5.2.1.1: Number of outgoing students placed and / or progressed to higher education during the academic year 2021-2022

SUMMARY OF STUDENTS PLACED AND HIGHER EDUCATION- ACADEMIC YEAR 2021-2022

Academic year	2021-2022
No of final year students	**607**
No of students placed	438
No of students progressed to higher education	22
Total no of students placed and higher education	**460**
Percentage of placement of outgoing students and students progressing to higher education	**75.7%**

TPO

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

AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY

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

PLACEMENT DETAILS :2021-2022

S.No	Year	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (In INR)	Page No
1	2021-22	A PAVAN KALYAN	UG	2022	Vincloud Solutions, Ramana 9640789300	3.5 LPA	40 – 43
2	2021-22	MALKAREDDY JITHENDER	UG	2022	Vincloud Solutions, Ramana 9640789300	3.5 LPA	44 – 47
3	2021-22	URAGADDA BHUDEVI	UG	2022	Vincloud Solutions, Ramana 9640789300	3.5 LPA	48 – 51
4	2021-22	POLEPALLY NAGARAJU	UG	2022	Vincloud Solutions, Ramana 9640789300	3.5 LPA	52 – 55
5	2021-22	JALADI SAI TEJA	UG	2022	Vincloud Solutions, Ramana 9640789300	3.5 LPA	56 – 59
6	2021-22	A VENKATESH	UG	2022	Vincloud Solutions, Ramana 9640789300	3.5 LPA	60 – 63
7	2021-22	BOGA KEERTHI	UG	2022	Vincloud Solutions, Ramana 9640789300	3.5 LPA	64 – 67
8	2021-22	KARANAM DIVYA BHANU	UG	2022	Vincloud Solutions, Ramana 9640789300	3.5 LPA	68 – 71
9	2021-22	NALLA TEJA	UG	2022	Vincloud Solutions, Ramana 9640789300	3.5 LPA	72 – 75

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10	2021-22	BHUKYA PAVAN KUMAR	UG	2022	Vincloud Solutions, Ramana 9640789300	3.5 LPA	76 – 79
11	2021-22	MATHANGI ARUN KUMAR	UG	2022	Vincloud Solutions, Ramana 9640789300	3.5 LPA	80 – 83
12	2021-22	VADLURI SUMANTH	UG	2022	Vincloud Solutions, Ramana 9640789300	3.5 LPA	84 – 87
13	2021-22	VANGURI VIJAYKUMAR	UG	2022	Vincloud Solutions, Ramana 9640789300	3.5 LPA	88 – 91
14	2021-22	MANDULA SRAVAN KUMAR	UG	2022	Vincloud Solutions, Ramana 9640789300	3.5 LPA	92 – 95
15	2021-22	DHARANI NARESH	UG	2022	Vincloud Solutions, Ramana 9640789300	3.5 LPA	96 – 99
16	2021-22	MENTHYALA SRIDHAR	UG	2022	Vincloud Solutions, Ramana 9640789300	3.5 LPA	100 – 103
17	2021-22	BODDU RAMYA	PG	2022	Vincloud Solutions, Ramana 9640789300	3.5 LPA	104 – 107
18	2021-22	MADANA HARISHBABU	PG	2022	Vincloud Solutions, Ramana 9640789300	3.5 LPA	108 – 111
19	2021-22	SHAIK MUZAFFAR	PG	2022	Vincloud Solutions, Ramana 9640789300	3.5 LPA	112 – 115
20	2021-22	DEVARIGARI SATYA PRASAD	UG	2022	Accolite Digital, Mr Vinay 9247761153	4.0 LPA	116 – 122
21	2021-22	DASARI VIVEK	UG	2022	Accolite Digital, Mr.Vinay 9247761153	4.0 LPA	123 – 129

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22	2021-22	DARESH ADARSH	UG	2022	Accolite Digital, Mr.Vinay 9247761153	4.0 LPA	130 – 136
23	2021-22	CHUKKA NAVARATHNA	PG	2022	Accolite Digital, Mr.Vinay 9247761153	4.0 LPA	137 – 143
24	2021-22	MUSUKU AISHWARYA	UG	2022	Accolite Digital, Mr.Vinay 9247761153	4.0 LPA	144 – 150
25	2021-22	MIRYALA VINAY	UG	2022	Accolite Digital, Mr.Vinay 9247761153	4.0 LPA	151-157
26	2021-22	KUMMULA UMAKANTH	UG	2022	Accolite Digital, Mr.Vinay 9247761153	4.0 LPA	158 – 164
27	2021-22	KONAPARTHI KALYAN KUMAR	UG	2022	Accolite Digital, Mr.Vinay 9247761153	4.0 LPA	165 – 171
28	2021-22	KARNA BAHADUR BISTA	UG	2022	Accolite Digital, Mr.Vinay 9247761153	4.0 LPA	172 – 178
29	2021-22	KANDIMALLA KIRAN KUMAR REDDY	UG	2022	Accolite Digital, Mr. Vinay 9247761153	4.0 LPA	179 – 185
30	2021-22	CHINTHA PALLI SRILATHA	PG	2022	Accolite Digital, Mr. Vinay 9247761153	4.0 LPA	186 – 192
31	2021-22	ALLAKONDA PRANAY KUMAR	UG	2022	Accolite Digital, Mr. Vinay 9247761153	4.0 LPA	193 – 199
32	2021-22	PATIBANDA LAKSHMI SAIMANOJ	UG	2022	GLOBUS SOFT, Mr. Praveen 8106710020	1.8 LPA	200
33	2021-22	BADAVATH PRAVEEN	UG	2022	GLOBUS SOFT, Mr. Praveen 8106710020	1.8 LPA	201

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34	2021-22	VADDE SRINIVASULU	UG	2022	GLOBUS SOFT, Mr. Praveen 8106710020	1.8 LPA	202
35	2021-22	LAKAVATH DEVARAJ	UG	2022	GLOBUS SOFT, Mr. Praveen 8106710020	1.8 LPA	203
36	2021-22	ISUKAPATLA ASHISH CHANDAN	UG	2022	GLOBUS SOFT, Mr. Praveen 8106710020	1.8 LPA	204
37	2021-22	GANDLA RAMYA	UG	2022	Maha Electronics, Mr Pavan - 8008502732	1.8 LPA	205
38	2021-22	M RAMESH	UG	2022	Maha Electronics, Mr Pavan - 8008502732	1.8 LPA	206
39	2021-22	MARAM ASHOK REDDY	UG	2022	Maha Electronics, Mr Pavan - 8008502732	1.8 LPA	207
40	2021-22	MASANAM VENUKUMAR	UG	2022	Maha Electronics, Mr Pavan - 8008502732	1.8 LPA	208
41	2021-22	TADIVAKA PAVAN TEJA	UG	2022	Maha Electronics, Mr Pavan - 8008502732	1.8 LPA	209
42	2021-22	YANALA PRASANNA	UG	2022	Maha Electronics, Mr Pavan - 8008502732	1.8 LPA	210
43	2021-22	BHUPANI VENKATA SAI KRISHNA	UG	2022	Maha Electronics, Mr Pavan - 8008502732	1.8 LPA	211
44	2021-22	NIMMALA ROHITH REDDY	UG	2022	Maha Electronics, Mr Pavan - 8008502732	1.8 LPA	212
45	2021-22	VEMULA RAJESH	UG	2022	Maha Electronics, Mr Pavan - 8008502732	1.8 LPA	213

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46	2021-22	KOTHAPALLI VAMSHI	UG	2022	Maha Electronics, Mr Pavan - 8008502732	1.8 LPA	214
47	2021-22	BODDU SAIKUMAR	UG	2022	Maha Electronics, Mr Pavan - 8008502732	1.8 LPA	215
48	2021-22	NIRAGHATAM VENKATA SAI KRISHNA KARTHIK	UG	2022	Maha Electronics, Mr Pavan - 8008502732	1.8 LPA	216
49	2021-22	THUPAKULA RUPARANI	UG	2022	Maha Electronics, Mr Pavan - 8008502732	1.8 LPA	217
50	2021-22	JAMMULADINNE RAGHUVARMA REDDY	UG	2022	Maha Electronics, Mr Pavan - 8008502732	1.8 LPA	218
51	2021-22	RAYABARAPU SANDEEP KUMAR	UG	2022	Maha Electronics, Mr Pavan - 8008502732	1.8 LPA	219
52	2021-22	BEESA NAVEEN	UG	2022	Maha Electronics, Mr Pavan - 8008502732	1.8 LPA	220
53	2021-22	DAYYALA VIDYASAGAR	UG	2022	Maha Electronics, Mr Pavan - 8008502732	1.8 LPA	221
54	2021-22	KUNSOTH JAYANTH KUMAR	UG	2022	Maha Electronics, Mr Pavan - 8008502732	1.8 LPA	222
55	2021-22	ETIKALA SAI CHARAN REDDY	UG	2022	Dura Automotive Services India Pvt. Ltd Mr Naseer 9912233001	4.5 LPA	223
56	2021-22	KASOJU SHRAVYA	UG	2022	Dura Automotive Services India Pvt. Ltd Mr Naseer 9912233001	4.5 LPA	224 – 225

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57	2021-22	KATKAM MEGHANA	UG	2022	Dura Automotive Services India Pvt. Ltd Mr Naseer 9912233001	4.5 LPA	226 – 227
58	2021-22	MALLIKANTI SAI KRISHNA	UG	2022	Dura Automotive Services India Pvt. Ltd Mr Naseer 9912233001	4.5 LPA	228 – 229
59	2021-22	POLAKA SRIJA	UG	2022	Dura Automotive Services India Pvt. Ltd Mr Naseer 9912233001	4.5 LPA	230 – 231
60	2021-22	TEEGALA SAI KUMAR	UG	2022	Dura Automotive Services India Pvt. Ltd Mr Naseer 9912233001	4.5 LPA	232 – 233
61	2021-22	THOTA BHAVANA	UG	2022	Dura Automotive Services India Pvt. Ltd Mr Naseer 9912233001	4.5 LPA	234 – 235
62	2021-22	YELLU DINESH REDDY	UG	2022	Dura Automotive Services India Pvt. Ltd Mr Naseer 9912233001	4.5 LPA	236 – 237
63	2021-22	CHENNU PAVANI	UG	2022	Dura Automotive Services India Pvt. Ltd Mr Naseer 9912233001	4.5 LPA	238 – 239
64	2021-22	GOPAGONI BHARATH	UG	2022	Dura Automotive Services India Pvt. Ltd Mr Naseer 9912233001	4.5 LPA	240 – 241
65	2021-22	GANDHE PRAVIN	UG	2022	Dura Automotive Services India Pvt. Ltd Mr Naseer 9912233001	4.5 LPA	242 – 243
66	2021-22	PITTALA SAI RAVALI	UG	2022	Dura Automotive Services India Pvt. Ltd Mr Naseer 9912233001	4.5 LPA	244 – 245

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67	2021-22	YENNAM.KONDAREDDY	UG	2022	Dura Automotive Services India Pvt. Ltd Mr Naseer 9912233001	4.5 LPA	246 – 247
68	2021-22	KANUGANTI KARTHIK KUMAR	UG	2022	Dura Automotive Services India Pvt. Ltd Mr Naseer 9912233001	4.5 LPA	248 – 249
69	2021-22	NOMULA GOVARDHAN	UG	2022	Dura Automotive Services India Pvt. Ltd Mr Naseer 9912233001	4.5 LPA	250 – 251
70	2021-22	PUUTTA SWATHI	UG	2022	Dura Automotive Services India Pvt. Ltd Mr Naseer 9912233001	4.5 LPA	252 – 253
71	2021-22	MUNDLA ANUSHA	UG	2022	Dura Automotive Services India Pvt. Ltd Mr Naseer 9912233001	4.5 LPA	254 – 255
72	2021-22	A SHIVAM	UG	2022	Dura Automotive Services India Pvt. Ltd Mr Naseer 9912233001	4.5 LPA	256 – 257
73	2021-22	BELDHAR SANDEEP SAILOO	UG	2022	Dura Automotive Services India Pvt. Ltd Mr Naseer 9912233001	4.5 LPA	258 – 259
74	2021-22	GODUGU MANOHAR	UG	2022	Dura Automotive Services India Pvt. Ltd Mr Naseer 9912233001	4.5 LPA	260 – 261
75	2021-22	PUTLA SRINIVAS	UG	2022	Dura Automotive Services India Pvt. Ltd Mr Naseer 9912233001	4.5 LPA	262 – 263
76	2021-22	KARANAM SAI VANDANA SREEJA	UG	2022	Eidiko Technology Ms Padmaja - 7660093288	1.8 LPA	264 – 265

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77	2021-22	CHERUKUMALLI VASU BABU	UG	2022	Eidiko Technology Ms Padmaja - 7660093288	1.8 LPA	266 – 267
78	2021-22	NALLA KUMAR	UG	2022	Eidiko Technology Ms Padmaja - 7660093288	1.8 LPA	268 – 269
79	2021-22	PUSALA YESUMANI	UG	2022	Eidiko Technology Ms Padmaja - 7660093288	1.8 LPA	270 – 271
80	2021-22	DETTI CHANDU	UG	2022	Eidiko Technology Ms Padmaja - 7660093288	1.8 LPA	272 – 273
81	2021-22	N SWATHI	UG	2022	Eidiko Technology Ms Padmaja - 7660093288	1.8 LPA	274 – 275
82	2021-22	BOMMAGANI DEEPIKA	UG	2022	Eidiko Technology Ms Padmaja - 7660093288	1.8 LPA	276 – 277
83	2021-22	RAGAM SAISHYAM	UG	2022	Eidiko Technology Ms Padmaja - 7660093288	1.8 LPA	278 – 279
84	2021-22	KOMMA PRANAY	UG	2022	Eidiko Technology Ms Padmaja - 7660093288	1.8 LPA	280 – 281
85	2021-22	ILENI RAMYA	UG	2022	Eidiko Technology Ms Padmaja - 7660093288	1.8 LPA	282 – 283
86	2021-22	TATTRI MALLIKARJUN	UG	2022	Eidiko Technology Ms Padmaja - 7660093288	1.8 LPA	284 – 285
87	2021-22	GOVVALA VIJAY KUMAR	UG	2022	Eidiko Technology Ms Padmaja - 7660093288	1.8 LPA	286 – 288
88	2021-22	MATTA RAKESH	UG	2022	Eidiko Technology Ms Padmaja - 7660093288	1.8 LPA	289 – 290

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89	2021-22	CHENNOJU BHAVANI	PG	2022	Eidiko Technology Ms Padmaja - 7660093288	1.8 LPA	291 – 292
90	2021-22	POLAMPALLY PRANITHA	PG	2022	Eidiko Technology Ms Padmaja - 7660093288	1.8 LPA	293 – 294
91	2021-22	UDUTHA JYOTHI	PG	2022	Eidiko Technology Ms Padmaja - 7660093288	1.8 LPA	295 – 296
92	2021-22	PYARAM NAVYA	PG	2022	Eidiko Technology Ms Padmaja - 7660093288	1.8 LPA	297 – 298
93	2021-22	NANDU SRIKANTH REDDY	UG	2022	AAS Technologies Private Limited Mr Naseer - 9912233001	1.2 LPA	299
94	2021-22	PASALA PETER SANDEEP	UG	2022	AAS Technologies Private Limited - Mr Naseer - 9912233001	1.2 LPA	300
95	2021-22	BEEMANI AJITH KUMAR	UG	2022	AAS Technologies Private Limited Mr Naseer - 9912233001	1.2 LPA	301
96	2021-22	KEMBASARI PRASAD	UG	2022	AAS Technologies Private Limited Mr Naseer - 9912233001	1.2 LPA	302
97	2021-22	KOTREPALLI APARNA	UG	2022	AAS Technologies Private Limited Mr Naseer - 9912233001	1.2 LPA	303
98	2021-22	VEMPATI SHIVANI	UG	2022	AAS Technologies Private Limited Mr Naseer - 9912233001	1.2 LPA	304
99	2021-22	CHALLA SAI PRAKASH REDDY	UG	2022	AAS Technologies Private Limited Mr Naseer - 9912233001	1.2 LPA	305

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100	2021-22	LINGAMPALLI SAICHARAN	UG	2022	AAS Technologies Private Limited Mr Naseer - 9912233001	1.2 LPA	306
101	2021-22	NAKKA MADHU KRISHNA	UG	2022	AAS Technologies Private Limited Mr Naseer - 9912233001	1.2 LPA	307
102	2021-22	GYARA AVINASH	UG	2022	AAS Technologies Private Limited Mr Naseer - 9912233001	1.2 LPA	308
103	2021-22	BAPANIPALLY DIWAKAR	UG	2022	AAS Technologies Private Limited Mr Naseer - 9912233001	1.2 LPA	309
104	2021-22	PALVAI HARISH	UG	2022	VIRTUSA Mr. Nataraj Santhosh 9441803501	4.5 LPA	310
105	2021-22	CHOLLOTI AKANKSHA	UG	2022	VIRTUSA Mr. Nataraj Santhosh 9441803501	4.5 LPA	311
106	2021-22	GATIPELLY ROHITH	UG	2022	IOPEX, Mr. Vivek Reddy 9704173779	4.0 LPA	312 – 314
107	2021-22	NIZAMUDDIN SAMEERUDDIN	UG	2022	IOPEX, Mr. Vivek Reddy 9704173779	4.0 LPA	315 – 317
108	2021-22	KAKI SONY	UG	2022	IOPEX, Mr. Vivek Reddy 9704173779	4.0 LPA	318 – 320
109	2021-22	KONDA NAVEEN KUMAR REDDY	UG	2022	IOPEX, Mr. Vivek Reddy 9704173779	4.0 LPA	321 – 323
110	2021-22	A MADHURI	UG	2022	IOPEX, Mr. Vivek Reddy 9704173779	4.0 LPA	324 – 326

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111	2021-22	MANIKARI BHARATH	UG	2022	IOPEX, Mr. Vivek Reddy 9704173779	4.0 LPA	327 – 329
112	2021-22	VALLEPU SWATHI	UG	2022	IOPEX, Mr. Vivek Reddy 9704173779	4.0 LPA	330 – 332
113	2021-22	BOMMMOJU RANJITH	UG	2022	IOPEX, Mr. Vivek Reddy 9704173779	4.0 LPA	333 – 335
114	2021-22	THUPAKULA GOPI CHAND	UG	2022	IOPEX, Mr. Vivek Reddy 9704173779	4.0 LPA	336 – 338
115	2021-22	GURRAM PRASHANTH	UG	2022	IOPEX, Mr. Vivek Reddy 9704173779	4.0 LPA	339 – 341
116	2021-22	KONAPARTHI MURALI KRISHNA	UG	2022	IOPEX, Mr. Vivek Reddy 9704173779	4.0 LPA	342 – 344
117	2021-22	PERIKETI PRIYANKA	PG	2022	IOPEX, Mr. Vivek Reddy 9704173779	4.0 LPA	345 – 347
118	2021-22	MURARI MOUNIKA	PG	2022	IOPEX, Mr. Vivek Reddy 9704173779	4.0 LPA	348 – 350
119	2021-22	ERRI SAMAGNYA	UG	2022	MSYS, Mr Kishore- 9840919321	4.0 LPA	351 – 358
120	2021-22	VUDHARU NAGALAXMI	UG	2022	MSYS, Mr Kishore- 9840919321	4.0 LPA	359 – 366
121	2021-22	ALLE VINAY	UG	2022	MSYS, Mr Kishore- 9840919321	4.0 LPA	367 – 374
122	2021-22	BADUGU DILEP	UG	2022	MSYS, Mr Kishore- 9840919321	4.0 LPA	375 – 382

