTHERLAND

# PROVISIONAL OFFER LETTER

**College Name:** Avanthi Engineering College

**Date** : 23.12.2021

**Dear**

**MITAI SANDHYA**

**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

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- E-Aadhar card mandatory for address proof.
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- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
**Talent Acquisition**
**Sutherland**

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Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063

PRINCIPAL
Avanthi Institute of Engg. & Tech
Cuntihapally (V), Abdullapurmet (Mdl) R.R.Dist

SS&C

Date: December 22, 2021.

**To**

**MOHAMMED NASREEN,**
**Location: Hyderabad,**
**India Business Title: Associate – Health Care Claims**
**Workday Title: Health Care Claims Examiner I**
**Grade: SI**

**Sub: Appointment Letter**

DST Worldwide Services India Private Limited is pleased in appoint you in its services with effect from December 22, 2021 subject to the terms and conditions set out in this letter.

You hereby acknowledge that the terms and conditions of employment as set out in this letter shall be governed by the polices and guidelines issued by the Company from time to time. You agree to be bound by any and all such policies and guidelines and acknowledge that such policies and guideline may be amended or modified or withdrawn from time to time at the sole discretion of the Company. Such change shall be notified by the Company to you at the earlier opportunity and shall be binding upon you.

**1. Designation:**

1] The Company agrees to employ you and you agree to act as "Associate – Health Care Claims" (India Business Title)" and serve the Company upon the terms and subject to the conditions set out in this letter. Your designation is subject to change as per the roles, responsibilities and work assigned to you from time to time.

**2. Compensation:**

2] You will be entitled for an annual cost to company (CTC) of Rs. 2,31, 516. (Rupees Two Lakh Thirty-One Thousand Five Hundred Sixteen Only) per annum. For details of your remuneration structure, please refer to the enclosed Annexure-A.

2.2 All amount payable by the Company under this letter shall be subject to such withholding tax, tax deduction at source or any other taxes as may be required under applicable laws, other statutory deductions, if any and social security contributions. However, it shall remain your responsibility to meet your tax liabilities.



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PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

SS&C

Date: September 25, 2021.

**To**

**N SHIVA KUMAR,**
**Location: Hyderabad,**
**India Business Title: Associate – Health Care Claims**
**Workday Title: Health Care Claims Examiner I**
**Grade: SI**

**Sub: Appointment Letter**

DST Worldwide Services India Private Limited is pleased in appoint you in its services with effect from September 25, 2021 subject to the terms and conditions set out in this letter.

You hereby acknowledge that the terms and conditions of employment as set out in this letter shall be governed by the polices and guidelines issued by the Company from time to time. You agree to be bound by any and all such policies and guidelines and acknowledge that such policies and guideline may be amended or modified or withdrawn from time to time at the sole discretion of the Company. Such change shall be notified by the Company to you at the earlier opportunity and shall be binding upon you.

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**SSctech.Com**

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

SUTHERLAND

# PROVISIONAL OFFER LETTER

**College Name:** Avanthi Engineering College

**Date** : 16.12.2021

**Dear**

**MUGULA PRASHANTH**

**Congratulations!!!**
With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Lanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village Lanco Hills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers is up to 2.50 LPA - The package differs based on the Client, the individual's skill set, and various other selection parameters. Your association with the organization either contractual or permanent will be decided as per business requirements at the time of joining.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photograph
- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, and Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
**Talent Acquisition**
**Sutherland**

PRINCIPAL
Avanthi Institute of Engg. & Tech
Tummaloor (V), Abdullapurmet (Mdl) R.R.Dist.

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Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063

SS&C

Date: November 25, 2021.

**To**

**NAKKA ANIL,**
**Location: Hyderabad,**
**India Business Title: Associate – Health Care Claims**
**Workday Title: Health Care Claims Examiner I**
**Grade: SI**

**Sub: Appointment Letter**

DST Worldwide Services India Private Limited is pleased in appoint you in its services with effect from November 25, 2021 subject to the terms and conditions set out in this letter.

You hereby acknowledge that the terms and conditions of employment as set out in this letter shall be governed by the polices and guidelines issued by the Company from time to time. You agree to be bound by any and all such policies and guidelines and acknowledge that such policies and guideline may be amended or modified or withdrawn from time to time at the sole discretion of the Company. Such change shall be notified by the Company to you at the earlier opportunity and shall be binding upon you.

**1. Designation:**

1] The Company agrees to employ you and you agree to act as "Associate – Health Care Claims" (India Business Title)" and serve the Company upon the terms and subject to the conditions set out in this letter. Your designation is subject to change as per the roles, responsibilities and work assigned to you from time to time.