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123	2021-22	MANCHIKANTI ASRITHA	UG	2022	MSYS, Mr Kishore- 9840919321	4.0 LPA	383 – 390
124	2021-22	MUDIAM HARSHA VARDHAN REDDY	UG	2022	MSYS, Mr Kishore- 9840919321	4.0 LPA	391 – 398
125	2021-22	PENUMUCHHU RAMYA KEERTHI	UG	2022	MSYS, Mr Kishore- 9840919321	4.0 LPA	399 – 406
126	2021-22	PULIPELLI PAVANI	UG	2022	MSYS, Mr Kishore- 9840919321	4.0 LPA	407 – 414
127	2021-22	R PRAVEEN	UG	2022	MSYS, Mr Kishore- 9840919321	4.0 LPA	415 – 422
128	2021-22	RACHURI AISHWARYA	UG	2022	MSYS, Mr Kishore- 9840919321	4.0 LPA	423 – 430
129	2021-22	KONGARI DHARANI	UG	2022	MSYS, Mr Kishore- 9840919321	4.0 LPA	431 – 438
130	2021-22	DEKKA SAI KIRAN	UG	2022	MSYS, Mr Kishore- 9840919321	4.0 LPA	439 – 446
131	2021-22	MARVATHU SAI ROHITH	UG	2022	MSYS, Mr Kishore- 9840919321	4.0 LPA	447 – 454
132	2021-22	PERUMALLA MANISAI	UG	2022	MSYS, Mr Kishore- 9840919321	4.0 LPA	455 – 462
133	2021-22	CHALLAGUNDLA SRAVYA	UG	2022	MSYS, Mr Kishore- 9840919321	4.0 LPA	463 – 470
134	2021-22	BALABHADRA SUKANYA	UG	2022	MSYS, Mr Kishore- 9840919321	4.0 LPA	471 – 478

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135	2021-22	NALUMASU VAISHNAVI	UG	2022	MSYS, Mr Kishore- 9840919321	4.0 LPA	479 – 486
136	2021-22	DARAM MAMATHA	UG	2022	MSYS, Mr Kishore- 9840919321	4.0 LPA	487 – 494
137	2021-22	KAKUMANI HARIKA	UG	2022	MSYS, Mr Kishore- 9840919321	4.0 LPA	495 – 502
138	2021-22	GUGULOTH GANESH	UG	2022	MSYS, Mr Kishore- 9840919321	4.0 LPA	503 – 510
139	2021-22	SIRAGONI MADHAVI	UG	2022	MSYS, Mr Kishore- 9840919321	4.0 LPA	511 – 518
140	2021-22	AKULA UUDAY	UG	2022	MSYS, Mr Kishore- 9840919321	4.0 LPA	519 – 526
141	2021-22	VEMULA SURESH	UG	2022	MSYS, Mr Kishore- 9840919321	4.0 LPA	527 – 534
142	2021-22	SRIRAMA PRIYACHANDANA	PG	2022	MSYS, Mr Kishore- 9840919321	4.0 LPA	535 – 542
143	2021-22	SYED MAZHAR ALI	PG	2022	MSYS, Mr Kishore- 9840919321	4.0 LPA	543 – 550
144	2021-22	K NARASIMHA	PG	2022	MSYS, Mr Kishore- 9840919321	4.0 LPA	551 – 557
145	2021-22	GANJI RAHUL	UG	2022	CSS CORP – Ms Padma - 9025058131	2.5 LPA	558 – 564
146	2021-22	PULIPATI SHYAMSUNDER	UG	2022	CSS CORP – Ms Padma - 9025058131	2.5 LPA	565 – 571

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147	2021-22	KUDIKALA MANIKANTA	UG	2022	CSS CORP – Ms Padma - 9025058131	2.5 LPA	572 – 578
148	2021-22	SAMA SHRAVANI	UG	2022	CSS CORP – Ms Padma - 9025058131	2.5 LPA	579 – 585
149	2021-22	MALIGIREDDY KEERTHI	UG	2022	CSS CORP – Ms Padma - 9025058131	2.5 LPA	586 – 592
150	2021-22	HANMANTHU SAMPATHREDDY	UG	2022	CSS CORP – Ms Padma - 9025058131	2.5 LPA	593 – 599
151	2021-22	NIDA ZEHRA	UG	2022	CSS CORP – Ms Padma - 9025058131	2.5 LPA	600 – 606
152	2021-22	BARLA SOUMY	UG	2022	CSS CORP – Ms Padma - 9025058131	2.5 LPA	607 – 613
153	2021-22	MEKAPOTHULA SOUMYA	UG	2022	CSS CORP – Ms Padma - 9025058131	2.5 LPA	614 – 620
154	2021-22	MOGULOJU DIVYA	UG	2022	CSS CORP - Ms Padma - 9025058131	2.5 LPA	621 – 627
155	2021-22	PULIPATI SOUNDARYA	UG	2022	CSS CORP – Ms Padma - 9025058131	2.5 LPA	628 – 634
156	2021-22	SARIKONDA DORYA SHIVANANDI RAJU	UG	2022	CSS CORP – Ms Padma - 9025058131	2.5 LPA	635 – 641
157	2021-22	BHUKYA VISHNU VARDHAN	UG	2022	CSS CORP – Ms Padma - 9025058131	2.5 LPA	642 – 648
158	2021-22	RAMAVATH KUMAR	UG	2022	CSS CORP – Ms Padma - 9025058131	2.5 LPA	649 – 655

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159	2021-22	BOYA RAJASHEKAR	UG	2022	CSS CORP – Ms Padma - 9025058131	2.5 LPA	656 – 662
160	2021-22	SHAIK USMAN SHAREEF	UG	2022	CSS CORP – Ms Padma - 9025058131	2.5 LPA	663 – 669
161	2021-22	BOMMAKANTI MOUNIKA	PG	2022	CSS CORP – Ms Padma - 9025058131	3.6 LPA	670 – 676
162	2021-22	NEELAKANTAM SAI PAVAN KUMAR	PG	2022	CSS CORP – Ms Padma - 9025058131	3.6 LPA	677 – 683
163	2021-22	KORTALWAR SUMASVI	PG	2022	CSS CORP – Ms Padma - 9025058131	3.6 LPA	684 – 690
164	2021-22	GUNDEBOINA SANTHOSHINI	PG	2022	CSS CORP – Ms Padma - 9025058131	3.6 LPA	691 – 697
165	2021-22	KOLLA PRASHANTH	UG	2022	Fixity – Ms Rajini - 7702537220	3.0 LPA	698 – 703
166	2021-22	SIRIGADHA ANUDEEP	UG	2022	Fixity – Ms Rajini - 7702537220	3.0 LPA	704 – 709
167	2021-22	BOYA MOHIT	UG	2022	Fixity – Ms Rajini - 7702537220	3.0 LPA	710 – 715
168	2021-22	DULGUNDE VIKAS	UG	2022	Fixity – Ms Rajini - 7702537220	3.0 LPA	716 – 721
169	2021-22	KUDIRE MANASA	UG	2022	Fixity – Ms Rajini - 7702537220	3.0 LPA	722 – 727
170	2021-22	RUDRA BHANUSRI	UG	2022	Fixity – Ms Rajini - 7702537220	3.0 LPA	728 – 733

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171	2021-22	K NIKITHA	UG	2022	Fixity – Ms Rajini - 7702537220	3.0 LPA	734 – 739
172	2021-22	JINKALA ANIL KUMAR REDDY	UG	2022	Fixity – Ms Rajini - 7702537220	3.0 LPA	740 – 745
173	2021-22	KAMMADANAM NANDINI	UG	2022	Fixity – Ms Rajini - 7702537220	3.0 LPA	746 – 751
174	2021-22	VISLAVATH BHASKAR NAIK	UG	2022	Fixity – Ms Rajini - 7702537220	3.0 LPA	752 – 757
175	2021-22	DUBA SRILAKSHMI	UG	2022	Fixity – Ms Rajini - 7702537220	3.0 LPA	758 – 763
176	2021-22	GUNDA DILEEP	UG	2022	Fixity – Ms Rajini - 7702537220	3.0 LPA	764 – 769
177	2021-22	CHIMADABOINA SHIVA KUMAR	PG	2022	Fixity – Ms Rajini - 7702537220	3.0 LPA	770 – 775
178	2021-22	KAMBAMPATI VAMSHINADH	PG	2022	Fixity – Ms Rajini - 7702537220	3.0 LPA	776 – 781
179	2021-22	KANKANALA VAMSI	UG	2022	Fixity – Ms Rajini - 7702537220	3.0 LPA	782 – 787
180	2021-22	ALUMALLA SHIRISHA	UG	2022	Wipro – Ms Sadiya - 8790599183	3.5 LPA	788 – 799
181	2021-22	NARRA AJITHA	UG	2022	Wipro – Ms Sadiya - 8790599183	3.5 LPA	800 – 811
182	2021-22	SURKANTI NAVJEEVAN REDDY	UG	2022	Wipro – Ms Sadiya - 8790599183	3.5 LPA	812 – 823

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183	2021-22	SRIPATHI NAVEEN	UG	2022	Wipro – Ms Sadiya - 8790599183	3.5 LPA	824 – 835
184	2021-22	BATTHU CHANDU	UG	2022	Wipro – Ms Sadiya - 8790599183	3.5 LPA	836 – 847
185	2021-22	SINDI NIKHIL	UG	2022	Wipro – Ms Sadiya - 8790599183	3.5 LPA	848 – 859
186	2021-22	CHINTAPALLI RAMYASRI	UG	2022	Wipro – Ms Sadiya - 8790599183	3.5 LPA	860 – 871
187	2021-22	NOMULA VIJAYA RAMA RAJU	UG	2022	Wipro – Ms Sadiya - 8790599183	3.5 LPA	872 – 883
188	2021-22	MARAM NAGARJUNA REDDY	UG	2022	QuEST - Mr Rahul Dixit - +91-80-67090000	3.0 LPA	884 – 886
189	2021-22	VELAGALA T N S ADHI NARAYANA REDDY	UG	2022	QuEST - Mr Rahul Dixit - +91-80-67090000	3.0 LPA	887 – 889
190	2021-22	BOINAPALLY VENKATESH	UG	2022	QuEST - Mr Rahul Dixit - +91-80-67090000	3.0 LPA	890 – 892
191	2021-22	BOBBALA DEEPA	UG	2022	QuEST - Mr Rahul Dixit - +91-80-67090000	3.0 LPA	893 – 895
192	2021-22	MAMIDALA SREEJA	UG	2022	QuEST - Mr Rahul Dixit - +91-80-67090000	3.0 LPA	896 – 898
193	2021-22	ANTHANOLLA KUPENDER REDDY	UG	2022	QuEST - Mr Rahul Dixit - +91-80-67090000	3.0 LPA	899 – 901
194	2021-22	VADDEPALLI JAGADEESH	UG	2022	QuEST - Mr Rahul Dixit - +91-80-67090000	3.0 LPA	902 – 904

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195	2021-22	DODLAPATI SRIKANTH	UG	2022	QuEST - Mr Rahul Dixit - +91-80-67090000	3 LPA	905 – 907
196	2021-22	TANGELLA AISHWARYA	UG	2022	QuEST - Mr Rahul Dixit - +91-80-67090000	3 LPA	908 – 910
197	2021-22	JOSHI ANIRUDH CHARY	UG	2022	QuEST - Mr Rahul Dixit - +91-80-67090000	3 LPA	911 – 913
198	2021-22	BHUKYA KALYAN	UG	2022	QuEST - Mr Rahul Dixit - +91-80-67090000	3 LPA	914 – 916
199	2021-22	P RITHVIK KUMAR	UG	2022	QuEST - Mr Rahul Dixit - +91-80-67090000	3 LPA	917 – 919
200	2021-22	MEKALA NARENDER	PG	2022	QuEST - Mr Rahul Dixit - +91-80-67090000	3 LPA	920 – 922
201	2021-22	GOGULA DIVYA	PG	2022	QuEST - Mr Rahul Dixit - +91-80-67090000	3 LPA	923 – 925
202	2021-22	SADEEDA ULFAT AARA	PG	2022	QuEST - Mr Rahul Dixit - +91-80-67090000	3 LPA	926 – 928
203	2021-22	RITIKA NITIN KULKARNI	UG	2022	IBeON Infotech PVT LTD!!!, Gowtham 9550053215	2.0 To 3.0 LPA	929
204	2021-22	BANALA VINAYKUMAR	UG	2022	IBeON Infotech PVT LTD!!!, Gowtham 9550053215	2.0 To 3.0 LPA	930
205	2021-22	RAMIDI MANOJ REDDY	UG	2022	IBeON Infotech PVT LTD!!!, Gowtham 9550053215	2.0 To 3.0 LPA	931

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206	2021-22	CHITLA PRATHYUSHA	UG	2022	IBeON Infotech PVT LTD!!!, Gowtham 9550053215	2.0 To 3.0 LPA	932
207	2021-22	KORIPALLY NIKHILA	UG	2022	IBeON Infotech PVT LTD!!!, Gowtham 9550053215	2.0 To 3.0 LPA	933
208	2021-22	KAKKUNURU PRATHYUSHA	UG	2022	IBeON Infotech PVT LTD!!!, Gowtham 9550053215	2.0 To 3.0 LPA	934
209	2021-22	VANGARI RAM TEJA	UG	2022	IBeON Infotech PVT LTD!!!, Gowtham 9550053215	2.0 To 3.0 LPA	935
210	2021-22	MASNA GANESH	UG	2022	IBeON Infotech PVT LTD!!!, Gowtham 9550053215	2.0 To 3.0 LPA	936
211	2021-22	L YASHWANTH	UG	2022	IBeON Infotech PVT LTD!!!, Gowtham 9550053215	2.0 To 3.0 LPA	937
212	2021-22	NAMPALLY NARESH	UG	2022	IBeON Infotech PVT LTD!!!, Gowtham 9550053215	2.0 To 3.0 LPA	938
213	2021-22	KASI THARUNTEJA	UG	2022	IBeON Infotech PVT LTD!!!, Gowtham 9550053215	2.0 To 3.0 LPA	939
214	2021-22	BHEEMANABOINA RENUKA	UG	2022	IBeON Infotech PVT LTD!!!, Gowtham 9550053215	2.0 To 3.0 LPA	940
215	2021-22	ANUGULA SRINIVAS	UG	2022	Hexaware, Mr Deepak -7975469958	4 LPA	941

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216	2021-22	KOMMINENI RITHINKRISHNA	UG	2022	Hexaware, Mr Deepak -7975469958	4 LPA	942
217	2021-22	MARAMRAJU VISHNU SANDILYA	UG	2022	Hexaware, Mr Deepak -7975469958	4 LPA	943
218	2021-22	DASARI SAI KAVYA	UG	2022	Hexaware, Mr Deepak -7975469958	4 LPA	944
219	2021-22	KADAVERU ANUSHA	UG	2022	Hexaware, Mr Deepak -7975469958	4 LPA	945
220	2021-22	VUPPU SIVA SAI VENKATA KRISHNA GANESH	UG	2022	Hexaware, Mr Deepak -7975469958	4 LPA	946
221	2021-22	ALIGAPALLY SHILPA	UG	2022	Hexaware, Mr Deepak -7975469958	4 LPA	947
222	2021-22	THELLAKULA MAHESH-	UG	2022	Hexaware, Mr Deepak -7975469958	4 LPA	948
223	2021-22	KOLANU AJAYKUMAR	UG	2022	Hexaware, Mr Deepak -7975469958	4 LPA	949
224	2021-22	SUNKARI SRAVANI	UG	2022	Hexaware, Mr Deepak -7975469958	4 LPA	950
225	2021-22	GUBBALA SRI CHANDANA	UG	2022	Hexaware, Mr Deepak -7975469958	4 LPA	951
226	2021-22	ADDALA RAJESH BALU	UG	2022	Hexaware, Mr Deepak -7975469958	4 LPA	952
227	2021-22	PASULA HARSHA KISHORE	PG	2022	Hexaware, Mr Deepak -7975469958	4 LPA	953

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228	2021-22	KODARI MANASA	PG	2022	Hexaware, Mr Deepak -7975469958	4 LPA	954
229	2021-22	PINNAPUREDDY MAMATHA	PG	2022	Hexaware, Mr Deepak -7975469958	4 LPA	955
230	2021-22	CHANCHALA BABAYSHALINI	PG	2022	Hexaware, Mr Deepak -7975469958	4 LPA	956
231	2021-22	MYANA VINAY	PG	2022	Hexaware, Mr Deepak -7975469958	4 LPA	957
232	2021-22	VUPPU SIVA SAI VENKATA KRISHNA GANESH	UG	2022	Hexaware, Mr Deepak -7975469958	4 LPA	958
233	2021-22	SANGARS SWETHA SRI	UG	2022	PRODEVANS Ms Sudharani 6304553457	1.5 LPA	959 – 960
234	2021-22	KANALA SATHWIKA	UG	2022	PRODEVANS Ms Sudharani 6304553457	1.5 LPA	961 – 962
235	2021-22	M CHANDANA	UG	2022	PRODEVANS Ms Sudharani 6304553457	1.5 LPA	963 – 964
236	2021-22	RATHNAVATH SHIVA	UG	2022	PRODEVANS Ms Sudharani 6304553457	1.5 LPA	965 – 966
237	2021-22	K BHARATH KUMAR REDDY	UG	2022	PRODEVANS Ms Sudharani 6304553457	1.5 LPA	967 – 968
238	2021-22	KATTA HARMITHA	UG	2022	PRODEVANS Ms Sudharani 6304553457	1.5 LPA	969 – 970
239	2021-22	BANDAMIDI PRADEEP	UG	2022	PRODEVANS Ms Sudharani 6304553457	1.5 LPA	971 – 972

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240	2021-22	K SHIVA	UG	2022	PRODEVANS Ms Sudharani 6304553457	1.5 LPA	973 – 974
241	2021-22	JANGALA VINAY KUMAR	UG	2022	PRODEVANS Ms Sudharani 6304553457	1.5 LPA	975 – 976
242	2021-22	MADASU PRANAY	UG	2022	PRODEVANS Ms Sudharani 6304553457	1.5 LPA	977 – 978
243	2021-22	MACHA PRAVEEN KUMAR	UG	2022	PRODEVANS Ms Sudharani 6304553457	1.5 LPA	979 – 980
244	2021-22	MADUURI HARISH	UG	2022	PRODEVANS Ms Sudharani 6304553457	1.5 LPA	981 – 982
245	2021-22	SK NIZAMUDDIN	PG	2022	PRODEVANS Ms Sudharani 6304553457	1.5 LPA	983 – 984
246	2021-22	CHALAMALLA SAHITHI REDDY	PG	2022	PRODEVANS Ms Sudharani 6304553457	1.5 LPA	985 – 986
247	2021-22	SINGIDI PRASAD	PG	2022	PRODEVANS Ms Sudharani 6304553457	1.5 LPA	987 – 988
248	2021-22	MANURI MALLIKA	PG	2022	PRODEVANS Ms Sudharani 6304553457	1.5 LPA	989 – 990
249	2021-22	CHARISHMMAA G	PG	2022	PRODEVANS Ms Sudharani 6304553457	1.5 LPA	991 – 992
250	2021-22	GANGANAMONI ILAIAH	PG	2022	PRODEVANS Ms Sudharani 6304553457	1.5 LPA	993 – 994
251	2021-22	GADDAM RAHUL YADAV	UG	2022	TekWorks - Rakesh - 9182616657	3.5 LPA	995

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252	2021-22	G NAGARAJU	UG	2022	TekWorks - Rakesh - 9182616657	3.5 LPA	996
253	2021-22	BOGA PRASANNA	UG	2022	TekWorks - Rakesh - 9182616657	3.5 LPA	997
254	2021-22	DHANAVATH VENKANNA	UG	2022	TekWorks - Rakesh - 9182616657	3.5 LPA	998
255	2021-22	CHETTE NAGARAJU	UG	2022	TekWorks - Rakesh - 9182616657	3.5 LPA	999
256	2021-22	RANGU VIJAY	UG	2022	TekWorks– Rakesh - 9182616657	3.5 LPA	1000
257	2021-22	CHANDRAGIRI MANISHANKAR	UG	2022	TekWorks - Rakesh - 9182616657	3.5 LPA	1001
258	2021-22	THODETI GOPALAKRISHNA	UG	2022	TekWorks - Rakesh - 9182616657	3.5 LPA	1002
259	2021-22	SEELAM UPENDRA REDDY	UG	2022	Palle Technologies - Harikrishna - 8825797657	3.0 To 8.0 LPA	1003 – 1004
260	2021-22	DEVUNURI SONY	UG	2022	Palle Technologies - Harikrishna - 8825797657	3.0 To 8.0 LPA	1005 -1006
261	2021-22	SHAGA BHARATH REDDY	UG	2022	Palle Technologies - Harikrishna - 8825797657	3.0 To 8.0 LPA	1007 – 1008
262	2021-22	SAPAVATH MAHESH	UG	2022	Palle Technologies - Harikrishna - 8825797657	3.0 To 8.0 LPA	1009 – 1010
263	2021-22	GOLAKOTI SINDHU SRI	UG	2022	Palle Technologies - Harikrishna - 8825797657	3.0 To 8.0 LPA	1011 – 1012

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264	2021-22	MADOORI SUMANTH	UG	2022	Palle Technologies - Harikrishna - 8825797657	3.0 To 8.0 LPA	1013 – 1014
265	2021-22	SHAIK THASLEEM	UG	2022	Palle Technologies - Harikrishna - 8825797657	3.0 To 8.0 LPA	1015 – 1016
266	2021-22	NAVEEN KUMAR	UG	2022	Palle Technologies - Harikrishna - 8825797657	3.0 To 8.0 LPA	1017 – 1018
267	2021-22	AKULA SHASHI PREETHAM	UG	2022	Palle Technologies - Harikrishna - 8825797657	3.0 To 8.0 LPA	1019 – 1020
268	2021-22	GUMPULA UUDAYKIRAN	UG	2022	Palle Technologies - Harikrishna - 8825797657	3.0 To 8.0 LPA	1021 – 1022
269	2021-22	VADLA NIKHIL	UG	2022	Palle Technologies - Harikrishna - 8825797657	3.0 To 8.0 LPA	1023 – 1024
270	2021-22	BANDARAPU ACHYUTH	PG	2022	Palle Technologies - Harikrishna - 8825797657	3.0 To 8.0 LPA	1025 – 1026
271	2021-22	MAMIDI SOUJANYA	UG	2022	SONATA SOFTWARE,Sivaji Biswas 9493624967	4.0 LPA	1027 – 1032
272	2021-22	KYATHAM ANEESHA	UG	2022	SONATA SOFTWARE,Sivaji Biswas 9493624967	4.0 LPA	1033 – 1038
273	2021-22	MANDA KUMARA SWAMY	UG	2022	SONATA SOFTWARE,Sivaji Biswas 9493624967	4.0 LPA	1039 – 1044
274	2021-22	YEMPATI BALA KRISHNA	UG	2022	SONATA SOFTWARE,Sivaji Biswas 9493624967	4.0 LPA	1045 – 1050

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275	2021-22	SATTU SAIKIRAN	UG	2022	SONATA SOFTWARE,Sivaji Biswas 9493624967	4.0 LPA	1051 – 1056
276	2021-22	MARAGONI MOUNIKA	UG	2022	SONATA SOFTWARE,Sivaji Biswas 9493624967	4.0 LPA	1057 – 1062
277	2021-22	MIRYALA PAVANI	UG	2022	SONATA SOFTWARE,Sivaji Biswas 9493624967	4.0 LPA	1063 – 1068
278	2021-22	MAALE SHIRISHA	UG	2022	SONATA SOFTWARE,Sivaji Biswas 9493624967	4.0 LPA	1069 – 1074
279	2021-22	N PAVAN KRISHNA	UG	2022	SONATA SOFTWARE,Sivaji Biswas 9493624967	4.0 LPA	1075 – 1080
280	2021-22	DEGALA ASHA	UG	2022	SONATA SOFTWARE,Sivaji Biswas 9493624967	4.0 LPA	1081 – 1086
281	2021-22	SIRAGONI PAVAN KUMAR	UG	2022	SONATA SOFTWARE,Sivaji Biswas 9493624967	4.0 LPA	1087 – 1092
282	2021-22	GOLLAPALLY UDAY KIRAN REDDY	UG	2022	SONATA SOFTWARE,Sivaji Biswas 9493624967	4.0 LPA	1093 – 1098
283	2021-22	G SUMANA	UG	2022	SONATA SOFTWARE,Sivaji Biswas 9493624967	4.0 LPA	1099 – 1104
284	2021-22	KUTHATI VENKATESH	PG	2022	SONATA SOFTWARE,Sivaji Biswas 9493624967	4.0 LPA	1105 - 1110

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285	2021-22	GAJJALA SAIPRIYA	PG	2022	SONATA SOFTWARE,Sivaji Biswas 9493624967	4.0 LPA	1111 – 1116
286	2021-22	ARIKATLA SRAVANI	UG	2022	INFOSYS, Mr Samanvitha 9989261003	3.0 LPA	1117 – 1127
287	2021-22	MOHAMMED FARHAN	UG	2022	INFOSYS, Mr Samanvitha 9989261003	3.0 LPA	1128 – 1138
288	2021-22	PATIBADLA SAI VEERENDRA	UG	2022	INFOSYS, Mr Samanvitha 9989261003	3.0 LPA	1139 – 1149
289	2021-22	CHINTALA VAIBHAV REDDY	UG	2022	INFOSYS, Mr Samanvitha 9989261003	3.0 LPA	1150 – 1160
290	2021-22	KUNAPURI PRASANNA	UG	2022	INFOSYS, Mr Samanvitha 9989261003	3.0 LPA	1161 – 1171
291	2021-22	MANNEM MOUNKUMAR	UG	2022	INFOSYS, Mr Samanvitha 9989261003	3.0 LPA	1172 – 1182
292	2021-22	SEERVI SUNIL	UG	2022	INFOSYS, Mr Samanvitha 9989261003	3.0 LPA	1183 – 1193
293	2021-22	NIKHIL	UG	2022	INFOSYS, Mr Samanvitha 9989261003	3.0 LPA	1194 – 1204
294	2021-22	THUMMALA PRADEEP REDDY	UG	2022	INFOSYS, Mr Samanvitha 9989261003	3.0 LPA	1205 – 1215
295	2021-22	KANDE AKHIL SAI	UG	2022	INFOSYS, Mr Samanvitha 9989261003	3.0 LPA	1216 – 1226
296	2021-22	VORUGANTI SHRAVANI	UG	2022	INFOSYS, Mr Samanvitha 9989261003	3.0 LPA	1227 – 1237

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297	2021-22	PULIGILLA PRAVALIKA	UG	2022	INFOSYS, Mr Samanvitha 9989261003	3.0 LPA	1238 – 1248
298	2021-22	OGETI SWETHA	UG	2022	TCS - Mr Avinash Raman - 7799203385	3.36 LPA	1249 – 1268
299	2021-22	PIRLA DEVI	UG	2022	TCS - Mr Avinash Raman - 7799203385	3.36 LPA	1269 – 1288
300	2021-22	MANDA KALYAN REDDY	UG	2022	TCS - Mr Avinash Raman - 7799203385	3.36 LPA	1289 – 1308
301	2021-22	M SRINIVAS	UG	2022	TCS - Mr Avinash Raman - 7799203385	3.36 LPA	1309 – 1328
302	2021-22	BAREDDY NARAYANA REDDYY	UG	2022	TCS - Mr Avinash Raman - 7799203385	3.36 LPA	1329 – 1348
303	2021-22	KASHAPOGU MOSES	UG	2022	TCS - Mr Avinash Raman - 7799203385	3.36 LPA	1349 – 1368
304	2021-22	BATTU JHANSI	PG	2022	TCS - Mr Avinash Raman - 7799203385	3.36 LPA	1369 – 1388
305	2021-22	MALREDDY VAISHNAVI	UG	2022	Capgemini Ms Reshma 04066526000	4.0 LPA	1389 – 1391
306	2021-22	PAGALA HEMANTH KUMAR	UG	2022	Capgemini Ms Reshma 04066526000	4.0 LPA	1392 – 1394
307	2021-22	PARSHAPAG KEVIN MATTHEW	UG	2022	Capgemini Ms Reshma 04066526000	4.0 LPA	1395 – 1397
308	2021-22	MARRY PRAVEEN REDDY	UG	2022	Capgemini Ms Reshma 04066526000	4.0 LPA	1398 – 1400

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309	2021-22	MANNE MADHUMITHA REDDY	UG	2022	Capgemini Ms Reshma 04066526000	4.0 LPA	1401 – 1403
310	2021-22	GANDHAM PAVANKALYAN	UG	2022	Capgemini Ms Reshma 04066526000	4.0 LPA	1404 – 1406
311	2021-22	SOMAGANI PALLAVI	PG	2022	Capgemini Ms Reshma 04066526000	4.0 LPA	1407 – 1409
312	2021-22	BHASKARA BHAVANI	PG	2022	Capgemini Ms Reshma 04066526000	4.0 LPA	1410 – 1412
313	2021-22	GANJI RAHUL	UG	2022	HCL Technologies – Mr Caleb Andrews - 9381351320	4.25LPA	1413
314	2021-22	PULIPATI SHYAMSUNDER	UG	2022	HCL Technologies – Mr Caleb Andrews - 9381351320	4.25 LPA	1414
315	2021-22	KUDIKALA MANIKANTA	UG	2022	HCL Technologies – Mr Caleb Andrews - 9381351320	4.25 LPA	1415
316	2021-22	SAMA SHRAVANI	UG	2022	HCL Technologies – Mr Caleb Andrews - 9381351320	4.25 LPA	1416
317	2021-22	MALIGIREDDY KEERTHI	UG	2022	HCL Technologies – Mr Caleb Andrews - 9381351320	4.25 LPA	1417
318	2021-22	MYPA SAI TEJA	UG	2022	SUTHERLAND Pvt Ltd - Ms Durga - 8790652410	2.80 LPA	1418
319	2021-22	ABBANAGONI MUKESH	PG	2022	OUTPERORM IT, Mr. Venkatesh 6281973525	3.3 LPA	1419 – 1420

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320	2021-22	ADDAGATLA SANDHYA	PG	2022	Palle Technologies - Harikrishna - 8825797657	3.0 To 8.0 LPA	1421 – 1422
321	2021-22	ADEPU NIHARIKA	PG	2022	SUTHERLAND Pvt Ltd - Ms Durga - 8790652410	2.80 LPA	1423
322	2021-22	ATTAPURAM MAMATHA	PG	2022	SUTHERLAND Pvt Ltd - Ms Durga - 8790652410	2.80 LPA	1424
323	2021-22	B MANASA	PG	2022	DXCTECHNOLGY - Mr Ashok - 04422628101	2.80 LPA	1425
324	2021-22	B SAIKUMAR	PG	2022	GlobalLogic Pvt Ltd - Dastagir - 9949341507	2.18 LPA	1426 – 1427
325	2021-22	BADUR NAVEEN	PG	2022	TekWorks - Rakesh - 9182616657	3.5 LPA	1428
326	2021-22	BATHULA ANUPRIYA	PG	2022	Eidiko Technology Ms Padmaja - 7660093288	3.50 LPA	1429 – 1430
327	2021-22	BODDU SHIRISHA	PG	2022	OUTPERORM IT, Mr. Venkatesh 6281973525	3.3 LPA	1431 – 1432
328	2021-22	BURRA AISHWARYA	PG	2022	MLX Technology, Mr Vamshi 6318057610	2.60 LPA	1433
329	2021-22	CHENNA PRAKASH	PG	2022	OUTPERORM IT, Mr. Venkatesh 6281973525	3.3 LPA	1434 – 1435
330	2021-22	DAMMA KAVITHA	PG	2022	DXCTECHNOLGY – Mr Ashok - 04422628101	2.80 LPA	1436
331	2021-22	DEVULAPALLI UHA	PG	2022	OUTPERORM IT, Mr. Venkatesh 6281973525	3.3 LPA	1437 – 1438

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332	2021-22	DHANAVATH ASHOK NAIK	PG	2022	Palle Technologies - Harikrishna - 8825797657	3.0 To 8.0 LPA	1439 – 1440
333	2021-22	EEDHULA SHIRISHA	PG	2022	SUTHERLAND Pvt Ltd - Ms Durga - 8790652410	2.80 LPA	1441
334	2021-22	ETTULA SAI PRASANNA	PG	2022	SUTHERLAND Pvt Ltd - Ms Durga - 8790652410	2.80 LPA	1442
335	2021-22	GATLA PRABATH	PG	2022	DXCTECHNOLGY – Mr Ashok - 04422628101	2.80 LPA	1443
336	2021-22	GAVINI NAVEEN KUMAR	PG	2022	GlobalLogic Pvt Ltd - Dastagir - 9949341507	2.18 LPA	1444 – 1445
337	2021-22	GOSHIKA SREEVANI	PG	2022	TekWorks - Rakesh - 9182616657	3.5 LPA	1446
338	2021-22	KARINGU LAVANYA	PG	2022	Eidiko Technology Ms Padmaja - 7660093288	3.50 LPA	1447 – 1448
339	2021-22	KASULA ANUSHA	PG	2022	OUTPERORM IT, Mr.Venkatesh 6281973525	3.3 LPA	1449 – 1450
340	2021-22	KODURU NAGAMANI	PG	2022	MLX Technology, Mr Vamshi 6318057610	2.60 LPA	1451
341	2021-22	KONREDDY LAVANYA	PG	2022	OUTPERORM IT, Mr. Venkatesh 6281973525	3.3 LPA	1452 – 1453
342	2021-22	KORKELA VINAY	PG	2022	DXCTECHNOLGY - Mr Ashok - 04422628101	2.80 LPA	1454
343	2021-22	B PALLAVI	PG	2022	TekWorks - Rakesh - 9182616657	3.5 LPA	1455

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344	2021-22	KUNA HARI CHANDANA	PG	2022	DXCTECHNOLGY - Mr Ashok - 04422628101	2.80 LPA	1456
345	2021-22	KUNAPAREDDY SONY	PG	2022	GlobalLogic Pvt Ltd - Dastagir - 9949341507	2.18 LPA	1457 – 1458
346	2021-22	MADDURI PAVANKALYAN	PG	2022	TekWorks - Rakesh - 9182616657	3.5 LPA	1459
347	2021-22	MANDHA PREETHI	PG	2022	Eidiko Technology Ms Padmaja - 7660093288	3.50 LPA	1460 – 1461
348	2021-22	MANDLA YADAGIRI	PG	2022	OUTPERORM IT, Mr. Venkatesh 6281973525	3.3 LPA	1462 – 1463
349	2021-22	MANDUGALA PAVANI	PG	2022	DXCTECHNOLGY - Mr Ashok - 04422628101	2.80 LPA	1464
350	2021-22	MIRYALA NIKHILA PRAVALLIKA	PG	2022	GlobalLogic Pvt Ltd - Dastagir - 9949341507	2.18 LPA	1465 – 1466
351	2021-22	NOMULA SAMITHA	PG	2022	TekWorks - Rakesh - 9182616657	3.5 LPA	1467
352	2021-22	PAKALA NARSIMHA	PG	2022	Eidiko Technology Ms Padmaja - 7660093288	3.50 LPA	1468 – 1469
353	2021-22	PALLE NIKITHA	PG	2022	OUTPERORM IT, Mr. Venkatesh 6281973525	3.3 LPA	1470 – 1471
354	2021-22	PEESODI SHIVANI	PG	2022	DXCTECHNOLGY – Mr Ashok - 04422628101	2.80 LPA	1472
355	2021-22	PIPPERA ROHITH	PG	2022	GlobalLogic Pvt Ltd - Dastagir - 9949341507	2.18 LPA	1473 – 1474

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356	2021-22	POOJA GEHLOT	PG	2022	TekWorks - Rakesh - 9182616657	3.5 LPA	1475
357	2021-22	RAGEERU ANIL KUMAR	PG	2022	Eidiko Technology Ms Padmaja - 7660093288	3.50 LPA	1476 – 1477
358	2021-22	SAMALA SAIRAM	PG	2022	OUTPERORM IT, Mr. Venkatesh 6281973525	3.3 LPA	1478 – 1479
359	2021-22	SURGI MADHU	PG	2022	DXCTECHNOLGY – Mr Ashok - 04422628101	2.80 LPA	1480
360	2021-22	TARAK JAGADISH	PG	2022	GlobalLogic Pvt Ltd - Dastagir - 9949341507	2.18 LPA	1481 – 1482
361	2021-22	THAKUR KALYANI	PG	2022	TekWorks - Rakesh - 9182616657	3.5 LPA	1483
362	2021-22	THUNGA NAVYASRI	PG	2022	Eidiko Technology Ms Padmaja - 7660093288	3.50 LPA	1484 – 1485
363	2021-22	VANAM OMKAR	PG	2022	OUTPERORM IT, Mr. Venkatesh 6281973525	3.3 LPA	1486 – 1487
364	2021-22	VELUGUPALLY SHRAVANI	PG	2022	DXCTECHNOLGY – Mr Ashok - 04422628101	2.80 LPA	1488
365	2021-22	VIJAYAGIRI SANJAY	PG	2022	GlobalLogic Pvt Ltd - Dastagir - 9949341507	2.18 LPA	1489 – 1490
366	2021-22	YELUGANDULA MAHIPAL	PG	2022	DXCTECHNOLGY – Mr Ashok - 04422628101	2.80 LPA	1491
367	2021-22	YELUGANDULA SRIKANTH	PG	2022	GlobalLogic Pvt Ltd - Dastagir - 9949341507	2.18 LPA	1492 – 1493

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368	2021-22	VAKDOTH SHASHI REKHA	PG	2022	TekWorks - Rakesh - 9182616657	3.5 LPA	1494
369	2021-22	KAMPELLI SIMON PRAKASH	PG	2022	Eidiko Technology Ms Padmaja - 7660093288	3.50 LPA	1495 – 1496
370	2021-22	ANUGU PRAVALIKA	PG	2022	YESPEAL TECHNOLOGIES PVT LTD - Mr Praveen Peter - 7022198007	2.50 LPA	1497 - 1502
371	2021-22	BADRI SRINATH YADAV	PG	2022	OUTPERORM IT, Mr. Venkatesh 6281973525	3.3 LPA	1503 – 1504
372	2021-22	BANDARI CHARANI	PG	2022	SUTHERLAND Pvt Ltd - Ms Durga - 8790652410	2.80 LPA	1505
373	2021-22	BELLE NAVYA	PG	2022	SUTHERLAND Pvt Ltd - Ms Durga - 8790652410	2.80 LPA	1506
374	2021-22	BIRADAR DIVYA	PG	2022	DXCTECHNOLGY - Mr Ashok - 04422628101	2.80 LPA	1507
375	2021-22	BURRI NAGAMANI	PG	2022	GlobalLogic Pvt Ltd - Dastagir - 9949341507	2.18 LPA	1508 – 1509
376	2021-22	CHENNARAP SHARATH	PG	2022	TekWorks - Rakesh - 9182616657	3.5 LPA	1510
377	2021-22	PANNALA BHAVANI	PG	2022	Eidiko Technology Ms Padmaja - 7660093288	3.50 LPA	1511 – 1512
378	2021-22	SIRIGADA SAITEJA	PG	2022	OUTPERORM IT, Mr. Venkatesh 6281973525	3.3 LPA	1513 – 1514

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379	2021-22	DONTHULA RAMYA	PG	2022	MLX Technology, Mr Vamshi 6318057610	2.60 LPA	1515
380	2021-22	EDLA RAGHAVENDER	PG	2022	OUTPERORM IT, Mr. Venkatesh 6281973525	3.3 LPA	1516 – 1517
381	2021-22	EERAMOUNI ANIL KUMAR	PG	2022	DXCTECHNOLGY - Mr Ashok - 04422628101	2.80 LPA	1518
382	2021-22	GUNDREDDY SRAVANTHI REDDY	PG	2022	SUTHERLAND Pvt Ltd - Ms Durga - 8790652410	2.80 LPA	1519
383	2021-22	JUNNU HARISH	PG	2022	SUTHERLAND Pvt Ltd - Ms Durga - 8790652410	2.80 LPA	1520
384	2021-22	KASARAMONI PRASHANTH	PG	2022	DXCTECHNOLGY - Mr Ashok - 04422628101	2.80 LPA	1521
385	2021-22	LINGALA SAIKUMAR	PG	2022	GlobalLogic Pvt Ltd - Dastagir - 9949341507	2.18 LPA	1522 – 1523
386	2021-22	MACHA RAVINDER	PG	2022	TekWorks - Rakesh - 9182616657	3.5 LPA	1524
387	2021-22	MACHHA SHIVA KRISHNA	PG	2022	Eidiko Technology Ms Padmaja - 7660093288	3.50 LPA	1525 – 1526
388	2021-22	NARRA SPANDHANA REDDY	PG	2022	OUTPERORM IT, Mr. Venkatesh 6281973525	3.3 LPA	1527 – 1528
389	2021-22	NARRI RAMALINGAM	PG	2022	MLX Technology, Mr Vamshi 6318057610	2.60 LPA	1529
390	2021-22	PALLE SURESH KUMAR	PG	2022	OUTPERORM IT, Mr. Venkatesh 6281973525	3.3 LPA	1530 – 1531