**2. Compensation:**

2] You will be entitled for an annual cost to company (CTC) of Rs. 2,31, 516. (Rupees Two Lakh Thirty-One Thousand Five Hundred Sixteen Only) per annum. For details of your remuneration structure, please refer to the enclosed Annexure-A.

2.2 All amount payable by the Company under this letter shall be subject to such withholding tax, tax deduction at source or any other taxes as may be required under applicable laws, other statutory deductions, if any and social security contributions. However, it shall remain your responsibility to meet your tax liabilities.



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Gunthanally (V), Abdullapurmet (Md), R.R.Dist

SUTHERLAND

# PROVISIONAL OFFER LETTER

**College Name:** Avanthi Engineering College

**Date** : 16.12.2021

**Dear**

**NEELAM NEELIMA**

**Congratulations!!!**
With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Lanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village Lanco Hills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers is up to 2.50 LPA - The package differs based on the Client, the individual's skill set, and various other selection parameters. Your association with the organization either contractual or permanent will be decided as per business requirements at the time of joining.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photograph
- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, and Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
**Talent Acquisition**
**Sutherland**

This is a digitally generated soft copy hence a signature is not required

Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063

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Palle Technologies

LEADERS IN TECHNOLOGY TRAINING

SOFTWARE TRAINING | OUT SOURCING | SOLUTION

ISO 9001 : 2015 CERTIFIED & NASSCOM MEMBER

24/11/2021

# Letter of Intent –Free Training and Placement under CSR

**Dear P Swathi Reddy (Avanthi institute of engineering and technology)**

We are pleased to inform you that you have been selected for CSR-Incubation batch of Technology Training and Placement which is of free of cost for merit students.

By Palle Technologies, Bangalore.

**The program will begin from (November) 24/11/2021 Course Duration (3.5 month)**
**The Mode of Training will be Online – Using Zoom App.**
**The Training will be conducted every day between 6:30 PM to 8 PM.**
During this Program you will be having Technology Training

1. Monday to Friday – Training, and Saturday Evaluation & interview preparation.

Program features:

1. Aptitude & reasoning training
2. Technology training on Java / python / Dotnet based on student choice.
   Technology training on common modules which includes web technologies, and database mysql/sql server
3. Assignments – coding & aptitude
4. System tests on regular basis
5. Coding interview preparation
6. Mock technical interviews
7. Mock HR interviews
8. We will schedule unlimited number of interviews with our esteemed clients with packages starting from 3 LPA to 8 LPA until student gets placed
9. Course Completion Certificate will be provided after the successful completion of the Technology training
10. If student misses any one class during training period, then student will be dropped from the program and will not be eligible for free training and placements.
11. If student has not attended any interview scheduled by Palle Technologies, then student will be disqualified from the program and will not be eligible for free training and placements.
12. Student must clear mock interview to apply for our client companies.

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Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R.Dist

15/6, 2nd Floor, Manish Complex (Above SBI Bank), Mangammanapalya Main Road
Bommanahalli, Bengaluru - 560 068
Ph : 080-41645630, email : info@techpalle.com, website : www.techpalle.com

Mandatory Requirements while joining:

(1) Student has to send a photo copy of his or her X, XII mark sheets
(2) Student has to send a photo copy of Engineering all semester mark sheets up to 6th semester
(3) Student has to send photo copy of Aadhar card
(4) Student has to send photo copy of college ID proof
(5) Student has to send his or her pass port size photo

**We look forward to welcome you on board.**

**Sincerely,**
**HR Team**
**Palle Technologies**

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthimadugu (V) Abdullapurmet (Mdl) R.R.Dist

SS&C

Date: November 18, 2021.

**To**

**PALOJU VIKAS,**
**Location: Hyderabad,**
**India Business Title: Associate – Health Care Claims**
**Workday Title: Health Care Claims Examiner I**
**Grade: SI**

**Sub: Appointment Letter**

DST Worldwide Services India Private Limited is pleased in appoint you in its services with effect from November 25, 2021 subject to the terms and conditions set out in this letter.

You hereby acknowledge that the terms and conditions of employment as set out in this letter shall be governed by the polices and guidelines issued by the Company from time to time. You agree to be bound by any and all such policies and guidelines and acknowledge that such policies and guideline may be amended or modified or withdrawn from time to time at the sole discretion of the Company. Such change shall be notified by the Company to you at the earlier opportunity and shall be binding upon you.