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391	2021-22	PANTHANGI UMA	PG	2022	DXCTECHNOLGY - Mr Ashok - 04422628101	2.80 LPA	1532
392	2021-22	PENTA RAKESH	PG	2022	OUTPERORM IT, Mr. Venkatesh 6281973525	3.3 LPA	1533 – 1534
393	2021-22	POLAMONI SAI KUMAR	PG	2022	Palle Technologies - Harikrishna - 8825797657	3.0 To 8.0 LPA	1535 – 1536
394	2021-22	RACHAPALLY VAISHNAVIDEVI	PG	2022	SUTHERLAND Pvt Ltd - Ms Durga - 8790652410	2.80 LPA	1537
395	2021-22	SURISHETTI VASAVI	PG	2022	DXCTECHNOLGY – Mr Ashok - 04422628101	2.80 LPA	1538
396	2021-22	T THIRUPATHI	PG	2022	GlobalLogic Pvt Ltd - Dastagir - 9949341507	2.18 LPA	1539 – 1540
397	2021-22	THOTALA PAVAN KUMAR	PG	2022	TekWorks - Rakesh - 9182616657	3.5 LPA	1541
398	2021-22	VAISHNAVI SHARMA	PG	2022	Eidiko Technology Ms Padmaja - 7660093288	3.50 LPA	1542 – 1543
399	2021-22	VASKULA RAJKUMAR	PG	2022	OUTPERORM IT, Mr. Venkatesh 6281973525	3.3 LPA	1544 – 1545
400	2021-22	VISHAL GIRI	PG	2022	OUTPERORM IT, Mr. Venkatesh 6281973525	3.3 LPA	1546 – 1547
401	2021-22	YERRA MANASA	PG	2022	DXCTECHNOLGY – Mr Ashok - 04422628101	2.80 LPA	1548
402	2021-22	KATHALANU SWAPNA	PG	2022	SUTHERLAND Pvt Ltd - Ms Durga - 8790652410	2.80 LPA	1549

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403	2021-22	VANGAPALLY SRIKANTH	PG	2022	SUTHERLAND Pvt Ltd - Ms Durga - 8790652410	2.80 LPA	1550
404	2021-22	BHUSHAN NAVEEN KUMAR	PG	2022	DXCTECHNOLGY – Mr Ashok - 04422628101	2.80 LPA	1551
405	2021-22	AKASH	PG	2022	TekWorks - Rakesh - 9182616657	3.5 LPA	1552
406	2021-22	MEKARTI DANIEL	PG	2022	Eidiko Technology Ms Padmaja - 7660093288	3.50 LPA	1553 – 1554
407	2021-22	BARDARKER SAI BHAVANI	PG	2022	DXCTECHNOLGY - Mr Ashok - 04422628101	2.80 LPA	1555
408	2021-22	CHALAVADI VENU GOPAL	PG	2022	GlobalLogic Pvt Ltd - Dastagir - 9949341507	2.18 LPA	1556 – 1557
409	2021-22	DEEPAK PANDA	PG	2022	GlobalLogic Pvt Ltd - Dastagir - 9949341507	2.18 LPA	1558 – 1559
410	2021-22	KASU VENKATA NAGA PRASADA REDDY	PG	2022	TekWorks - Rakesh - 9182616657	3.5 LPA	1560
411	2021-22	LANKA RAMYA	PG	2022	Eidiko Technology Ms Padmaja - 7660093288	3.50 LPA	1561 – 1562
412	2021-22	OBULAREDDY RAVINDERAREDDY	PG	2022	OUTPERORM IT, Mr. Venkatesh 6281973525	3.3 LPA	1563 – 1564
413	2021-22	OM PAVANI KOTA	PG	2022	Palle Technologies - Harikrishna - 8825797657	3.0 To 8.0 LPA	1565 – 1566
414	2021-22	PAIDIPELLI SAGAR GOUD	PG	2022	SUTHERLAND Pvt Ltd - Ms Durga - 8790652410	2.80 LPA	1567

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415	2021-22	SURAKANTI RAVALI	PG	2022	OUTPERORM IT, Mr. Venkatesh 6281973525	3.3 LPA	1568 – 1569
416	2021-22	SHAIK ATA UR RAHMAN	PG	2022	Palle Technologies - Harikrishna - 8825797657	3.0 To 8.0 LPA	1570 – 1571
417	2021-22	SUNKARI SHIRISHA	PG	2022	SUTHERLAND Pvt Ltd - Ms Durga - 8790652410	2.80 LPA	1572
418	2021-22	NAGULAPALLI JHANSI	PG	2022	GlobalLogic Pvt Ltd - Dastagir - 9949341507	2.18 LPA	1573 – 1574
419	2021-22	GUDUGU KEERTHANA	PG	2022	TekWorks - Rakesh - 9182616657	3.5 LPA	1575
420	2021-22	RAY BITIKA	PG	2022	Eidiko Technology Ms Padmaja - 7660093288	3.50 LPA	1576 – 1577
421	2021-22	HARINATH PENDEM	PG	2022	GlobalLogic Pvt Ltd - Dastagir - 9949341507	2.18 LPA	1578 – 1579
422	2021-22	NAZIA BEGUM	PG	2022	GlobalLogic Pvt Ltd - Dastagir - 9949341507	2.18 LPA	1580 – 1581
423	2021-22	JANGAM KAVYA REDDY	PG	2022	TekWorks - Rakesh - 9182616657	3.5 LPA	1582
424	2021-22	PATEL ABHISHEK REDDY	PG	2022	Eidiko Technology Ms Padmaja - 7660093288	3.50 LPA	1583 – 1584
425	2021-22	RATHLAVATH SHANKAR	PG	2022	OUTPERORM IT, Mr. Venkatesh 6281973525	3.3 LPA	1585 – 1586
426	2021-22	BHARATHA SAI VARDHAN REDDY	PG	2022	Palle Technologies - Harikrishna - 8825797657	3.0 To 8.0 LPA	1587 – 1588

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427	2021-22	GODHA SONY	PG	2022	SUTHERLAND Pvt Ltd - Ms Durga - 8790652410	2.80 LPA	1589
428	2021-22	GUDURU SAMPATH REDDY	PG	2022	GlobalLogic Pvt Ltd - Dastagir - 9949341507	2.18 LPA	1590 – 1591
429	2021-22	DESHABOINA HAREESH	PG	2022	GlobalLogic Pvt Ltd - Dastagir - 9949341507	2.18 LPA	1592 – 1593
430	2021-22	BOMMANI MALLIKARJUN	PG	2022	TekWorks - Rakesh - 9182616657	3.5 LPA	1594
431	2021-22	FAROOQ ABDULLAH	PG	2022	GlobalLogic Pvt Ltd - Dastagir - 9949341507	2.18 LPA	1595 – 1596
432	2021-22	PARNE AVINASH REDDY	PG	2022	TekWorks - Rakesh - 9182616657	3.5 LPA	1597
433	2021-22	GUTHA VINAY KUMAR REDDY	PG	2022	Eidiko Technology Ms Padmaja - 7660093288	3.50 LPA	1598 – 1599
434	2021-22	SURKANTI MAHEPAL REDDY	PG	2022	DXCTECHNOLGY - Mr Ashok - 04422628101	2.80 LPA	1600
435	2021-22	DOPATHI GAMANISRI	PG	2022	OUTPERORM IT, Mr. Venkatesh 6281973525	3.3 LPA	1601 – 1602
436	2021-22	PRODATURU SHIVA KUMAR	PG	2022	GlobalLogic Pvt Ltd - Dastagir - 9949341507	2.18 LPA	1603 – 1604
437	2021-22	GUNJI VENU GOPAL	PG	2022	Eidiko Technology Ms Padmaja - 7660093288	3.50 LPA	1605 – 1606
438	2021-22	B AJITHABREDDY	PG	2022	GlobalLogic Pvt Ltd - Dastagir - 9949341507	2.18 LPA	1607 – 1608

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

Letter of Appointment

Date: **02-April, 2022**

Dear A PAVAN KALYAN,

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

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

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

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

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

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Ranga Reddy (Dist.)

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

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

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

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

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Ranga Reddy (Dist.)

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

Yours sincerely,

For VinCloud Solutions Pvt. Ltd

Vinuthna

Vinuthna

Director

Vincloud Solutions Pvt. Ltd. Hyderabad

I accept the above offer on the terms indicated

Signature & Date

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

Annexure I

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

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

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

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Ranga Reddy (Dist.)

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

Letter of Appointment

Date: **02-April, 2022**

Dear MALKAREDDY JITHENDER,

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

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

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

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

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

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

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

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

Yours sincerely,

For VinCloud Solutions Pvt. Ltd

Vinuthna

Vinuthna

Director

Vincloud Solutions Pvt. Ltd. Hyderabad

I accept the above offer on the terms indicated

Signature & Date

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

Annexure I

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- Pan card copy
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We look forward to your joining VINCLOUD and wish you all success.

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

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

Letter of Appointment

Date: **02-April, 2022**

Dear URAGADDA BHUDEVI,

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

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

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

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

Yours sincerely,

For VinCloud Solutions Pvt. Ltd

Vinuthna

Vinuthna

Director

Vincloud Solutions Pvt. Ltd. Hyderabad

I accept the above offer on the terms indicated

Signature & Date

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Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
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VinCloud Solutions Pvt. Ltd.
F.No:24, FCI Colony, Miyapur
Hyderabad-500049, Telangana
Mail: hr@vincloudsolutions.com

Letter of Appointment

Date: **02-April, 2022**

Dear POLEPALLY NAGARAJU,

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

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Yours sincerely,

For VinCloud Solutions Pvt. Ltd

Vinuthna

Vinuthna

Director

Vincloud Solutions Pvt. Ltd. Hyderabad

I accept the above offer on the terms indicated

Signature & Date

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Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
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Annexure I

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

Letter of Appointment

Date: **02-April, 2022**

Dear JALADI SAI TEJA,

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

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

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

Yours sincerely,

For VinCloud Solutions Pvt. Ltd

Vinuthna

Vinuthna

Director

Vincloud Solutions Pvt. Ltd. Hyderabad

I accept the above offer on the terms indicated

_____

Signature & Date

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

Annexure I

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

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

Letter of Appointment

Date: **02-April, 2022**

Dear A VENKATESH,

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

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

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

Yours sincerely,

For VinCloud Solutions Pvt. Ltd

Vinuthna

Vinuthna

Director

Vincloud Solutions Pvt. Ltd. Hyderabad

I accept the above offer on the terms indicated

_____

Signature & Date

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

Annexure I

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

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

Letter of Appointment

Date: **02-April, 2022**

Dear BOGA KEERTHI,

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

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

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

Yours sincerely,

For VinCloud Solutions Pvt. Ltd

Vinuthna

Vinuthna

Director

Vincloud Solutions Pvt. Ltd. Hyderabad

I accept the above offer on the terms indicated

_____

Signature & Date

PRINCIPAL
Avanthi Institute of Engineering & Tech
Gunthapally (V), Hayathnagar
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Annexure I

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PRINCIPAL
Avanthi Institute of Engineering & Technol
Gunthapally (V), Hayathnagar,
Ranga Reddy (D)

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

Letter of Appointment

Date: **02-April, 2022**

Dear KARANAM DIVYA BHANU,

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

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PRINCIPAL
Avanthi Institute of Engineering & Technology

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Yours sincerely,

For VinCloud Solutions Pvt. Ltd

Vinuthna

Vinuthna

Director

Vincloud Solutions Pvt. Ltd. Hyderabad

I accept the above offer on the terms indicated

_____

Signature & Date

PRINCIPAL
Institute of Engineering & Tech
Gunthapally (V), Hayathnagar,
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Annexure I

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

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

Letter of Appointment

Date: **02-April, 2022**

Dear NALLA TEJA,

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

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

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

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

Yours sincerely,

For VinCloud Solutions Pvt. Ltd

Vinuthna

Vinuthna

Director

Vincloud Solutions Pvt. Ltd. Hyderabad

I accept the above offer on the terms indicated

Signature & Date

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

Annexure I

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

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

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

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

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

Letter of Appointment

Date: **02-April, 2022**

Dear BHUKYA PAVAN KUMAR,

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

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

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

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

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

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

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

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

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

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

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

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

Yours sincerely,

For VinCloud Solutions Pvt. Ltd

Vinuthna

Vinuthna

Director

Vincloud Solutions Pvt. Ltd. Hyderabad

I accept the above offer on the terms indicated

Signature & Date

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

Annexure I

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

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

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

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

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

Letter of Appointment

Date: **02-April, 2022**

Dear MATHANGI ARUN KUMAR,

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

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

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

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

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

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

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

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

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

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

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

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

Yours sincerely,

For VinCloud Solutions Pvt. Ltd

Vinuthna

Vinuthna

Director

Vincloud Solutions Pvt. Ltd. Hyderabad

I accept the above offer on the terms indicated

Signature & Date

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

Annexure I

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

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

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

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

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

Letter of Appointment

Date: **02-April, 2022**

Dear VADLURI SUMANTH,

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

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

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

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

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

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

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

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

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

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

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

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

Yours sincerely,

For VinCloud Solutions Pvt. Ltd

Vinuthna

Vinuthna

Director

Vincloud Solutions Pvt. Ltd. Hyderabad

I accept the above offer on the terms indicated

_____

Signature & Date

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

Annexure I

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

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

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

PRINCIPAL
Institute of Engineering & Technology
Ibrahimpatnam (V), Hayathnagar,

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

Letter of Appointment

Date: **02-April, 2022**

Dear VANGURI VIJAYKUMAR,

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

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

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

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

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

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

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

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

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

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PRINCIPAL
Aditya Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,

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

Yours sincerely,

For VinCloud Solutions Pvt. Ltd

Vinuthna

Vinuthna

Director

Vincloud Solutions Pvt. Ltd. Hyderabad

I accept the above offer on the terms indicated

_____

Signature & Date

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

Annexure I

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

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

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

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

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

Letter of Appointment

Date: **02-April, 2022**

Dear MANDULA SRAVAN KUMAR,

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

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

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

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

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

PRINCIPAL
Aravali Institute of Engineering & Technology

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

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

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

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

PRINCIPAL
Aryabhi Institute of Engineering & Technology

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

Yours sincerely,

For VinCloud Solutions Pvt. Ltd

Vinuthna

Vinuthna

Director

Vincloud Solutions Pvt. Ltd. Hyderabad

I accept the above offer on the terms indicated

Signature & Date

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

Annexure I

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

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

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

PRINCIPAL
Institute of Engineering & Technolog
Ibrahimpally (V), Hayathnagar,

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

Letter of Appointment

Date: **02-April, 2022**

Dear DHARANI NARESH,

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

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

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

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

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

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

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

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

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

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

PRINCIPAL
Institute of Engineering & Technology
Hayathnagar,

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

Yours sincerely,

For VinCloud Solutions Pvt. Ltd

Vinuthna

Vinuthna

Director

Vincloud Solutions Pvt. Ltd. Hyderabad

I accept the above offer on the terms indicated

Signature & Date

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

Annexure I

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

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

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

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

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

Letter of Appointment

Date: **02-April, 2022**

Dear MENTHYALA SRIDHAR,

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

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

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

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

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

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

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

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

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PRINCIPAL
Institute of Engineering & Technology

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

Yours sincerely,

For VinCloud Solutions Pvt. Ltd

Vinuthna

Vinuthna

Director

Vincloud Solutions Pvt. Ltd. Hyderabad

I accept the above offer on the terms indicated

Signature & Date

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

Annexure I

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

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

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

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

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

Letter of Appointment

Date: **02-April, 2022**

Dear BODDU RAMYA,

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

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

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

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

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

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,

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

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

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

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

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

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

Yours sincerely,

For VinCloud Solutions Pvt. Ltd

Vinuthna

Vinuthna

Director

Vincloud Solutions Pvt. Ltd. Hyderabad

I accept the above offer on the terms indicated

Signature & Date

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

Annexure I

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

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

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

PRINCIPAL
Vasavi Institute of Engineering & Technology
Gandipally (V), Hayathnagar,

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

Letter of Appointment

Date: **02-April, 2022**

Dear MADANA HARISHBABU,

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

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

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

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

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

PRINCIPAL
Avanthi Institute of Engineering & Technology

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

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

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

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

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

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

Yours sincerely,

For VinCloud Solutions Pvt. Ltd

Vinuthna

Vinuthna

Director

Vincloud Solutions Pvt. Ltd. Hyderabad

I accept the above offer on the terms indicated

Signature & Date

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

Annexure I

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

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

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

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

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

Letter of Appointment

Date: **02-April, 2022**

Dear SHAIK MUZAFFAR,

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

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

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

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

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

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

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

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

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

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

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

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

Yours sincerely,

For VinCloud Solutions Pvt. Ltd

Vinuthna

Vinuthna

Director

Vincloud Solutions Pvt. Ltd. Hyderabad

I accept the above offer on the terms indicated

Signature & Date

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

Annexure I

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

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

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

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,

ACCOLITE DIGITAL
Transforming The Future, Now

CONFIDENTIAL – OFFER OF EMPLOYMENT

Devarigari Satya Prasad

23rd May 2022

Dear **Devarigari Satya Prasad,**

Accolite Digital India Private Limited is pleased to extend you an offer for a full-time employment position as **SDET Engineer.** Your annual CTC will be **INR 4,00,000/-** and we would like to have you begin working with us on **1st September 2022.**

Please see the employment terms and conditions noted in this letter and the annexure for details related to your compensation structure. Once you have reviewed the letter in full, please sign each page of this letter in acceptance of the employment terms and conditions.

We very much look forward to welcoming you to Accolite. Warm regards,

Milind Mutalik
Head HR - Employee Experience
Accolite Digital India Pvt. Ltd

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

Signature_____

Accolite Digital India Private Limited, (Hereinafter, "Accolite")Employment Terms and Conditions

1. **Compensation and Benefits:**

Your annual fixed compensation would be **INR 3,51,649/-.** The fixed compensation would comprise Basic, House Rent Allowance, Conveyance, Special Allowance & Flexible Benefits (Refer Annexure).

Your compensation is subject to Tax deductions by Accolite as per the prevailing income tax regulations. In addition to your Compensation, you are entitled to other benefits in accordance with prevailing benefit policies. These would include Privilege Leave, Casual Leave, Gratuity, Medical & Personal Accident Insurance etc.

A. **Variable Pay:** Additionally, based on your performance and/or other business metrics which may be notified to you from time to time in accordance with the applicable appraisal and performance review policy and rules, you may be entitled to a variable pay which will be paid out to you on an annual basis in sync with our performance appraisal cycle (April-March). Variable pay-out can range from 0% (INR 0) to 12% **(INR 21,099/-)** of annualized basic salary.

The variable pay is not guaranteed. You, hereby acknowledge variable pay is payable only upon achievement of the said performance and/or business metrics and therefore the management enjoys an absolute right in the matters of awarding the variable pay. You are eligible for variable pay if you are in continuous service with Accolite for a minimum period of six (6) months and remain an active employee on the date this payment is made. In the event, you decide to separate from Accolite or serving your notice period, before this variable pay is paid out, you would not be eligible to receive the variable pay.

B. **Tenure Bonus:** You will be entitled for a tenure bonus of INR 2,00,000/-. This tenure bonus will be paid to you in five equal instalments, starting 30th September 2022. The pay-out cycle is as below:

Payment Month and Year	Amount
September 2022	INR 40,000/-
March 2023	INR 40,000/-
September 2023	INR 40,000/-
March 2024	INR 40,000/-
September 2024	INR 40,000/-

In the event that you resign and separate from Accolite within two years of the date of payment of the first instalment of the tenure bonus, you shall be liable to repay to Accolite the full amount that Accolite has paid as your tenure bonus and also it shall be deemed that you forego the rest of the tenure bonus that would have accrued to you otherwise.

Your compensation is subject to Tax deductions by Accolite as per the prevailing income tax regulations. In addition to your Compensation, you are entitled to other benefits in accordance with prevailing benefit policies. These would include Privilege Leave, Casual Leave, Gratuity, Medical & Personal Accident Insurance etc.

2. **Date of Joining:**

If you accept this offer before the stipulated date you must report on duty and commence your job on **1st September 2022.** In case you do not report on the agreed upon date, Accolite may deem that you have declined this offer.

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

Signature_____

3. **Place of Posting & Transfers:**

You will be initially assigned to **Hyderabad.** However, Accolite, at its discretion, can transfer you to any of its subsidiary or affiliate company or client offices in India or overseas. In such cases, your employment may be governed by the terms and conditions applicable at the new location/ company.

4. **Probation:**

You shall initially be under probation for a period which ordinarily lasts for Ninety (90) days from the date of joining our service. At any time during your probationary period your services may be terminated by Accolite, by giving 15 days' notice in writing or Gross Salary in lieu thereof without assigning any reason.

Similarly, you will be required to give 90 days' notice in writing or 90 days Gross Salary in lieu therefore to Accolite in case you wish to resign / leave the services. In the event of your failing to give notice or tendering 90 days Gross Salary in lieu thereof as stated herein above, Accolite may deduct the same from the dues payable to you. The decision of Accolite Management in this regard will be final and binding on you. On satisfactory completion of your probation, your Appointment will be confirmed in writing. Accolite reserves the right to confirm your appointment even before the expiry of the said 90-day period.

Your Probationary period shall be deemed to have been extended even though no intimation is given to you in writing to that effect for such period till you are confirmed by order in writing.

5. **Conduct to be in accordance with Accolite Rules, Regulations, Policies:**

During your employment with Accolite, you shall be governed by Accolite Rules, Regulations and/or Policies that may be inforce from time to time. It is deemed that you have notice of all the rules, regulations and policies and any amendments thereof when they are communicated to you via email or any other channel or is placed in a web or intranet resource that is commonly accessible to all employees such as an employee portal or a hub.

6. **Confidentiality:**

The position held by you would be of a strictly confidential nature.

You shall not disclose to any unauthorized person, either during or after your employment with Accolite, any information about the interest or business of Accolite or any affiliated companies. You shall not communicate to any public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information, data or documents, official or otherwise, relating to Accolite except with the prior written consent of an authorized officer of Accolite. Any invention, development, process, adaptation or improvement in procedure or other matters or work including any artistic, literary or other work which can be the subject matter of copyright rights whatsoever, made, developed or discovered by you either alone or jointly with any other person or persons while in employment of Accolite, in connection with or in any way affecting or relating to the business of Accolite or capable of being used or adapted for use therein or in connection therewith shall forthwith be disclosed to Accolite and shall belong to and be the absolute property of Accolite.

You will not during your employment with Accolite or at any time, thereafter, divulge or make known any information in any way whatsoever relating to Accolite or its business or of its customer and/or any other information, secret processes of data and material, which may come to your knowledge during the course of your employment. You will always maintain strict secrecy regarding any technical information, or any other information gained or acquired or imparted to you in the course of your employment.

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

Signature _____

You hereby confirm that you have disclosed, fully to Accolite, all of your business, interests whether or not they are similar to or in conflict with the businesses or activities of Accolite and all circumstances in respect of which there is or there might be, a conflict of interest between Accolite and you or any immediate relative or associate. You agree to disclose, fully to Accolite, any such interest or circumstances that may arise during your employment immediately upon such interest or circumstances arriving. Upon separating your employment with Accolite, you shall forthwith return to Accolite all the assets and property of Accolite (including any leased properties), documents, files, books, papers, memos or any other property of Accolite in your possession or under you.

7. Conflict of Interest / Non-Compete:

Your position with Accolite calls for your whole-time employment and you will devote yourself exclusively to the business of Accolite. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade of business, without the written consent of Accolite.

You agree that during this Agreement and, for two years thereafter, you will not provide to any Client for whom Accolite has contracted your efforts or any contractor of any such Client or solicit or offer to provide to any such Client or any contractor of any such Client, any software, services, or other products related to your services, whether directly or indirectly without Accolite's written consent.

8. Background Inquires:

The offer of employment is subject to satisfactory reference and background checks to be conducted by Accolite or through designated third parties. In the event of your joining Accolite or during the period of your employment contract with Accolite, in case of any unsuccessful reference checks, material information that may have been concealed, misrepresented, or falsified by you at or before the time of this offer, Accolite reserves the right to withdraw the offer or terminate your services with immediate effect, without notice.

9. Business Courtesy:

No employee may directly or indirectly accept from or provide to any representative of any organization with which Accolite has a business relationship any gift or favour other than an ordinary business courtesy or social amenity. No employee may solicit any gift or favour. This is viewed very seriously as an abuse of the trust placed by Accolite in the employee and would attract severe disciplinary action from Accolite.

10. Harassment:

Accolite is committed to provide a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment, actions, words, jokes, or comments based on an individual's sex, race, colour, place of origin, age, language, ethnicity, creed, religion, disability or sexual orientation will amount to violation of law and the terms of this agreement, and would attract strict disciplinary action from Accolite, and may also include termination of your service.

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

Signature _____

11. General:

You will keep us informed of any changes to your residential address or civil status. Prior to commencement of your employment, you and Accolite shall together execute an Employment Agreement detailing the terms of your employment. Since you would have access to the confidential information of not only Accolite but also of other affiliated Accolite companies you shall also be obligated to enter into a Confidentiality and Non-Disclosure Agreement which covers the confidential information of such other affiliated companies.

12. Separation at the instance of the employee:

Your employment is "At Will" and you may resign from your position with Accolite by giving a written notice. Such notice is required to be given at least ninety (90) days in advance of your desired date of separation. Accolite may at its discretion waive this notice period for a consideration of a payment by You of the sum of money corresponding to the unserved notice period computed pro-rata on monthly payables (including salary, bonuses etc.) from the company to the employee.

In the event that the request for such waiver is initiated by You and such request has been processed by Accolite and Accolite has communicated the waiver of such notice period and the amount payable to You, you may not revoke such a request for waiver as a matter of right. Such revocation is however possible with consent of Accolite.

You agree that if you elect to resign from Accolite within one calendar year of your date of joining, your liability to recompensate Accolite may extend cumulatively up to:

a) The tenure bonus actually paid to you from Accolite till the date of resignation, in acknowledgement that the tenure bonus is consideration in lieu of your promise to be employed with Accolite for at least a year.

b) The expenditure incurred by Accolite on account of your Accolite University program, training, and development, capped at INR 1,50,000. Although the said investment in terms of your training, leadership time and the emotional and professional investment from senior employees and peers is unquantifiable, it has been capped to your advantage for the purposes of this agreement; and

c) Payables on account of unserved notice period.

A full and final statement of any sums owed to you from Accolite, or any sums owed from you to Accolite shall be provided before your date of separation. You agree that you shall deposit any sums owed, if any, to Accolite within 30 days of receiving such a statement from Accolite. Reciprocally, Accolite promises to pay any sums owed to you, if any, within 30 days of issuing such a statement.

13. Termination:

A. Your employment may be terminated by Accolite by providing a 90-day written notice. Such termination may be with or without cause.

B. However, in the case of a termination with cause such as any or all, of proven indiscipline; misconduct; material misrepresentation of facts and particulars relating to your identity, education or previous employment; and persistent or habitual below-par performance; Accolite may terminate your employment from such date as it may deem fit without advance notice and without needing to compensate you for the residual notice period.

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

Signature _____

On acceptance of the separation notice, before you are relieved, you shall hand over to Accolite all the information and data of Accolite including, but not limited to, correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings and you shall not use, reproduce or retain any copies of these items.

14. Age of Retirement:

You will retire from the services of the company on the last date of the month in which you reach the age of sixty. The date of birth as recorded at the time of employment will be reckoned for this purpose.

15. On joining, you are requested to please provide copies of the following documents, as and where applicable:

a. Relieving letter from your current employer

b. Salary details of your current employment

c. Letter(s) supporting prior work experience

d. Certificates of educational qualifications

e. Tax Summary sheet (or latest Form 16) as applicable from your current employer

f. 6 passport size photographs in color.

g. PAN Card

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

Signature_____

ANNEXURE - COMPENSATION STRUCTURE	
Monthly Components	
Basic salary	INR 14,652
House Rent Allowance	INR 5,861
Special Allowance	INR 2,866
Flexible Basket	INR 4,167
Total Gross Monthly Cost (A)	**INR 27,546**
Total Gross Monthly Cost - Annualized (B)	**INR 3,30,550**

Annual Components	
Provident fund	INR 21,099
Health Insurance Premium	INR 18,475
Personal Accident Insurance Premium	INR 320
Gratuity	INR 8,457
Total: Annual (C)	**INR 48,351**

Other Components	
Variable Pay	INR 21,099
Total - Other Components (D)	**INR 21,099**

Total Annual Cost to Company (B)+(C)+(D)	**INR 4,00,000**

SOCIAL SECURITY & HEALTH BENEFITS [As Per Schemes]	
Hospitalization cost / Reimbursement Limit	INR 3,00,000
Personal Accident Insurance Coverage	INR 10,00,000

ANNUAL FLEXIBLE BASKET COMPONENTS - Not to Exceed	INR 50,000
Food Coupons	INR 26,400
Children Education Allowance	INR 2,400
Leave Travel Allowance	INR 29,304
Fuel Reimbursement and Car Maintenance Charges	INR 39,600
Telephone and Internet Bills Reimbursement	INR 36,000

Employee has an option to avail all, some or none of the flexible basket various components. Based on the Individual declaration and actual reimbursements, any unclaimed amount will be paid to the individual as special allowance.

Please check with HR team for more details.

Note:
TDS deduction done based on savings document submission

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

Signature_____

ACCOLITE DIGITAL
Transforming The Future, Now

CONFIDENTIAL – OFFER OF EMPLOYMENT

Dasari Vivek

23rd May 2022

Dear **Dasari Vivek,**

Accolite Digital India Private Limited is pleased to extend you an offer for a full-time employment position as **SDET Engineer.** Your annual CTC will be **INR 4,00,000/-** and we would like to have you begin working with us on **1st September 2022.**

Please see the employment terms and conditions noted in this letter and the annexure for details related to your compensation structure. Once you have reviewed the letter in full, please sign each page of this letter in acceptance of the employment terms and conditions.

We very much look forward to welcoming you to Accolite. Warm regards,

Milind Mutalik
Head HR - Employee Experience
Accolite Digital India Pvt. Ltd

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

Signature_____

Accolite Digital India Private Limited, (Hereinafter, "Accolite")Employment Terms and Conditions

1. **Compensation and Benefits:**

Your annual fixed compensation would be **INR 3,51,649/-.** The fixed compensation would comprise Basic, House Rent Allowance, Conveyance, Special Allowance & Flexible Benefits (Refer Annexure).

Your compensation is subject to Tax deductions by Accolite as per the prevailing income tax regulations. In addition to your Compensation, you are entitled to other benefits in accordance with prevailing benefit policies. These would include Privilege Leave, Casual Leave, Gratuity, Medical & Personal Accident Insurance etc.

A. **Variable Pay:** Additionally, based on your performance and/or other business metrics which may be notified to you from time to time in accordance with the applicable appraisal and performance review policy and rules, you may be entitled to a variable pay which will be paid out to you on an annual basis in sync with our performance appraisal cycle (April-March). Variable pay-out can range from 0% (INR 0) to 12% **(INR 21,099/-)** of annualized basic salary.

The variable pay is not guaranteed. You, hereby acknowledge variable pay is payable only upon achievement of the said performance and/or business metrics and therefore the management enjoys an absolute right in the matters of awarding the variable pay. You are eligible for variable pay if you are in continuous service with Accolite for a minimum period of six (6) months and remain an active employee on the date this payment is made. In the event, you decide to separate from Accolite or serving your notice period, before this variable pay is paid out, you would not be eligible to receive the variablepay.

B. **Tenure Bonus:** You will be entitled for a tenure bonus of INR 2,00,000/-. This tenure bonus will be paid to you in five equal instalments, starting 30th September 2022. The pay-out cycle is as below:

Payment Month and Year	Amount
September 2022	INR 40,000/-
March 2023	INR 40,000/-
September 2023	INR 40,000/-
March 2024	INR 40,000/-
September 2024	INR 40,000/-

In the event that you resign and separate from Accolite within two years of the date of payment of the first instalment of the tenure bonus, you shall be liable to repay to Accolite the full amount that Accolite has paid as your tenure bonus and also it shall be deemed that you forego the rest of the tenure bonus that would have accrued to you otherwise.

Your compensation is subject to Tax deductions by Accolite as per the prevailing income tax regulations. In addition to your Compensation, you are entitled to other benefits in accordance with prevailing benefit policies. These would include Privilege Leave, Casual Leave, Gratuity, Medical & Personal Accident Insurance etc.

2. **Date of Joining:**

If you accept this offer before the stipulated date you must report on duty and commence your job on **1st September 2022.** In case you do not report on the agreed upon date, Accolite may deem that you have declined this offer.

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

Signature_____

3. **Place of Posting & Transfers:**

You will be initially assigned to **Hyderabad.** However, Accolite, at its discretion, can transfer you to any of its subsidiary or affiliate company or client offices in India or overseas. In such cases, your employment may be governed by the terms and conditions applicable at the new location/ company.

4. **Probation:**

You shall initially be under probation for a period which ordinarily lasts for Ninety (90) days from the date of joining our service. At any time during your probationary period your services may be terminated by Accolite, by giving 15 days' notice in writing or Gross Salary in lieu thereof without assigning any reason.

Similarly, you will be required to give 90 days' notice in writing or 90 days Gross Salary in lieu therefore to Accolite in case you wish to resign / leave the services. In the event of your failing to give notice or tendering 90 days Gross Salary in lieu thereof as stated herein above, Accolite may deduct the same from the dues payable to you. The decision of Accolite Management in this regard will be final and binding on you. On satisfactory completion of your probation, your Appointment will be confirmed in writing. Accolite reserves the right to confirm your appointment even before the expiry of the said 90-day period.

Your Probationary period shall be deemed to have been extended even though no intimation is given to you in writing to that effect for such period till you are confirmed by order in writing.

5. **Conduct to be in accordance with Accolite Rules, Regulations, Policies:**

During your employment with Accolite, you shall be governed by Accolite Rules, Regulations and/or Policies that may be inforce from time to time. It is deemed that you have notice of all the rules, regulations and policies and any amendments thereof when they are communicated to you via email or any other channel or is placed in a web or intranet resource thatis commonly accessible to all employees such as an employee portal or a hub.

6. **Confidentiality:**

The position held by you would be of a strictly confidential nature.

You shall not disclose to any unauthorized person, either during or after your employment with Accolite, any information about the interest or business of Accolite or any affiliated companies. You shall not communicate to any public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information, data or documents, official or otherwise, relating to Accolite except with the prior written consent of an authorized officer of Accolite. Any invention, development, process, adaptation or improvement in procedure or other matters or work including any artistic, literary orother work which can be the subject matter of copyright rights whatsoever, made, developed or discovered by you either alone or jointly with any other person or persons while in employment of Accolite, in connection with or in any way affecting or relating to the business of Accolite or capable of being used or adapted for use therein or in connection therewith shall forthwith be disclosed to Accolite and shall belong to and be the absolute property of Accolite.

You will not during your employment with Accolite or at any time, thereafter, divulge or make known any information in any way whatsoever relating to Accolite or its business or of its customer and/or any other information, secret processes of data and material, which may come to your knowledge during the course of your employment. You will always maintain strict secrecy regarding any technical information, or any other information gained or acquired or imparted to you in the course of your employment.

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Signature _____

You hereby confirm that you have disclosed, fully to Accolite, all of your business, interests whether or not they are similarto or in conflict with the businesses or activities of Accolite and all circumstances in respect of which there is or there might be, a conflict of interest between Accolite and you or any immediate relative or associate. You agree to disclose, fully to Accolite, any such interest or circumstances that may arise during your employment immediately upon such interest or circumstances arriving. Upon separating your employment with Accolite, you shall forthwith return to Accolite all the assets and property of Accolite (including any leased properties), documents, files, books, papers, memos or any other property of Accolite in your possession or under you.

7. Conflict of Interest / Non-Compete:

Your position with Accolite calls for your whole-time employment and you will devote yourself exclusively to the business of Accolite. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade of business, without the written consent of Accolite.

You agree that during this Agreement and, for two years thereafter, you will not provide to any Client for whom Accolite has contracted your efforts or any contractor of any such Client or solicit or offer to provide to any such Client or any contractor of any such Client, any software, services, or other products related to your services, whether directly or indirectly without Accolite's written consent.

8. Background Inquires:

The offer of employment is subject to satisfactory reference and background checks to be conducted by Accolite or through designated third parties. In the event of your joining Accolite or during the period of your employment contract with Accolite, in case of any unsuccessful reference checks, material information that may have been concealed, misrepresented, or falsified by you at or before the time of this offer, Accolite reserves the right to withdraw the offer or terminate your services with immediate effect, without notice.

9. Business Courtesy:

No employee may directly or indirectly accept from or provide to any representative of any organization with which Accolite has a business relationship any gift or favour other than an ordinary business courtesy or social amenity. No employee may solicit any gift or favour. This is viewed very seriously as an abuse of the trust placed by Accolite in the employee and would attract severe disciplinary action from Accolite.

10. Harassment:

Accolite is committed to provide a work environment that is free from all forms of discrimination and conduct that can beconsidered harassing, coercive, or disruptive, including sexual harassment, actions, words, jokes, or comments based on an individual's sex, race, colour, place of origin, age, language, ethnicity, creed, religion, disability or sexual orientation willamount to violation of law and the terms of this agreement, and would attract strict disciplinary action from Accolite, andmay also include termination of your service.

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Signature _____

11. General:

You will keep us informed of any changes to your residential address or civil status. Prior to commencement of your employment, you and Accolite shall together execute an Employment Agreement detailing the terms of your employment. Since you would have access to the confidential information of not only Accolite but also of other affiliated Accolite companies you shall also be obligated to enter into a Confidentiality and Non-Disclosure Agreement which covers the confidential information of such other affiliated companies.

12. Separation at the instance of the employee:

Your employment is "At Will" and you may resign from your position with Accolite by giving a written notice. Such notice is required to be given at least ninety (90) days in advance of your desired date of separation. Accolite may at its discretion waive this notice period for a consideration of a payment by You of the sum of money corresponding to the unserved notice period computed pro-rata on monthly payables (including salary, bonuses etc.) from the company to the employee.

In the event that the request for such waiver is initiated by You and such request has been processed by Accolite and Accolite has communicated the waiver of such notice period and the amount payable to You, you may not revoke such a request for waiver as a matter of right. Such revocation is however possible with consent of Accolite.

You agree that if you elect to resign from Accolite within one calendar year of your date of joining, your liability to recompensate Accolite may extend cumulatively up to:

a) The tenure bonus actually paid to you from Accolite till the date of resignation, in acknowledgement that the tenure bonus is consideration in lieu of your promise to be employed with Accolite for at least a year.

b) The expenditure incurred by Accolite on account of your Accolite University program, training, and development, capped at INR 1,50,000. Although the said investment in terms of your training, leadership time and the emotional and professional investment from senior employees and peers is unquantifiable, it has been capped to your advantage for the purposes of this agreement; and

c) Payables on account of unserved notice period.