**1. Designation:**

1] The Company agrees to employ you and you agree to act as "Associate – Health Care Claims" (India Business Title)" and serve the Company upon the terms and subject to the conditions set out in this letter. Your designation is subject to change as per the roles, responsibilities and work assigned to you from time to time.

**2. Compensation:**

2] You will be entitled for an annual cost to company (CTC) of Rs. 2,31, 516. (Rupees Two Lakh Thirty-One Thousand Five Hundred Sixteen Only) per annum. For details of your remuneration structure, please refer to the enclosed Annexure-A.

2.2 All amount payable by the Company under this letter shall be subject to such withholding tax, tax deduction at source or any other taxes as may be required under applicable laws, other statutory deductions, if any and social security contributions. However, it shall remain your responsibility to meet your tax liabilities.



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ELTP / 2021

22nd November,2021

**Subject: Letter of Intent to Hire**

**Dear Palewar Tejaswini,**

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a **Trainee Business Developer** in our Organization.

We request you to confirm to us your intent to join and accept this letter by signing and returning a copy of this letter to our HR team (mail id: **hrteam@eidiko.com**), no later than **25-November-2021,** failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

The detailed Terms and Conditions of your appointment shall be issued to you along with the offer letter at the time joining. You will be under a probationary period of 6 (six) months, from the date of joining.

Upon confirmation of your acceptance to join, you will be required to join the company on **06-July-2020** or inform the HR about any delay in joining date with a genuine reason, failing which our offer is closed and no further communication will be entertained.

**Following are the details about Trainee Business Developer:**

**Compensation**
**CTC:** Your Annual Gross CTC for the year, which is inclusive of Basic Salary and other Variable emoluments, is **Rs. 1,80,000/-** Per Annum (INR One Lakh Eighty Thousand Rupees Only).

This offer is subject to you satisfying the following requirements:

1. You are required to mandatorily possess the following documents at the time of joining:
    a. A valid Passport
    b. Income Tax PAN Card at the time of joining the Company.
2. You should have completed your academic course with a minimum of **65% or equivalent** as specified at the time of your selection.
3. Minimum of 65% in HSC or equivalent course and minimum of First Class 65% in all other courses completed by you prior to your qualifying academic course.
4. You should have completed any Company organized training imparted prior to your date of joining
5. Submit all necessary legal documentation pertaining to your employment

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Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

+91 40-33182600 info@eidiko.com

Eidiko Systems Integrators, Suite #1, Floor #1, MJR Magnifique,
Khajaguda X Roads, Gachibowli, Hyderabad, India – 500008

www.eidiko.co

We look forward to you having a rewarding career with us

Please revert to us with your acceptance of this offer.

Wishing you all the best,

Yours sincerely,

**Ratan Siripurapu**
**Vice President - Operations**
**Eidiko Systems Integrators Pvt. Ltd**

www.eidiko.co

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Gunthapally (V), Abdullapurmet (Md), R.R.Dist.

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Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008

SS&C

Date: November 28, 2021.

**To**

**AMBATI ANAND,**
**Location: Hyderabad,**
**India Business Title: Associate – Health Care Claims**
**Workday Title: Health Care Claims Examiner I**
**Grade: SI**

**Sub: Appointment Letter**

DST Worldwide Services India Private Limited is pleased in appoint you in its services with effect from November 28, 2021 subject to the terms and conditions set out in this letter.

You hereby acknowledge that the terms and conditions of employment as set out in this letter shall be governed by the polices and guidelines issued by the Company from time to time. You agree to be bound by any and all such policies and guidelines and acknowledge that such policies and guideline may be amended or modified or withdrawn from time to time at the sole discretion of the Company. Such change shall be notified by the Company to you at the earlier opportunity and shall be binding upon you.

**1. Designation:**

1] The Company agrees to employ you and you agree to act as "Associate – Health Care Claims" (India Business Title)" and serve the Company upon the terms and subject to the conditions set out in this letter. Your designation is subject to change as per the roles, responsibilities and work assigned to you from time to time.

**2. Compensation:**

2] You will be entitled for an annual cost to company (CTC) of Rs. 2,31, 516. (Rupees Two Lakh Thirty-One Thousand Five Hundred Sixteen Only) per annum. For details of your remuneration structure, please refer to the enclosed Annexure-A.

2.2 All amount payable by the Company under this letter shall be subject to such withholding tax, tax deduction at source or any other taxes as may be required under applicable laws, other statutory deductions, if any and social security contributions. However, it shall remain your responsibility to meet your tax liabilities.



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SS&C

Date: September 10, 2021.