A full and final statement of any sums owed to you from Accolite, or any sums owed from you to Accolite shall be provided before your date of separation. You agree that you shall deposit any sums owed, if any, to Accolite within 30 days of receiving such a statement from Accolite. Reciprocally, Accolite promises to pay any sums owed to you, if any, within 30 days of issuing such a statement.

13. Termination:

A. Your employment may be terminated by Accolite by providing a 90-day written notice. Such termination may be with or without cause.

B. However, in the case of a termination with cause such as any or all, of proven indiscipline; misconduct; material misrepresentation of facts and particulars relating to your identity, education or previous employment; and persistent or habitual below-par performance; Accolite may terminate your employment from such date as it may deem fit without advance notice and without needing to compensate you for the residual notice period.

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Signature _____

On acceptance of the separation notice, before you are relieved, you shall hand over to Accolite all the information and data of Accolite including, but not limited to, correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings and you shall not use, reproduce or retain any copies of these items.

14. Age of Retirement:

You will retire from the services of the company on the last date of the month in which you reach the age of sixty. The dateof birth as recorded at the time of employment will be reckoned for this purpose.

15. On joining, you are requested to please provide copies of the following documents, as and where applicable:

a. Relieving letter from your current employer

b. Salary details of your current employment

c. Letter(s) supporting prior work experience

d. Certificates of educational qualifications

e. Tax Summary sheet (or latest Form 16) as applicable from your current employer

f. 6 passport size photographs in color.

g. PAN Card

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Signature_____

ACCOLITE DIGITAL
Transforming The Future, Now

ANNEXURE - COMPENSATION STRUCTURE	
Monthly Components	
Basic salary	INR 14,652
House Rent Allowance	INR 5,861
Special Allowance	INR 2,866
Flexible Basket	INR 4,167
Total Gross Monthly Cost (A)	**INR 27,546**
Total Gross Monthly Cost - Annualized (B)	**INR 3,30,550**

Annual Components	
Provident fund	INR 21,099
Health Insurance Premium	INR 18,475
Personal Accident Insurance Premium	INR 320
Gratuity	INR 8,457
Total: Annual (C)	**INR 48,351**

Other Components	
Variable Pay	INR 21,099
Total - Other Components (D)	**INR 21,099**

Total Annual Cost to Company (B)+(C)+(D)	**INR 4,00,000**

SOCIAL SECURITY & HEALTH BENEFITS [As Per Schemes]	
Hospitalization cost / Reimbursement Limit	INR 3,00,000
Personal Accident Insurance Coverage	INR 10,00,000

ANNUAL FLEXIBLE BASKET COMPONENTS - Not to Exceed	INR 50,000
Food Coupons	INR 26,400
Children Education Allowance	INR 2,400
Leave Travel Allowance	INR 29,304
Fuel Reimbursement and Car Maintenance Charges	INR 39,600
Telephone and Internet Bills Reimbursement	INR 36,000

Employee has an option to avail all, some or none of the flexible basket various components. Based on the Individual declaration and actual reimbursements, any unclaimed amount will be paid to the individual as special allowance.

Please check with HR team for more details.

Note:
TDS deduction done based on savings document submission

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Signature_____

ACCOLITE DIGITAL
Transforming The Future, Now

CONFIDENTIAL – OFFER OF EMPLOYMENT

Daresh Adarsh

23rd May 2022

Dear **Daresh Adarsh,**

Accolite Digital India Private Limited is pleased to extend you an offer for a full-time employment position as **SDET Engineer.** Your annual CTC will be **INR 4,00,000/-** and we would like to have you begin working with us on **1st September 2022.**

Please see the employment terms and conditions noted in this letter and the annexure for details related to your compensation structure. Once you have reviewed the letter in full, please sign each page of this letter in acceptance of the employment terms and conditions.

We very much look forward to welcoming you to Accolite. Warm regards,

Milind Mutalik
Head HR - Employee Experience
Accolite Digital India Pvt. Ltd

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

Signature_____

Accolite Digital India Private Limited, (Hereinafter, "Accolite") Employment Terms and Conditions

1. **Compensation and Benefits:**

Your annual fixed compensation would be **INR 3,51,649/-.** The fixed compensation would comprise Basic, House Rent Allowance, Conveyance, Special Allowance & Flexible Benefits (Refer Annexure).

Your compensation is subject to Tax deductions by Accolite as per the prevailing income tax regulations. In addition to your Compensation, you are entitled to other benefits in accordance with prevailing benefit policies. These would include Privilege Leave, Casual Leave, Gratuity, Medical & Personal Accident Insurance etc.

A. **Variable Pay:** Additionally, based on your performance and/or other business metrics which may be notified to you from time to time in accordance with the applicable appraisal and performance review policy and rules, you may be entitled to a variable pay which will be paid out to you on an annual basis in sync with our performance appraisal cycle (April-March). Variable pay-out can range from 0% (INR 0) to 12% **(INR 21,099/-)** of annualized basic salary.

The variable pay is not guaranteed. You, hereby acknowledge variable pay is payable only upon achievement of the said performance and/or business metrics and therefore the management enjoys an absolute right in the matters of awarding the variable pay. You are eligible for variable pay if you are in continuous service with Accolite for a minimum period of six (6) months and remain an active employee on the date this payment is made. In the event, you decide to separate from Accolite or serving your notice period, before this variable pay is paid out, you would not be eligible to receive the variable pay.

B. **Tenure Bonus:** You will be entitled for a tenure bonus of INR 2,00,000/-. This tenure bonus will be paid to you in five equal instalments, starting 30th September 2022. The pay-out cycle is as below:

Payment Month and Year	Amount
September 2022	INR 40,000/-
March 2023	INR 40,000/-
September 2023	INR 40,000/-
March 2024	INR 40,000/-
September 2024	INR 40,000/-

In the event that you resign and separate from Accolite within two years of the date of payment of the first instalment of the tenure bonus, you shall be liable to repay to Accolite the full amount that Accolite has paid as your tenure bonus and also it shall be deemed that you forego the rest of the tenure bonus that would have accrued to you otherwise.

Your compensation is subject to Tax deductions by Accolite as per the prevailing income tax regulations. In addition to your Compensation, you are entitled to other benefits in accordance with prevailing benefit policies. These would include Privilege Leave, Casual Leave, Gratuity, Medical & Personal Accident Insurance etc.

2. **Date of Joining:**

If you accept this offer before the stipulated date you must report on duty and commence your job on **1st September 2022.** In case you do not report on the agreed upon date, Accolite may deem that you have declined this offer.

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

Signature_____

3. Place of Posting & Transfers:

You will be initially assigned to **Hyderabad.** However, Accolite, at its discretion, can transfer you to any of its subsidiary or affiliate company or client offices in India or overseas. In such cases, your employment may be governed by the terms and conditions applicable at the new location/ company.

4. Probation:

You shall initially be under probation for a period which ordinarily lasts for Ninety (90) days from the date of joining our service. At any time during your probationary period your services may be terminated by Accolite, by giving 15 days' notice in writing or Gross Salary in lieu thereof without assigning any reason.

Similarly, you will be required to give 90 days' notice in writing or 90 days Gross Salary in lieu therefore to Accolite in case you wish to resign / leave the services. In the event of your failing to give notice or tendering 90 days Gross Salary in lieu thereof as stated herein above, Accolite may deduct the same from the dues payable to you. The decision of Accolite Management in this regard will be final and binding on you. On satisfactory completion of your probation, your Appointment will be confirmed in writing. Accolite reserves the right to confirm your appointment even before the expiry of the said 90-day period.

Your Probationary period shall be deemed to have been extended even though no intimation is given to you in writing to that effect for such period till you are confirmed by order in writing.

5. Conduct to be in accordance with Accolite Rules, Regulations, Policies:

During your employment with Accolite, you shall be governed by Accolite Rules, Regulations and/or Policies that may be inforce from time to time. It is deemed that you have notice of all the rules, regulations and policies and any amendments thereof when they are communicated to you via email or any other channel or is placed in a web or intranet resource thatis commonly accessible to all employees such as an employee portal or a hub.

6. Confidentiality:

The position held by you would be of a strictly confidential nature.

You shall not disclose to any unauthorized person, either during or after your employment with Accolite, any information about the interest or business of Accolite or any affiliated companies. You shall not communicate to any public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information, data or documents, official or otherwise, relating to Accolite except with the prior written consent of an authorized officer of Accolite. Any invention, development, process, adaptation or improvement in procedure or other matters or work including any artistic, literary orother work which can be the subject matter of copyright rights whatsoever, made, developed or discovered by you either alone or jointly with any other person or persons while in employment of Accolite, in connection with or in any way affecting or relating to the business of Accolite or capable of being used or adapted for use therein or in connection therewith shall forthwith be disclosed to Accolite and shall belong to and be the absolute property of Accolite.

You will not during your employment with Accolite or at any time, thereafter, divulge or make known any information in any way whatsoever relating to Accolite or its business or of its customer and/or any other information, secret processes of data and material, which may come to your knowledge during the course of your employment. You will always maintain strict secrecy regarding any technical information, or any other information gained or acquired or imparted to you in the course of your employment.

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Signature _____

You hereby confirm that you have disclosed, fully to Accolite, all of your business, interests whether or not they are similarto or in conflict with the businesses or activities of Accolite and all circumstances in respect of which there is or there might be, a conflict of interest between Accolite and you or any immediate relative or associate. You agree to disclose, fully to Accolite, any such interest or circumstances that may arise during your employment immediately upon such interest or circumstances arriving. Upon separating your employment with Accolite, you shall forthwith return to Accolite all the assets and property of Accolite (including any leased properties), documents, files, books, papers, memos or any other property of Accolite in your possession or under you.

7. Conflict of Interest / Non-Compete:

Your position with Accolite calls for your whole-time employment and you will devote yourself exclusively to the business of Accolite. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade of business, without the written consent of Accolite.

You agree that during this Agreement and, for two years thereafter, you will not provide to any Client for whom Accolite has contracted your efforts or any contractor of any such Client or solicit or offer to provide to any such Client or any contractor of any such Client, any software, services, or other products related to your services, whether directly or indirectly without Accolite's written consent.

8. Background Inquires:

The offer of employment is subject to satisfactory reference and background checks to be conducted by Accolite or through designated third parties. In the event of your joining Accolite or during the period of your employment contract with Accolite, in case of any unsuccessful reference checks, material information that may have been concealed, misrepresented, or falsified by you at or before the time of this offer, Accolite reserves the right to withdraw the offer or terminate your services with immediate effect, without notice.

9. Business Courtesy:

No employee may directly or indirectly accept from or provide to any representative of any organization with which Accolite has a business relationship any gift or favour other than an ordinary business courtesy or social amenity. No employee may solicit any gift or favour. This is viewed very seriously as an abuse of the trust placed by Accolite in the employee and would attract severe disciplinary action from Accolite.

10. Harassment:

Accolite is committed to provide a work environment that is free from all forms of discrimination and conduct that can beconsidered harassing, coercive, or disruptive, including sexual harassment, actions, words, jokes, or comments based on an individual's sex, race, colour, place of origin, age, language, ethnicity, creed, religion, disability or sexual orientation willamount to violation of law and the terms of this agreement, and would attract strict disciplinary action from Accolite, andmay also include termination of your service.

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

Signature _____

11. General:

You will keep us informed of any changes to your residential address or civil status. Prior to commencement of your employment, you and Accolite shall together execute an Employment Agreement detailing the terms of your employment. Since you would have access to the confidential information of not only Accolite but also of other affiliated Accolite companies you shall also be obligated to enter into a Confidentiality and Non-Disclosure Agreement which covers the confidential information of such other affiliated companies.

12. Separation at the instance of the employee:

Your employment is "At Will" and you may resign from your position with Accolite by giving a written notice. Such notice is required to be given at least ninety (90) days in advance of your desired date of separation. Accolite may at its discretion waive this notice period for a consideration of a payment by You of the sum of money corresponding to the unserved notice period computed pro-rata on monthly payables (including salary, bonuses etc.) from the company to the employee.

In the event that the request for such waiver is initiated by You and such request has been processed by Accolite and Accolite has communicated the waiver of such notice period and the amount payable to You, you may not revoke such a request for waiver as a matter of right. Such revocation is however possible with consent of Accolite.

You agree that if you elect to resign from Accolite within one calendar year of your date of joining, your liability to recompensate Accolite may extend cumulatively up to:

a) The tenure bonus actually paid to you from Accolite till the date of resignation, in acknowledgement that the tenure bonus is consideration in lieu of your promise to be employed with Accolite for at least a year.

b) The expenditure incurred by Accolite on account of your Accolite University program, training, and development, capped at INR 1,50,000. Although the said investment in terms of your training, leadership time and the emotional and professional investment from senior employees and peers is unquantifiable, it has been capped to your advantage for the purposes of this agreement; and

c) Payables on account of unserved notice period.

A full and final statement of any sums owed to you from Accolite, or any sums owed from you to Accolite shall be provided before your date of separation. You agree that you shall deposit any sums owed, if any, to Accolite within 30 days of receiving such a statement from Accolite. Reciprocally, Accolite promises to pay any sums owed to you, if any, within 30 days of issuing such a statement.

13. Termination:

A. Your employment may be terminated by Accolite by providing a 90-day written notice. Such termination may be with or without cause.

B. However, in the case of a termination with cause such as any or all, of proven indiscipline; misconduct; material misrepresentation of facts and particulars relating to your identity, education or previous employment; and persistent or habitual below-par performance; Accolite may terminate your employment from such date as it may deem fit without advance notice and without needing to compensate you for the residual notice period.

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

Signature _____

On acceptance of the separation notice, before you are relieved, you shall hand over to Accolite all the information and data of Accolite including, but not limited to, correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings and you shall not use, reproduce or retain any copies of these items.

14. Age of Retirement:

You will retire from the services of the company on the last date of the month in which you reach the age of sixty. The dateof birth as recorded at the time of employment will be reckoned for this purpose.

15. On joining, you are requested to please provide copies of the following documents, as and where applicable:

a. Relieving letter from your current employer

b. Salary details of your current employment

c. Letter(s) supporting prior work experience

d. Certificates of educational qualifications

e. Tax Summary sheet (or latest Form 16) as applicable from your current employer

f. 6 passport size photographs in color.

g. PAN Card

PRINCIPAL
Avanthi Institute of Engg. & Tech

Signature_____

ANNEXURE - COMPENSATION STRUCTURE	
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Basic salary	INR 14,652
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Variable Pay	INR 21,099
Total - Other Components (D)	**INR 21,099**

Total Annual Cost to Company (B)+(C)+(D)	**INR 4,00,000**

SOCIAL SECURITY & HEALTH BENEFITS [As Per Schemes]	
Hospitalization cost / Reimbursement Limit	INR 3,00,000
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ANNUAL FLEXIBLE BASKET COMPONENTS - Not to Exceed	INR 50,000
Food Coupons	INR 26,400
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Fuel Reimbursement and Car Maintenance Charges	INR 39,600
Telephone and Internet Bills Reimbursement	INR 36,000

Employee has an option to avail all, some or none of the flexible basket various components. Based on the Individual declaration and actual reimbursements, any unclaimed amount will be paid to the individual as specialallowance.

Please check with HR team for more details.

Note:
TDS deduction done based on savings document submission

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

Signature_____

ACCOLITE DIGITAL
Transforming The Future, Now

CONFIDENTIAL – OFFER OF EMPLOYMENT

Chukka Navarathna

23rd May 2022

Dear **Chukka Navarathna,**

Accolite Digital India Private Limited is pleased to extend you an offer for a full-time employment position as **SDET Engineer.** Your annual CTC will be **INR 4,00,000/-** and we would like to have you begin working with us on **1st September 2022.**

Please see the employment terms and conditions noted in this letter and the annexure for details related to your compensation structure. Once you have reviewed the letter in full, please sign each page of this letter in acceptance of the employment terms and conditions.

We very much look forward to welcoming you to Accolite. Warm regards,

Milind Mutalik
Head HR - Employee Experience
Accolite Digital India Pvt. Ltd

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

Signature_____

Accolite Digital India Private Limited, (Hereinafter, "Accolite") Employment Terms and Conditions

1. **Compensation and Benefits:**

Your annual fixed compensation would be **INR 3,51,649/-.** The fixed compensation would comprise Basic, House Rent Allowance, Conveyance, Special Allowance & Flexible Benefits (Refer Annexure).

Your compensation is subject to Tax deductions by Accolite as per the prevailing income tax regulations. In addition to your Compensation, you are entitled to other benefits in accordance with prevailing benefit policies. These would include Privilege Leave, Casual Leave, Gratuity, Medical & Personal Accident Insurance etc.

A. **Variable Pay:** Additionally, based on your performance and/or other business metrics which may be notified to you from time to time in accordance with the applicable appraisal and performance review policy and rules, you may be entitled to a variable pay which will be paid out to you on an annual basis in sync with our performance appraisal cycle (April-March). Variable pay-out can range from 0% (INR 0) to 12% **(INR 21,099/-)** of annualized basic salary.

The variable pay is not guaranteed. You, hereby acknowledge variable pay is payable only upon achievement of the said performance and/or business metrics and therefore the management enjoys an absolute right in the matters of awarding the variable pay. You are eligible for variable pay if you are in continuous service with Accolite for a minimum period of six (6) months and remain an active employee on the date this payment is made. In the event, you decide to separate from Accolite or serving your notice period, before this variable pay is paid out, you would not be eligible to receive the variable pay.

B. **Tenure Bonus:** You will be entitled for a tenure bonus of INR 2,00,000/-. This tenure bonus will be paid to you in five equal instalments, starting 30th September 2022. The pay-out cycle is as below:

Payment Month and Year	Amount
September 2022	INR 40,000/-
March 2023	INR 40,000/-
September 2023	INR 40,000/-
March 2024	INR 40,000/-
September 2024	INR 40,000/-

In the event that you resign and separate from Accolite within two years of the date of payment of the first instalment of the tenure bonus, you shall be liable to repay to Accolite the full amount that Accolite has paid as your tenure bonus and also it shall be deemed that you forego the rest of the tenure bonus that would have accrued to you otherwise.

Your compensation is subject to Tax deductions by Accolite as per the prevailing income tax regulations. In addition to your Compensation, you are entitled to other benefits in accordance with prevailing benefit policies. These would include Privilege Leave, Casual Leave, Gratuity, Medical & Personal Accident Insurance etc.

2. **Date of Joining:**

If you accept this offer before the stipulated date you must report on duty and commence your job on **1st September 2022.** In case you do not report on the agreed upon date, Accolite may deem that you have declined this offer.

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Signature_____

3. Place of Posting & Transfers:

You will be initially assigned to **Hyderabad.** However, Accolite, at its discretion, can transfer you to any of its subsidiary or affiliate company or client offices in India or overseas. In such cases, your employment may be governed by the terms and conditions applicable at the new location/ company.

4. Probation:

You shall initially be under probation for a period which ordinarily lasts for Ninety (90) days from the date of joining our service. At any time during your probationary period your services may be terminated by Accolite, by giving 15 days' notice in writing or Gross Salary in lieu thereof without assigning any reason.

Similarly, you will be required to give 90 days' notice in writing or 90 days Gross Salary in lieu therefore to Accolite in case you wish to resign / leave the services. In the event of your failing to give notice or tendering 90 days Gross Salary in lieu thereof as stated herein above, Accolite may deduct the same from the dues payable to you. The decision of Accolite Management in this regard will be final and binding on you. On satisfactory completion of your probation, your Appointment will be confirmed in writing. Accolite reserves the right to confirm your appointment even before the expiry of the said 90-day period.

Your Probationary period shall be deemed to have been extended even though no intimation is given to you in writing to that effect for such period till you are confirmed by order in writing.

5. Conduct to be in accordance with Accolite Rules, Regulations, Policies:

During your employment with Accolite, you shall be governed by Accolite Rules, Regulations and/or Policies that may be inforce from time to time. It is deemed that you have notice of all the rules, regulations and policies and any amendments thereof when they are communicated to you via email or any other channel or is placed in a web or intranet resource that is commonly accessible to all employees such as an employee portal or a hub.

6. Confidentiality:

The position held by you would be of a strictly confidential nature.

You shall not disclose to any unauthorized person, either during or after your employment with Accolite, any information about the interest or business of Accolite or any affiliated companies. You shall not communicate to any public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information, data or documents, official or otherwise, relating to Accolite except with the prior written consent of an authorized officer of Accolite. Any invention, development, process, adaptation or improvement in procedure or other matters or work including any artistic, literary or other work which can be the subject matter of copyright rights whatsoever, made, developed or discovered by you either alone or jointly with any other person or persons while in employment of Accolite, in connection with or in any way affecting or relating to the business of Accolite or capable of being used or adapted for use therein or in connection therewith shall forthwith be disclosed to Accolite and shall belong to and be the absolute property of Accolite.

You will not during your employment with Accolite or at any time, thereafter, divulge or make known any information in any way whatsoever relating to Accolite or its business or of its customer and/or any other information, secret processes of data and material, which may come to your knowledge during the course of your employment. You will always maintain strict secrecy regarding any technical information, or any other information gained or acquired or imparted to you in the course of your employment.

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

Signature _____

You hereby confirm that you have disclosed, fully to Accolite, all of your business, interests whether or not they are similarto or in conflict with the businesses or activities of Accolite and all circumstances in respect of which there is or there might be, a conflict of interest between Accolite and you or any immediate relative or associate. You agree to disclose, fully to Accolite, any such interest or circumstances that may arise during your employment immediately upon such interest or circumstances arriving. Upon separating your employment with Accolite, you shall forthwith return to Accolite all the assets and property of Accolite (including any leased properties), documents, files, books, papers, memos or any other property of Accolite in your possession or under you.

7. **Conflict of Interest / Non-Compete:**

Your position with Accolite calls for your whole-time employment and you will devote yourself exclusively to the business of Accolite. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade of business, without the written consent of Accolite.

You agree that during this Agreement and, for two years thereafter, you will not provide to any Client for whom Accolite has contracted your efforts or any contractor of any such Client or solicit or offer to provide to any such Client or any contractor of any such Client, any software, services, or other products related to your services, whether directly or indirectly without Accolite's written consent.

8. **Background Inquires:**

The offer of employment is subject to satisfactory reference and background checks to be conducted by Accolite or through designated third parties. In the event of your joining Accolite or during the period of your employment contract with Accolite, in case of any unsuccessful reference checks, material information that may have been concealed, misrepresented, or falsified by you at or before the time of this offer, Accolite reserves the right to withdraw the offer or terminate your services with immediate effect, without notice.

9. **Business Courtesy:**

No employee may directly or indirectly accept from or provide to any representative of any organization with which Accolite has a business relationship any gift or favour other than an ordinary business courtesy or social amenity. No employee may solicit any gift or favour. This is viewed very seriously as an abuse of the trust placed by Accolite in the employee and would attract severe disciplinary action from Accolite.

10. **Harassment:**

Accolite is committed to provide a work environment that is free from all forms of discrimination and conduct that can beconsidered harassing, coercive, or disruptive, including sexual harassment, actions, words, jokes, or comments based on an individual's sex, race, colour, place of origin, age, language, ethnicity, creed, religion, disability or sexual orientation willamount to violation of law and the terms of this agreement, and would attract strict disciplinary action from Accolite, andmay also include termination of your service.

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

Signature _____

11. General:

You will keep us informed of any changes to your residential address or civil status. Prior to commencement of your employment, you and Accolite shall together execute an Employment Agreement detailing the terms of your employment. Since you would have access to the confidential information of not only Accolite but also of other affiliated Accolite companies you shall also be obligated to enter into a Confidentiality and Non-Disclosure Agreement which covers the confidential information of such other affiliated companies.

12. Separation at the instance of the employee:

Your employment is "At Will" and you may resign from your position with Accolite by giving a written notice. Such notice isrequired to be given at least ninety (90) days in advance of your desired date of separation. Accolite may at its discretion waive this notice period for a consideration of a payment by You of the sum of money corresponding to the unserved notice period computed pro-rata on monthly payables (including salary, bonuses etc.) from the company to the employee.

In the event that the request for such waiver is initiated by You and such request has been processed by Accolite and Accolite has communicated the waiver of such notice period and the amount payable to You, you may not revoke such a request for waiver as a matter of right. Such revocation is however possible with consent of Accolite.

You agree that if you elect to resign from Accolite within one calendar year of your date of joining, your liability to recompensate Accolite may extend cumulatively up to:

a) The tenure bonus actually paid to you from Accolite till the date of resignation, in acknowledgement that the tenure bonus is consideration in lieu of your promise to be employed with Accolite for at least a year.

b) The expenditure incurred by Accolite on account of your Accolite University program, training, and development, capped at INR 1,50,000. Although the said investment in terms of your training, leadership time and the emotional and professional investment from senior employees and peers is unquantifiable, it has been capped to your advantage for the purposes of this agreement; and

c) Payables on account of unserved notice period.

A full and final statement of any sums owed to you from Accolite, or any sums owed from you to Accolite shall be providedbefore your date of separation. You agree that you shall deposit any sums owed, if any, to Accolite within 30 days of receiving such a statement from Accolite. Reciprocally, Accolite promises to pay any sums owed to you, if any, within 30 days of issuing such a statement.

13. Termination:

A. Your employment may be terminated by Accolite by providing a 90-day written notice. Such termination may be with orwithout cause.

B. However, in the case of a termination with cause such as any or all, of proven indiscipline; misconduct; material misrepresentation of facts and particulars relating to your identity, education or previous employment; and persistent or habitual below-par performance; Accolite may terminate your employment from such date as it may deem fit without advance notice and without needing to compensate you for the residual notice period.

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

Signature _____

On acceptance of the separation notice, before you are relieved, you shall hand over to Accolite all the information and data of Accolite including, but not limited to, correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings and you shall not use, reproduce or retain any copies of these items.

14. Age of Retirement:

You will retire from the services of the company on the last date of the month in which you reach the age of sixty. The dateof birth as recorded at the time of employment will be reckoned for this purpose.

15. On joining, you are requested to please provide copies of the following documents, as and where applicable:

a. Relieving letter from your current employer

b. Salary details of your current employment

c. Letter(s) supporting prior work experience

d. Certificates of educational qualifications

e. Tax Summary sheet (or latest Form 16) as applicable from your current employer

f. 6 passport size photographs in color.

g. PAN Card

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

Signature_____

ANNEXURE - COMPENSATION STRUCTURE	
Monthly Components	
Basic salary	INR 14,652
House Rent Allowance	INR 5,861
Special Allowance	INR 2,866
Flexible Basket	INR 4,167
Total Gross Monthly Cost (A)	**INR 27,546**
Total Gross Monthly Cost - Annualized (B)	**INR 3,30,550**

Annual Components	
Provident fund	INR 21,099
Health Insurance Premium	INR 18,475
Personal Accident Insurance Premium	INR 320
Gratuity	INR 8,457
Total: Annual (C)	**INR 48,351**

Other Components	
Variable Pay	INR 21,099
Total - Other Components (D)	**INR 21,099**

Total Annual Cost to Company (B)+(C)+(D)	**INR 4,00,000**

SOCIAL SECURITY & HEALTH BENEFITS [As Per Schemes]	
Hospitalization cost / Reimbursement Limit	INR 3,00,000
Personal Accident Insurance Coverage	INR 10,00,000

ANNUAL FLEXIBLE BASKET COMPONENTS - Not to Exceed	INR 50,000
Food Coupons	INR 26,400
Children Education Allowance	INR 2,400
Leave Travel Allowance	INR 29,304
Fuel Reimbursement and Car Maintenance Charges	INR 39,600
Telephone and Internet Bills Reimbursement	INR 36,000

Employee has an option to avail all, some or none of the flexible basket various components. Based on the Individual declaration and actual reimbursements, any unclaimed amount will be paid to the individual as specialallowance.

Please check with HR team for more details.

Note:
TDS deduction done based on savings document submission

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

Signature_____

ACCOLITE DIGITAL
Transforming The Future, Now

CONFIDENTIAL – OFFER OF EMPLOYMENT

Musuku Aishwarya

23rd May 2022

Dear **Musuku Aishwarya,**

Accolite Digital India Private Limited is pleased to extend you an offer for a full-time employment position as **SDET Engineer.** Your annual CTC will be **INR 4,00,000/-** and we would like to have you begin working with us on **1st September 2022.**

Please see the employment terms and conditions noted in this letter and the annexure for details related to your compensation structure. Once you have reviewed the letter in full, please sign each page of this letter in acceptance of the employment terms and conditions.

We very much look forward to welcoming you to Accolite. Warm regards,

Milind Mutalik
Head HR - Employee Experience
Accolite Digital India Pvt. Ltd

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

Signature_____

Accolite Digital India Private Limited, (Hereinafter, "Accolite")Employment Terms and Conditions

1. **Compensation and Benefits:**

Your annual fixed compensation would be **INR 3,51,649/-.** The fixed compensation would comprise Basic, House Rent Allowance, Conveyance, Special Allowance & Flexible Benefits (Refer Annexure).

Your compensation is subject to Tax deductions by Accolite as per the prevailing income tax regulations. In addition to your Compensation, you are entitled to other benefits in accordance with prevailing benefit policies. These would include Privilege Leave, Casual Leave, Gratuity, Medical & Personal Accident Insurance etc.

A. **Variable Pay:** Additionally, based on your performance and/or other business metrics which may be notified to you from time to time in accordance with the applicable appraisal and performance review policy and rules, you may be entitled to a variable pay which will be paid out to you on an annual basis in sync with our performance appraisal cycle (April-March). Variable pay-out can range from 0% (INR 0) to 12% **(INR 21,099/-)** of annualized basic salary.

The variable pay is not guaranteed. You, hereby acknowledge variable pay is payable only upon achievement of the said performance and/or business metrics and therefore the management enjoys an absolute right in the matters of awarding the variable pay. You are eligible for variable pay if you are in continuous service with Accolite for a minimum period of six (6) months and remain an active employee on the date this payment is made. In the event, you decide to separate from Accolite or serving your notice period, before this variable pay is paid out, you would not be eligible to receive the variablepay.

B. **Tenure Bonus:** You will be entitled for a tenure bonus of INR 2,00,000/-. This tenure bonus will be paid to you in five equal instalments, starting 30th September 2022. The pay-out cycle is as below:

Payment Month and Year	Amount
September 2022	INR 40,000/-
March 2023	INR 40,000/-
September 2023	INR 40,000/-
March 2024	INR 40,000/-
September 2024	INR 40,000/-

In the event that you resign and separate from Accolite within two years of the date of payment of the first instalment of the tenure bonus, you shall be liable to repay to Accolite the full amount that Accolite has paid as your tenure bonus and also it shall be deemed that you forego the rest of the tenure bonus that would have accrued to you otherwise.

Your compensation is subject to Tax deductions by Accolite as per the prevailing income tax regulations. In addition to your Compensation, you are entitled to other benefits in accordance with prevailing benefit policies. These would include Privilege Leave, Casual Leave, Gratuity, Medical & Personal Accident Insurance etc.

2. **Date of Joining:**

If you accept this offer before the stipulated date you must report on duty and commence your job on **1st September 2022.** In case you do not report on the agreed upon date, Accolite may deem that you have declined this offer.

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

Signature_____

3. **Place of Posting & Transfers:**

You will be initially assigned to **Hyderabad.** However, Accolite, at its discretion, can transfer you to any of its subsidiary or affiliate company or client offices in India or overseas. In such cases, your employment may be governed by the terms and conditions applicable at the new location/ company.

4. **Probation:**

You shall initially be under probation for a period which ordinarily lasts for Ninety (90) days from the date of joining our service. At any time during your probationary period your services may be terminated by Accolite, by giving 15 days' notice in writing or Gross Salary in lieu thereof without assigning any reason.

Similarly, you will be required to give 90 days' notice in writing or 90 days Gross Salary in lieu therefore to Accolite in case you wish to resign / leave the services. In the event of your failing to give notice or tendering 90 days Gross Salary in lieu thereof as stated herein above, Accolite may deduct the same from the dues payable to you. The decision of Accolite Management in this regard will be final and binding on you. On satisfactory completion of your probation, your Appointment will be confirmed in writing. Accolite reserves the right to confirm your appointment even before the expiry of the said 90-day period.

Your Probationary period shall be deemed to have been extended even though no intimation is given to you in writing to that effect for such period till you are confirmed by order in writing.

5. **Conduct to be in accordance with Accolite Rules, Regulations, Policies:**

During your employment with Accolite, you shall be governed by Accolite Rules, Regulations and/or Policies that may be inforce from time to time. It is deemed that you have notice of all the rules, regulations and policies and any amendments thereof when they are communicated to you via email or any other channel or is placed in a web or intranet resource thatis commonly accessible to all employees such as an employee portal or a hub.

6. **Confidentiality:**

The position held by you would be of a strictly confidential nature.

You shall not disclose to any unauthorized person, either during or after your employment with Accolite, any information about the interest or business of Accolite or any affiliated companies. You shall not communicate to any public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information, data or documents, official or otherwise, relating to Accolite except with the prior written consent of an authorized officer of Accolite. Any invention, development, process, adaptation or improvement in procedure or other matters or work including any artistic, literary orother work which can be the subject matter of copyright rights whatsoever, made, developed or discovered by you either alone or jointly with any other person or persons while in employment of Accolite, in connection with or in any way affecting or relating to the business of Accolite or capable of being used or adapted for use therein or in connection therewith shall forthwith be disclosed to Accolite and shall belong to and be the absolute property of Accolite.

You will not during your employment with Accolite or at any time, thereafter, divulge or make known any information in any way whatsoever relating to Accolite or its business or of its customer and/or any other information, secret processes of data and material, which may come to your knowledge during the course of your employment. You will always maintain strict secrecy regarding any technical information, or any other information gained or acquired or imparted to you in the course of your employment.

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

Signature _____

You hereby confirm that you have disclosed, fully to Accolite, all of your business, interests whether or not they are similarto or in conflict with the businesses or activities of Accolite and all circumstances in respect of which there is or there might be, a conflict of interest between Accolite and you or any immediate relative or associate. You agree to disclose, fully to Accolite, any such interest or circumstances that may arise during your employment immediately upon such interest or circumstances arriving. Upon separating your employment with Accolite, you shall forthwith return to Accolite all the assets and property of Accolite (including any leased properties), documents, files, books, papers, memos or any other property of Accolite in your possession or under you.

7. Conflict of Interest / Non-Compete:

Your position with Accolite calls for your whole-time employment and you will devote yourself exclusively to the business of Accolite. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade of business, without the written consent of Accolite.

You agree that during this Agreement and, for two years thereafter, you will not provide to any Client for whom Accolite has contracted your efforts or any contractor of any such Client or solicit or offer to provide to any such Client or any contractor of any such Client, any software, services, or other products related to your services, whether directly or indirectly without Accolite's written consent.

8. Background Inquires:

The offer of employment is subject to satisfactory reference and background checks to be conducted by Accolite or through designated third parties. In the event of your joining Accolite or during the period of your employment contract with Accolite, in case of any unsuccessful reference checks, material information that may have been concealed, misrepresented, or falsified by you at or before the time of this offer, Accolite reserves the right to withdraw the offer or terminate your services with immediate effect, without notice.

9. Business Courtesy:

No employee may directly or indirectly accept from or provide to any representative of any organization with which Accolite has a business relationship any gift or favour other than an ordinary business courtesy or social amenity. No employee may solicit any gift or favour. This is viewed very seriously as an abuse of the trust placed by Accolite in the employee and would attract severe disciplinary action from Accolite.

10. Harassment:

Accolite is committed to provide a work environment that is free from all forms of discrimination and conduct that can beconsidered harassing, coercive, or disruptive, including sexual harassment, actions, words, jokes, or comments based on an individual's sex, race, colour, place of origin, age, language, ethnicity, creed, religion, disability or sexual orientation willamount to violation of law and the terms of this agreement, and would attract strict disciplinary action from Accolite, andmay also include termination of your service.

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

Signature _____

11. General:

You will keep us informed of any changes to your residential address or civil status. Prior to commencement of your employment, you and Accolite shall together execute an Employment Agreement detailing the terms of your employment. Since you would have access to the confidential information of not only Accolite but also of other affiliated Accolite companies you shall also be obligated to enter into a Confidentiality and Non-Disclosure Agreement which covers the confidential information of such other affiliated companies.

12. Separation at the instance of the employee:

Your employment is "At Will" and you may resign from your position with Accolite by giving a written notice. Such notice is required to be given at least ninety (90) days in advance of your desired date of separation. Accolite may at its discretion waive this notice period for a consideration of a payment by You of the sum of money corresponding to the unserved notice period computed pro-rata on monthly payables (including salary, bonuses etc.) from the company to the employee.

In the event that the request for such waiver is initiated by You and such request has been processed by Accolite and Accolite has communicated the waiver of such notice period and the amount payable to You, you may not revoke such a request for waiver as a matter of right. Such revocation is however possible with consent of Accolite.

You agree that if you elect to resign from Accolite within one calendar year of your date of joining, your liability to recompensate Accolite may extend cumulatively up to:

a) The tenure bonus actually paid to you from Accolite till the date of resignation, in acknowledgement that the tenure bonus is consideration in lieu of your promise to be employed with Accolite for at least a year.

b) The expenditure incurred by Accolite on account of your Accolite University program, training, and development, capped at INR 1,50,000. Although the said investment in terms of your training, leadership time and the emotional and professional investment from senior employees and peers is unquantifiable, it has been capped to your advantage for the purposes of this agreement; and

c) Payables on account of unserved notice period.

A full and final statement of any sums owed to you from Accolite, or any sums owed from you to Accolite shall be provided before your date of separation. You agree that you shall deposit any sums owed, if any, to Accolite within 30 days of receiving such a statement from Accolite. Reciprocally, Accolite promises to pay any sums owed to you, if any, within 30 days of issuing such a statement.

13. Termination:

A. Your employment may be terminated by Accolite by providing a 90-day written notice. Such termination may be with or without cause.

B. However, in the case of a termination with cause such as any or all, of proven indiscipline; misconduct; material misrepresentation of facts and particulars relating to your identity, education or previous employment; and persistent or habitual below-par performance; Accolite may terminate your employment from such date as it may deem fit without advance notice and without needing to compensate you for the residual notice period.

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

Signature _____

On acceptance of the separation notice, before you are relieved, you shall hand over to Accolite all the information and data of Accolite including, but not limited to, correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings and you shall not use, reproduce or retain any copies of these items.

14. Age of Retirement:

You will retire from the services of the company on the last date of the month in which you reach the age of sixty. The dateof birth as recorded at the time of employment will be reckoned for this purpose.

15. On joining, you are requested to please provide copies of the following documents, as and where applicable:

a. Relieving letter from your current employer

b. Salary details of your current employment

c. Letter(s) supporting prior work experience

d. Certificates of educational qualifications

e. Tax Summary sheet (or latest Form 16) as applicable from your current employer

f. 6 passport size photographs in color.

g. PAN Card

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

Signature_____

ACCOLITE DIGITAL
Transforming The Future, Now

ANNEXURE - COMPENSATION STRUCTURE	
Monthly Components	
Basic salary	INR 14,652
House Rent Allowance	INR 5,861
Special Allowance	INR 2,866
Flexible Basket	INR 4,167
Total Gross Monthly Cost (A)	**INR 27,546**
Total Gross Monthly Cost - Annualized (B)	**INR 3,30,550**

Annual Components	
Provident fund	INR 21,099
Health Insurance Premium	INR 18,475
Personal Accident Insurance Premium	INR 320
Gratuity	INR 8,457
Total: Annual (C)	**INR 48,351**

Other Components	
Variable Pay	INR 21,099
Total - Other Components (D)	**INR 21,099**

Total Annual Cost to Company (B)+(C)+(D)	**INR 4,00,000**

SOCIAL SECURITY & HEALTH BENEFITS [As Per Schemes]	
Hospitalization cost / Reimbursement Limit	INR 3,00,000
Personal Accident Insurance Coverage	INR 10,00,000

ANNUAL FLEXIBLE BASKET COMPONENTS - Not to Exceed	INR 50,000
Food Coupons	INR 26,400
Children Education Allowance	INR 2,400
Leave Travel Allowance	INR 29,304
Fuel Reimbursement and Car Maintenance Charges	INR 39,600
Telephone and Internet Bills Reimbursement	INR 36,000

Employee has an option to avail all, some or none of the flexible basket various components. Based on the Individual declaration and actual reimbursements, any unclaimed amount will be paid to the individual as specialallowance.