**To**

**POLOJU VIKAS,**
**Location: Hyderabad,**
**India Business Title: Associate – Health Care Claims**
**Workday Title: Health Care Claims Examiner I**
**Grade: SI**

**Sub: Appointment Letter**

DST Worldwide Services India Private Limited is pleased in appoint you in its services with effect from September 10, 2021 subject to the terms and conditions set out in this letter.

You hereby acknowledge that the terms and conditions of employment as set out in this letter shall be governed by the polices and guidelines issued by the Company from time to time. You agree to be bound by any and all such policies and guidelines and acknowledge that such policies and guideline may be amended or modified or withdrawn from time to time at the sole discretion of the Company. Such change shall be notified by the Company to you at the earlier opportunity and shall be binding upon you.

**1. Designation:**

1] The Company agrees to employ you and you agree to act as "Associate – Health Care Claims" (India Business Title)" and serve the Company upon the terms and subject to the conditions set out in this letter. Your designation is subject to change as per the roles, responsibilities and work assigned to you from time to time.

**2. Compensation:**

2] You will be entitled for an annual cost to company (CTC) of Rs. 2,31, 516. (Rupees Two Lakh Thirty-One Thousand Five Hundred Sixteen Only) per annum. For details of your remuneration structure, please refer to the enclosed Annexure-A.

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Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

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Date: November 25, 2021.

**To**

**PISKA KARUN,**
**Location: Hyderabad,**
**India Business Title: Associate – Health Care Claims**
**Workday Title: Health Care Claims Examiner I**
**Grade: SI**

**Sub: Appointment Letter**

DST Worldwide Services India Private Limited is pleased in appoint you in its services with effect from November 25, 2021 subject to the terms and conditions set out in this letter.

You hereby acknowledge that the terms and conditions of employment as set out in this letter shall be governed by the polices and guidelines issued by the Company from time to time. You agree to be bound by any and all such policies and guidelines and acknowledge that such policies and guideline may be amended or modified or withdrawn from time to time at the sole discretion of the Company. Such change shall be notified by the Company to you at the earlier opportunity and shall be binding upon you.

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**2. Compensation:**

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Gunthanally (V), Abdullapurmet (Mdl) R.R.Dist

SS&C

Date: November 29, 2021.

**To**

**POONDRA ANJALI,**
**Location: Hyderabad,**
**India Business Title: Associate – Health Care Claims**
**Workday Title: Health Care Claims Examiner I**
**Grade: SI**

**Sub: Appointment Letter**

DST Worldwide Services India Private Limited is pleased in appoint you in its services with effect from November 29, 2021 subject to the terms and conditions set out in this letter.

You hereby acknowledge that the terms and conditions of employment as set out in this letter shall be governed by the polices and guidelines issued by the Company from time to time. You agree to be bound by any and all such policies and guidelines and acknowledge that such policies and guideline may be amended or modified or withdrawn from time to time at the sole discretion of the Company. Such change shall be notified by the Company to you at the earlier opportunity and shall be binding upon you.

**1. Designation:**

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SUTHERLAND

# PROVISIONAL OFFER LETTER

**College Name:** Avanthi Engineering College

**Date** : **22**.11.2021

**Dear**

**PULLA SWETHA**

**Congratulations!!!**
With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Lanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village Lanco Hills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers is up to 2.50 LPA - The package differs based on the Client, the individual's skill set, and various other selection parameters. Your association with the organization either contractual or permanent will be decided as per business requirements at the time of joining.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photograph
- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, and Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
**Talent Acquisition**
**Sutherland**

PRINCIPAL
Avanthi Institute of Engg & Tech
Guntimapally (V), Abdullapurmet (Mdl) R.R.Dist

This is a digitally generated soft copy hence a signature is not required

SS&C

Date: November 18, 2021.

**To**

**PUSHADAPU SIVA SANKAR ,**
**Location: Hyderabad,**
**India Business Title: Associate – Health Care Claims**
**Workday Title: Health Care Claims Examiner I**
**Grade: SI**

**Sub: Appointment Letter**

DST Worldwide Services India Private Limited is pleased in appoint you in its services with effect from November 25, 2021 subject to the terms and conditions set out in this letter.

You hereby acknowledge that the terms and conditions of employment as set out in this letter shall be governed by the polices and guidelines issued by the Company from time to time. You agree to be bound by any and all such policies and guidelines and acknowledge that such policies and guideline may be amended or modified or withdrawn from time to time at the sole discretion of the Company. Such change shall be notified by the Company to you at the earlier opportunity and shall be binding upon you.

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**2. Compensation:**

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Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

ELTP / 2021

18-Nov-2021

**Subject: Letter of Intent to Hire**

**Dear Racherla Sowmya ,**

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a **Trainee Business Developer** in our Organization.