Please check with HR team for more details.

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

Note:
TDS deduction done based on savings document submission

Signature_____

ACCOLITE DIGITAL
Transforming The Future, Now

CONFIDENTIAL – OFFER OF EMPLOYMENT

Miryala Vinay

23rd May 2022

Dear **Miryala Vinay,**

Accolite Digital India Private Limited is pleased to extend you an offer for a full-time employment position as **SDET Engineer.** Your annual CTC will be **INR 4,00,000/-** and we would like to have you begin working with us on **1st September 2022.**

Please see the employment terms and conditions noted in this letter and the annexure for details related to your compensation structure. Once you have reviewed the letter in full, please sign each page of this letter in acceptance of the employment terms and conditions.

We very much look forward to welcoming you to Accolite. Warm regards,

Milind Mutalik
Head HR - Employee Experience
Accolite Digital India Pvt. Ltd

PRINCIPAL
Avanthi Institute of Engg. & Tec
Guntihanallu (V), Abdullapurmet (Mdl) R.R.D

Signature_____

Accolite Digital India Private Limited, (Hereinafter, "Accolite")Employment Terms and Conditions

1. **Compensation and Benefits:**

Your annual fixed compensation would be **INR 3,51,649/-.** The fixed compensation would comprise Basic, House Rent Allowance, Conveyance, Special Allowance & Flexible Benefits (Refer Annexure).

Your compensation is subject to Tax deductions by Accolite as per the prevailing income tax regulations. In addition to your Compensation, you are entitled to other benefits in accordance with prevailing benefit policies. These would include Privilege Leave, Casual Leave, Gratuity, Medical & Personal Accident Insurance etc.

A. **Variable Pay:** Additionally, based on your performance and/or other business metrics which may be notified to you from time to time in accordance with the applicable appraisal and performance review policy and rules, you may be entitled to a variable pay which will be paid out to you on an annual basis in sync with our performance appraisal cycle (April-March). Variable pay-out can range from 0% (INR 0) to 12% **(INR 21,099/-)** of annualized basic salary.

The variable pay is not guaranteed. You, hereby acknowledge variable pay is payable only upon achievement of the said performance and/or business metrics and therefore the management enjoys an absolute right in the matters of awarding the variable pay. You are eligible for variable pay if you are in continuous service with Accolite for a minimum period of six (6) months and remain an active employee on the date this payment is made. In the event, you decide to separate from Accolite or serving your notice period, before this variable pay is paid out, you would not be eligible to receive the variable pay.

B. **Tenure Bonus:** You will be entitled for a tenure bonus of INR 2,00,000/-. This tenure bonus will be paid to you in five equal instalments, starting 30th September 2022. The pay-out cycle is as below:

Payment Month and Year	Amount
September 2022	INR 40,000/-
March 2023	INR 40,000/-
September 2023	INR 40,000/-
March 2024	INR 40,000/-
September 2024	INR 40,000/-

In the event that you resign and separate from Accolite within two years of the date of payment of the first instalment of the tenure bonus, you shall be liable to repay to Accolite the full amount that Accolite has paid as your tenure bonus and also it shall be deemed that you forego the rest of the tenure bonus that would have accrued to you otherwise.

Your compensation is subject to Tax deductions by Accolite as per the prevailing income tax regulations. In addition to your Compensation, you are entitled to other benefits in accordance with prevailing benefit policies. These would include Privilege Leave, Casual Leave, Gratuity, Medical & Personal Accident Insurance etc.

2. **Date of Joining:**

If you accept this offer before the stipulated date you must report on duty and commence your job on **1st September 2022.** In case you do not report on the agreed upon date, Accolite may deem that you have declined this offer.

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

Signature_____

3. **Place of Posting & Transfers:**

You will be initially assigned to **Hyderabad.** However, Accolite, at its discretion, can transfer you to any of its subsidiary or affiliate company or client offices in India or overseas. In such cases, your employment may be governed by the terms and conditions applicable at the new location/ company.

4. **Probation:**

You shall initially be under probation for a period which ordinarily lasts for Ninety (90) days from the date of joining our service. At any time during your probationary period your services may be terminated by Accolite, by giving 15 days' notice in writing or Gross Salary in lieu thereof without assigning any reason.

Similarly, you will be required to give 90 days' notice in writing or 90 days Gross Salary in lieu therefore to Accolite in case you wish to resign / leave the services. In the event of your failing to give notice or tendering 90 days Gross Salary in lieu thereof as stated herein above, Accolite may deduct the same from the dues payable to you. The decision of Accolite Management in this regard will be final and binding on you. On satisfactory completion of your probation, your Appointment will be confirmed in writing. Accolite reserves the right to confirm your appointment even before the expiry of the said 90-day period.

Your Probationary period shall be deemed to have been extended even though no intimation is given to you in writing to that effect for such period till you are confirmed by order in writing.

5. **Conduct to be in accordance with Accolite Rules, Regulations, Policies:**

During your employment with Accolite, you shall be governed by Accolite Rules, Regulations and/or Policies that may be inforce from time to time. It is deemed that you have notice of all the rules, regulations and policies and any amendments thereof when they are communicated to you via email or any other channel or is placed in a web or intranet resource thatis commonly accessible to all employees such as an employee portal or a hub.

6. **Confidentiality:**

The position held by you would be of a strictly confidential nature.

You shall not disclose to any unauthorized person, either during or after your employment with Accolite, any information about the interest or business of Accolite or any affiliated companies. You shall not communicate to any public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information, data or documents, official or otherwise, relating to Accolite except with the prior written consent of an authorized officer of Accolite. Any invention, development, process, adaptation or improvement in procedure or other matters or work including any artistic, literary orother work which can be the subject matter of copyright rights whatsoever, made, developed or discovered by you either alone or jointly with any other person or persons while in employment of Accolite, in connection with or in any way affecting or relating to the business of Accolite or capable of being used or adapted for use therein or in connection therewith shall forthwith be disclosed to Accolite and shall belong to and be the absolute property of Accolite.

You will not during your employment with Accolite or at any time, thereafter, divulge or make known any information in any way whatsoever relating to Accolite or its business or of its customer and/or any other information, secret processes of data and material, which may come to your knowledge during the course of your employment. You will always maintain strict secrecy regarding any technical information, or any other information gained or acquired or imparted to you in the course of your employment.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Md)

Signature _____

You hereby confirm that you have disclosed, fully to Accolite, all of your business, interests whether or not they are similarto or in conflict with the businesses or activities of Accolite and all circumstances in respect of which there is or there might be, a conflict of interest between Accolite and you or any immediate relative or associate. You agree to disclose, fully to Accolite, any such interest or circumstances that may arise during your employment immediately upon such interest or circumstances arriving. Upon separating your employment with Accolite, you shall forthwith return to Accolite all the assets and property of Accolite (including any leased properties), documents, files, books, papers, memos or any other property of Accolite in your possession or under you.

7. Conflict of Interest / Non-Compete:

Your position with Accolite calls for your whole-time employment and you will devote yourself exclusively to the business of Accolite. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade of business, without the written consent of Accolite.

You agree that during this Agreement and, for two years thereafter, you will not provide to any Client for whom Accolite has contracted your efforts or any contractor of any such Client or solicit or offer to provide to any such Client or any contractor of any such Client, any software, services, or other products related to your services, whether directly or indirectly without Accolite's written consent.

8. Background Inquires:

The offer of employment is subject to satisfactory reference and background checks to be conducted by Accolite or through designated third parties. In the event of your joining Accolite or during the period of your employment contract with Accolite, in case of any unsuccessful reference checks, material information that may have been concealed, misrepresented, or falsified by you at or before the time of this offer, Accolite reserves the right to withdraw the offer or terminate your services with immediate effect, without notice.

9. Business Courtesy:

No employee may directly or indirectly accept from or provide to any representative of any organization with which Accolite has a business relationship any gift or favour other than an ordinary business courtesy or social amenity. No employee may solicit any gift or favour. This is viewed very seriously as an abuse of the trust placed by Accolite in the employee and would attract severe disciplinary action from Accolite.

10. Harassment:

Accolite is committed to provide a work environment that is free from all forms of discrimination and conduct that can beconsidered harassing, coercive, or disruptive, including sexual harassment, actions, words, jokes, or comments based on an individual's sex, race, colour, place of origin, age, language, ethnicity, creed, religion, disability or sexual orientation willamount to violation of law and the terms of this agreement, and would attract strict disciplinary action from Accolite, and may also include termination of your service.

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

Signature _____

11. General:

You will keep us informed of any changes to your residential address or civil status. Prior to commencement of your employment, you and Accolite shall together execute an Employment Agreement detailing the terms of your employment. Since you would have access to the confidential information of not only Accolite but also of other affiliated Accolite companies you shall also be obligated to enter into a Confidentiality and Non-Disclosure Agreement which covers the confidential information of such other affiliated companies.

12. Separation at the instance of the employee:

Your employment is "At Will" and you may resign from your position with Accolite by giving a written notice. Such notice is required to be given at least ninety (90) days in advance of your desired date of separation. Accolite may at its discretion waive this notice period for a consideration of a payment by You of the sum of money corresponding to the unserved notice period computed pro-rata on monthly payables (including salary, bonuses etc.) from the company to the employee.

In the event that the request for such waiver is initiated by You and such request has been processed by Accolite and Accolite has communicated the waiver of such notice period and the amount payable to You, you may not revoke such a request for waiver as a matter of right. Such revocation is however possible with consent of Accolite.

You agree that if you elect to resign from Accolite within one calendar year of your date of joining, your liability to recompensate Accolite may extend cumulatively up to:

a) The tenure bonus actually paid to you from Accolite till the date of resignation, in acknowledgement that the tenure bonus is consideration in lieu of your promise to be employed with Accolite for at least a year.

b) The expenditure incurred by Accolite on account of your Accolite University program, training, and development, capped at INR 1,50,000. Although the said investment in terms of your training, leadership time and the emotional and professional investment from senior employees and peers is unquantifiable, it has been capped to your advantage for the purposes of this agreement; and

c) Payables on account of unserved notice period.

A full and final statement of any sums owed to you from Accolite, or any sums owed from you to Accolite shall be provided before your date of separation. You agree that you shall deposit any sums owed, if any, to Accolite within 30 days of receiving such a statement from Accolite. Reciprocally, Accolite promises to pay any sums owed to you, if any, within 30 days of issuing such a statement.

13. Termination:

A. Your employment may be terminated by Accolite by providing a 90-day written notice. Such termination may be with or without cause.

B. However, in the case of a termination with cause such as any or all, of proven indiscipline; misconduct; material misrepresentation of facts and particulars relating to your identity, education or previous employment; and persistent or habitual below-par performance; Accolite may terminate your employment from such date as it may deem fit without advance notice and without needing to compensate you for the residual notice period.

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

Signature _____

On acceptance of the separation notice, before you are relieved, you shall hand over to Accolite all the information and data of Accolite including, but not limited to, correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings and you shall not use, reproduce or retain any copies of these items.

14. Age of Retirement:

You will retire from the services of the company on the last date of the month in which you reach the age of sixty. The dateof birth as recorded at the time of employment will be reckoned for this purpose.

15. On joining, you are requested to please provide copies of the following documents, as and where applicable:

a. Relieving letter from your current employer

b. Salary details of your current employment

c. Letter(s) supporting prior work experience

d. Certificates of educational qualifications

e. Tax Summary sheet (or latest Form 16) as applicable from your current employer

f. 6 passport size photographs in color.

g. PAN Card

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

Signature_____

ACCOLITE DIGITAL
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ANNEXURE - COMPENSATION STRUCTURE	
Monthly Components	
Basic salary	INR 14,652
House Rent Allowance	INR 5,861
Special Allowance	INR 2,866
Flexible Basket	INR 4,167
Total Gross Monthly Cost (A)	**INR 27,546**
Total Gross Monthly Cost - Annualized (B)	**INR 3,30,550**

Annual Components	
Provident fund	INR 21,099
Health Insurance Premium	INR 18,475
Personal Accident Insurance Premium	INR 320
Gratuity	INR 8,457
Total: Annual (C)	**INR 48,351**

Other Components	
Variable Pay	INR 21,099
Total - Other Components (D)	**INR 21,099**

Total Annual Cost to Company (B)+(C)+(D)	**INR 4,00,000**

SOCIAL SECURITY & HEALTH BENEFITS [As Per Schemes]	
Hospitalization cost / Reimbursement Limit	INR 3,00,000
Personal Accident Insurance Coverage	INR 10,00,000

ANNUAL FLEXIBLE BASKET COMPONENTS - Not to Exceed	INR 50,000
Food Coupons	INR 26,400
Children Education Allowance	INR 2,400
Leave Travel Allowance	INR 29,304
Fuel Reimbursement and Car Maintenance Charges	INR 39,600
Telephone and Internet Bills Reimbursement	INR 36,000

Employee has an option to avail all, some or none of the flexible basket various components. Based on the Individual declaration and actual reimbursements, any unclaimed amount will be paid to the individual as specialallowance.

Please check with HR team for more details.

Note:
TDS deduction done based on savings document submission

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Signature_____

ACCOLITE DIGITAL
Transforming The Future, Now

CONFIDENTIAL – OFFER OF EMPLOYMENT

Kummula Umakanth

23rd May 2022

Dear **Kummula Umakanth,**

Accolite Digital India Private Limited is pleased to extend you an offer for a full-time employment position as **SDET Engineer.** Your annual CTC will be **INR 4,00,000/-** and we would like to have you begin working with us on **1st September 2022.**

Please see the employment terms and conditions noted in this letter and the annexure for details related to your compensation structure. Once you have reviewed the letter in full, please sign each page of this letter in acceptance of the employment terms and conditions.

We very much look forward to welcoming you to Accolite.Warm regards,

Milind Mutalik
Head HR - Employee Experience
Accolite Digital India Pvt. Ltd

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

Signature_____

Accolite Digital India Private Limited, (Hereinafter, "Accolite")Employment Terms and Conditions

1. **Compensation and Benefits:**

Your annual fixed compensation would be **INR 3,51,649/-.** The fixed compensation would comprise Basic, House Rent Allowance, Conveyance, Special Allowance & Flexible Benefits (Refer Annexure).

Your compensation is subject to Tax deductions by Accolite as per the prevailing income tax regulations. In addition to your Compensation, you are entitled to other benefits in accordance with prevailing benefit policies. These would include Privilege Leave, Casual Leave, Gratuity, Medical & Personal Accident Insurance etc.

A. **Variable Pay:** Additionally, based on your performance and/or other business metrics which may be notified to you from time to time in accordance with the applicable appraisal and performance review policy and rules, you may be entitled to a variable pay which will be paid out to you on an annual basis in sync with our performance appraisal cycle (April-March). Variable pay-out can range from 0% (INR 0) to 12% **(INR 21,099/-)** of annualized basic salary.

The variable pay is not guaranteed. You, hereby acknowledge variable pay is payable only upon achievement of the said performance and/or business metrics and therefore the management enjoys an absolute right in the matters of awarding the variable pay. You are eligible for variable pay if you are in continuous service with Accolite for a minimum period of six (6) months and remain an active employee on the date this payment is made. In the event, you decide to separate from Accolite or serving your notice period, before this variable pay is paid out, you would not be eligible to receive the variable pay.

B. **Tenure Bonus:** You will be entitled for a tenure bonus of INR 2,00,000/-. This tenure bonus will be paid to you in five equal instalments, starting 30th September 2022. The pay-out cycle is as below:

Payment Month and Year	Amount
September 2022	INR 40,000/-
March 2023	INR 40,000/-
September 2023	INR 40,000/-
March 2024	INR 40,000/-
September 2024	INR 40,000/-

In the event that you resign and separate from Accolite within two years of the date of payment of the first instalment of the tenure bonus, you shall be liable to repay to Accolite the full amount that Accolite has paid as your tenure bonus and also it shall be deemed that you forego the rest of the tenure bonus that would have accrued to you otherwise.

Your compensation is subject to Tax deductions by Accolite as per the prevailing income tax regulations. In addition to your Compensation, you are entitled to other benefits in accordance with prevailing benefit policies. These would include Privilege Leave, Casual Leave, Gratuity, Medical & Personal Accident Insurance etc.

2. **Date of Joining:**

If you accept this offer before the stipulated date you must report on duty and commence your job on **1st September, 2022.** In case you do not report on the agreed upon date, Accolite may deem that you have declined this offer.

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Signature_____

3. **Place of Posting & Transfers:**

You will be initially assigned to **Hyderabad.** However, Accolite, at its discretion, can transfer you to any of its subsidiary or affiliate company or client offices in India or overseas. In such cases, your employment may be governed by the terms and conditions applicable at the new location/ company.

4. **Probation:**

You shall initially be under probation for a period which ordinarily lasts for Ninety (90) days from the date of joining our service. At any time during your probationary period your services may be terminated by Accolite, by giving 15 days' notice in writing or Gross Salary in lieu thereof without assigning any reason.

Similarly, you will be required to give 90 days' notice in writing or 90 days Gross Salary in lieu therefore to Accolite in case you wish to resign / leave the services. In the event of your failing to give notice or tendering 90 days Gross Salary in lieu thereof as stated herein above, Accolite may deduct the same from the dues payable to you. The decision of Accolite Management in this regard will be final and binding on you. On satisfactory completion of your probation, your Appointment will be confirmed in writing. Accolite reserves the right to confirm your appointment even before the expiry of the said 90-day period.

Your Probationary period shall be deemed to have been extended even though no intimation is given to you in writing to that effect for such period till you are confirmed by order in writing.

5. **Conduct to be in accordance with Accolite Rules, Regulations, Policies:**

During your employment with Accolite, you shall be governed by Accolite Rules, Regulations and/or Policies that may be inforce from time to time. It is deemed that you have notice of all the rules, regulations and policies and any amendments thereof when they are communicated to you via email or any other channel or is placed in a web or intranet resource thatis commonly accessible to all employees such as an employee portal or a hub.

6. **Confidentiality:**

The position held by you would be of a strictly confidential nature.

You shall not disclose to any unauthorized person, either during or after your employment with Accolite, any information about the interest or business of Accolite or any affiliated companies. You shall not communicate to any public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information, data or documents, official or otherwise, relating to Accolite except with the prior written consent of an authorized officer of Accolite. Any invention, development, process, adaptation or improvement in procedure or other matters or work including any artistic, literary orother work which can be the subject matter of copyright rights whatsoever, made, developed or discovered by you either alone or jointly with any other person or persons while in employment of Accolite, in connection with or in any way affecting or relating to the business of Accolite or capable of being used or adapted for use therein or in connection therewith shall forthwith be disclosed to Accolite and shall belong to and be the absolute property of Accolite.

You will not during your employment with Accolite or at any time, thereafter, divulge or make known any information in any way whatsoever relating to Accolite or its business or of its customer and/or any other information, secret processes of data and material, which may come to your knowledge during the course of your employment. You will always maintain strict secrecy regarding any technical information, or any other information gained or acquired or imparted to you in the course of your employment.

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

Signature _____

You hereby confirm that you have disclosed, fully to Accolite, all of your business, interests whether or not they are similarto or in conflict with the businesses or activities of Accolite and all circumstances in respect of which there is or there might be, a conflict of interest between Accolite and you or any immediate relative or associate. You agree to disclose, fully to Accolite, any such interest or circumstances that may arise during your employment immediately upon such interest or circumstances arriving. Upon separating your employment with Accolite, you shall forthwith return to Accolite all the assets and property of Accolite (including any leased properties), documents, files, books, papers, memos or any other property of Accolite in your possession or under you.

7. Conflict of Interest / Non-Compete:

Your position with Accolite calls for your whole-time employment and you will devote yourself exclusively to