We request you to confirm to us your intent to join and accept this letter by signing and returning a copy of this letter to our HR team (mail id: **hrteam@eidiko.com**), no later than **18-Nov-2021,** failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

The detailed Terms and Conditions of your appointment shall be issued to you along with the offer letter at the time joining. You will be under a probationary period of 6 (six) months, from the date of joining.

Upon confirmation of your acceptance to join, you will be required to join the company on 25-**Nove-2021** or inform the HR about any delay in joining date with a genuine reason, failingwhich our offer is closed and no further communication will be entertained.

**Following are the details about Trainee Business Developer:**

**Compensation**
**CTC:** Your Annual Gross CTC for the year, which is inclusive of Basic Salary and other Variable emoluments, is **Rs. 1,80,000/-** Per Annum (INR One Lakh Eighty Thousand Rupees Only).

This offer is subject to you satisfying the following requirements:

1. You are required to mandatorily possess the following documents at the time of joining:
    a. A valid Passport
    b. Income Tax PAN Card at the time of joining the Company.
2. You should have completed your academic course with a minimum of **65% or equivalent** as specified at the time of your selection.
3. Minimum of 65% in HSC or equivalent course and minimum of First Class 65% in all other courses completed by you prior to your qualifying academic course.
4. You should have completed any Company organized training imparted prior to your date of joining
5. Submit all necessary legal documentation pertaining to your employment

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+91 40-33182600 info@eidiko.com

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Khajaguda X Roads, Gachibowli, Hyderabad, India – 500008

www.eidiko.co

We look forward to you having a rewarding career with us

Please revert to us with your acceptance of this offer.

Wishing you all the best,

Yours sincerely,

**Ratan Siripurapu**
**Vice President - Operations**
**Eidiko Systems Integrators Pvt. Ltd**

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Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

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Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008

ELTP / 2020

11-Feb-2020

**Subject: Letter of Intent to Hire**

**Dear E.Hema,**

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a **Trainee Business Developer** in our Organization.

We request you to confirm to us your intent to join and accept this letter by signing and returning a copy of this letter to our HR team (mail id: **hrteam@eidiko.com**), no later than **15-June-2020,** failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

The detailed Terms and Conditions of your appointment shall be issued to you along with the offer letter at the time joining. You will be under a probationary period of 6 (six) months, from the date of joining.

Upon confirmation of your acceptance to join, you will be required to join the company on **06-July-2020** or inform the HR about any delay in joining date with a genuine reason, failing which our offer is closed and no further communication will be entertained.

**Following are the details about Trainee Business Developer:**

**Compensation**
**CTC:** Your Annual Gross CTC for the year, which is inclusive of Basic Salary and other Variable emoluments, is **Rs. 1,80,000/-** Per Annum (INR One Lakh Eighty Thousand Rupees Only).

This offer is subject to you satisfying the following requirements:

1. You are required to mandatorily possess the following documents at the time of joining:
    a. A valid Passport
    b. Income Tax PAN Card at the time of joining the Company.
2. You should have completed your academic course with a minimum of **65% or equivalent** as specified at the time of your selection.
3. Minimum of 65% in HSC or equivalent course and minimum of First Class 65% in all other courses completed by you prior to your qualifying academic course.
4. You should have completed any Company organized training imparted prior to your date of joining
5. Submit all necessary legal documentation pertaining to your employment

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We look forward to you having a rewarding career with us

Please revert to us with your acceptance of this offer.

Wishing you all the best,

Yours sincerely,

**Ratan Siripurapu**
**Vice President - Operations**
**Eidiko Systems Integrators Pvt. Ltd**

www.eidiko.com

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Guntihapally (V), Abdullapurmet (Md), R.R.Dist.

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Eidiko Systems Integrators, Suite #1, Floor #1, MJR Magnifique,
Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008

SS&C

Date: November 29, 2021.

**To**

**RANGA SHIVANI,**
**Location: Hyderabad,**
**India Business Title: Associate – Health Care Claims**
**Workday Title: Health Care Claims Examiner I**
**Grade: SI**

**Sub: Appointment Letter**

DST Worldwide Services India Private Limited is pleased in appoint you in its services with effect from November 29, 2021 subject to the terms and conditions set out in this letter.

You hereby acknowledge that the terms and conditions of employment as set out in this letter shall be governed by the polices and guidelines issued by the Company from time to time. You agree to be bound by any and all such policies and guidelines and acknowledge that such policies and guideline may be amended or modified or withdrawn from time to time at the sole discretion of the Company. Such change shall be notified by the Company to you at the earlier opportunity and shall be binding upon you.

**1. Designation:**

1] The Company agrees to employ you and you agree to act as "Associate – Health Care Claims" (India Business Title)" and serve the Company upon the terms and subject to the conditions set out in this letter. Your designation is subject to change as per the roles, responsibilities and work assigned to you from time to time.

**2. Compensation:**

2] You will be entitled for an annual cost to company (CTC) of Rs. 2,31, 516. (Rupees Two Lakh Thirty-One Thousand Five Hundred Sixteen Only) per annum. For details of your remuneration structure, please refer to the enclosed Annexure-A.

2.2 All amount payable by the Company under this letter shall be subject to such withholding tax, tax deduction at source or any other taxes as may be required under applicable laws, other statutory deductions, if any and social security contributions. However, it shall remain your responsibility to meet your tax liabilities.



PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntithangally (V), Abdullapurmet (Mdl) R.R.Dist

**SSctech.Com**

SUTHERLAND

# PROVISIONAL OFFER LETTER

**College Name:** Avanthi Engineering College

**Date** : 16.12.2021

**Dear**

**RAPOLU SUSHMA**

**Congratulations!!!**
With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Lanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village Lanco Hills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers is up to 2.50 LPA - The package differs based on the Client, the individual's skill set, and various other selection parameters. Your association with the organization either contractual or permanent will be decided as per business requirements at the time of joining.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photograph
- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, and Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
**Talent Acquisition**
**Sutherland**

This is a digitally generated soft copy hence a signature is not required

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist.

SS&C

Date: November 28, 2021.

**To**

**REETESH KUMAR MEHTA,**
**Location: Hyderabad,**
**India Business Title: Associate – Health Care Claims**
**Workday Title: Health Care Claims Examiner I**
**Grade: SI**

**Sub: Appointment Letter**

DST Worldwide Services India Private Limited is pleased in appoint you in its services with effect from November 28, 2021 subject to the terms and conditions set out in this letter.

You hereby acknowledge that the terms and conditions of employment as set out in this letter shall be governed by the polices and guidelines issued by the Company from time to time. You agree to be bound by any and all such policies and guidelines and acknowledge that such policies and guideline may be amended or modified or withdrawn from time to time at the sole discretion of the Company. Such change shall be notified by the Company to you at the earlier opportunity and shall be binding upon you.

**1. Designation:**

1] The Company agrees to employ you and you agree to act as "Associate – Health Care Claims" (India Business Title)" and serve the Company upon the terms and subject to the conditions set out in this letter. Your designation is subject to change as per the roles, responsibilities and work assigned to you from time to time.

**2. Compensation:**

2] You will be entitled for an annual cost to company (CTC) of Rs. 2,31, 516. (Rupees Two Lakh Thirty-One Thousand Five Hundred Sixteen Only) per annum. For details of your remuneration structure, please refer to the enclosed Annexure-A.

2.2 All amount payable by the Company under this letter shall be subject to such withholding tax, tax deduction at source or any other taxes as may be required under applicable laws, other statutory deductions, if any and social security contributions. However, it shall remain your responsibility to meet your tax liabilities.



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Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist.
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Date: October 26, 2021.

**To**

**SALENDRA ANVESH,**
**Location: Hyderabad,**
**India Business Title: Associate – Health Care Claims**
**Workday Title: Health Care Claims Examiner I**
**Grade: SI**

**Sub: Appointment Letter**

DST Worldwide Services India Private Limited is pleased in appoint you in its services with effect from October 26, 2021 subject to the terms and conditions set out in this letter.

You hereby acknowledge that the terms and conditions of employment as set out in this letter shall be governed by the polices and guidelines issued by the Company from time to time. You agree to be bound by any and all such policies and guidelines and acknowledge that such policies and guideline may be amended or modified or withdrawn from time to time at the sole discretion of the Company. Such change shall be notified by the Company to you at the earlier opportunity and shall be binding upon you.

**1. Designation:**

1] The Company agrees to employ you and you agree to act as "Associate – Health Care Claims" (India Business Title)" and serve the Company upon the terms and subject to the conditions set out in this letter. Your designation is subject to change as per the roles, responsibilities and work assigned to you from time to time.

**2. Compensation:**

2] You will be entitled for an annual cost to company (CTC) of Rs. 2,31, 516. (Rupees Two Lakh Thirty-One Thousand Five Hundred Sixteen Only) per annum. For details of your remuneration structure, please refer to the enclosed Annexure-A.

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Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

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Date: December 29, 2021.

**To**

**S SHEKAR,**
**Location: Hyderabad,**
**India Business Title: Associate – Health Care Claims**
**Workday Title: Health Care Claims Examiner I**
**Grade: SI**

**Sub: Appointment Letter**

DST Worldwide Services India Private Limited is pleased in appoint you in its services with effect from December 29, 2021 subject to the terms and conditions set out in this letter.

You hereby acknowledge that the terms and conditions of employment as set out in this letter shall be governed by the polices and guidelines issued by the Company from time to time. You agree to be bound by any and all such policies and guidelines and acknowledge that such policies and guideline may be amended or modified or withdrawn from time to time at the sole discretion of the Company. Such change shall be notified by the Company to you at the earlier opportunity and shall be binding upon you.

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2] 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.

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Mandatory Requirements while joining:

(1) Student has to send a photo copy of his or her X, XII mark sheets
(2) Student has to send a photo copy of Engineering all semester mark sheets up to 6th semester
(3) Student has to send photo copy of Aadhar card
(4) Student has to send photo copy of college ID proof
(5) Student has to send his or her pass port size photo

**We look forward to welcome you on board.**

**Sincerely,**
**HR Team**
**Palle Technologies**

PRINCIPAL
AVANTHI INSTITUTE OF ENGG. & Tech
Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

Palle® Technologies

LEADERS IN TECHNOLOGY TRAINING

SOFTWARE TRAINING | OUT SOURCING | SOLUTION

ISO 9001 : 2015 CERTIFIED & NASSCOM MEMBER

25/11/2021

# Letter of Intent –Free Training and Placement under CSR

**Dear Bathula shyamkumar (Avanthi institute of engineering and technology)**

We are pleased to inform you that you have been selected for CSR-Incubation batch of Technology Training and Placement which is of free of cost for merit students.

By Palle Technologies, Bangalore.

**The program will begin from (November) 25/11/2021 Course Duration (3.5 month)**
**The Mode of Training will be Online – Using Zoom App.**
**The Training will be conducted every day between 6:30 PM to 8 PM.**
During this Program you will be having Technology Training

1. Monday to Friday – Training, and Saturday Evaluation & interview preparation.

Program features:

1. Aptitude & reasoning training
2. Technology training on Java / python / Dotnet based on student choice.
   Technology training on common modules which includes web technologies, and database mysql/sql server
3. Assignments – coding & aptitude
4. System tests on regular basis
5. Coding interview preparation
6. Mock technical interviews
7. Mock HR interviews
8. We will schedule unlimited number of interviews with our esteemed clients with packages starting from 3 LPA to 8 LPA until student gets placed
9. Course Completion Certificate will be provided after the successful completion of the Technology training
10. If student misses any one class during training period, then student will be dropped from the program and will not be eligible for free training and placements.
11. If student has not attended any interview scheduled by Palle Technologies, then student will be disqualified from the program and will not be eligible for free training and placements.
12. Student must clear mock interview to apply for our client companies.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (M), R.R.Dist

15/6, 2nd Floor, Manish Complex (Above SBI Bank), Mangammanapalya Main Road
Bommanahalli, Bengaluru - 560 068
Ph : 080-41645630, email : info@techpalle.com | website : www.techpalle.com

Palle Technologies

LEADERS IN TECHNOLOGY TRAINING

SOFTWARE TRAINING | OUT SOURCING | SOLUTION

ISO 9001 : 2015 CERTIFIED & NASSCOM MEMBER

22/10/2022

# Letter of Intent –Free Training and Placement under CSR

**Dear Vadlakonda Supritha (Avanthi institute of engineering and technology)**

We are pleased to inform you that you have been selected for CSR-Incubation batch of Technology Training and Placement which is of free of cost for merit students.

By Palle Technologies, Bangalore.

**The program will begin from (November) 22/10/2022 Course Duration (3.5 month)**
**The Mode of Training will be Online – Using Zoom App.**
**The Training will be conducted every day between 6:30 PM to 8 PM.**
During this Program you will be having Technology Training

1. Monday to Friday – Training, and Saturday Evaluation & interview preparation.

Program features:

1. Aptitude & reasoning training
2. Technology training on Java / python / Dotnet based on student choice.
   Technology training on common modules which includes web technologies, and database mysql/sql server
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12. Student must clear mock interview to apply for our client companies.

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Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

15/6, 2nd Floor, Manish Complex (Above SBI Bank), Mangammanapalya Main Road
Bommanahalli, Bengaluru - 560 068
Ph : 080-41645630, email : info@techpalle.com | website : www.techpalle.com

Mandatory Requirements while joining:

(1) Student has to send a photo copy of his or her X, XII mark sheets
(2) Student has to send a photo copy of Engineering all semester mark sheets up to 6th semester
(3) Student has to send photo copy of Aadhar card
(4) Student has to send photo copy of college ID proof
(5) Student has to send his or her pass port size photo

**We look forward to welcome you on board.**

**Sincerely,**
**HR Team**
**Palle Technologies**

PRINCIPAL
Sreyas Institute of Engg. & Tech

21/11/2021

## Letter of Intent –Free Training and Placement under CSR

**Dear Velpula Madhu (Avanthi institute of engineering and technology)**

We are pleased to inform you that you have been selected for CSR-Incubation batch of Technology Training and Placement which is of free of cost for merit students.

By Palle Technologies, Bangalore.

**The program will begin from (November) 25/11/2021 Course Duration (3.5 month)**
**The Mode of Training will be Online – Using Zoom App.**
**The Training will be conducted every day between 6:30 PM to 8 PM.**
During this Program you will be having Technology Training

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Program features:

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   Technology training on common modules which includes web technologies, and database mysql/sql server
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10. If student misses any one class during training period, then student will be dropped from the program and will not be eligible for free training and placements.
11. If student has not attended any interview scheduled by Palle Technologies, then student will be disqualified from the program and will not be eligible for free training and placements.
12. Student must clear mock interview to apply for our client companies.

PRINCIPAL
Avanthi Institute of Engg. & Tech

Mandatory Requirements while joining:

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(2) Student has to send a photo copy of Engineering all semester mark sheets up to 6th semester
(3) Student has to send photo copy of Aadhar card
(4) Student has to send photo copy of college ID proof
(5) Student has to send his or her pass port size photo

**We look forward to welcome you on board.**

**Sincerely,**
**HR Team**
**Palle Technologies**

PRINCIPAL
Avanthi Institute of Engg. & Tech
Avanthi Nagar, V.V. Agraharam (Md'l) R.R.Dist

SS&C

Date: November 18, 2021.

**To**

**VEMULA GANESH,**
**Location: Hyderabad,**
**India Business Title: Associate – Health Care Claims**
**Workday Title: Health Care Claims Examiner I**
**Grade: SI**

**Sub: Appointment Letter**

DST Worldwide Services India Private Limited is pleased in appoint you in its services with effect from November 25, 2021 subject to the terms and conditions set out in this letter.

You hereby acknowledge that the terms and conditions of employment as set out in this letter shall be governed by the polices and guidelines issued by the Company from time to time. You agree to be bound by any and all such policies and guidelines and acknowledge that such policies and guideline may be amended or modified or withdrawn from time to time at the sole discretion of the Company. Such change shall be notified by the Company to you at the earlier opportunity and shall be binding upon you.

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**2. Compensation:**

2] You will be entitled for an annual cost to company (CTC) of Rs. 2,31, 516. (Rupees Two Lakh Thirty-One Thousand Five Hundred Sixteen Only) per annum. For details of your remuneration structure, please refer to the enclosed Annexure-A.

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Date: November 18, 2021.

**To**

**VYSABATTU PAVANRAJ,**
**Location: Hyderabad,**
**India Business Title: Associate – Health Care Claims**
**Workday Title: Health Care Claims Examiner I**
**Grade: SI**

**Sub: Appointment Letter**

DST Worldwide Services India Private Limited is pleased in appoint you in its services with effect from November 25, 2021 subject to the terms and conditions set out in this letter.

You hereby acknowledge that the terms and conditions of employment as set out in this letter shall be governed by the polices and guidelines issued by the Company from time to time. You agree to be bound by any and all such policies and guidelines and acknowledge that such policies and guideline may be amended or modified or withdrawn from time to time at the sole discretion of the Company. Such change shall be notified by the Company to you at the earlier opportunity and shall be binding upon you.

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## 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**

**Y Sandeep Kumar**

PRINCIPAL
Avanthi Institute of Engg. & Tech
Cuntithanally (V), Abdullapurmet (Md), R.R.Dist

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Date: 22 November, 2021

**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 2021. 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 2021 |
| 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.

For SunviENG Pvt Ltd.,
**T.M.V. TARAKA**
**HR Executive**

**Signature**
**Y Sandeep Kumar**

PRINCIPAL
Avanthi Institute of Engg. & Tech
Abdullapurmet (Md) R.R.Dist

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## 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 10th Consolidated Marks Memo (CMM) photocopy.
- Intermediate or Class 12th 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**

**Y Sandeep Kumar**

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist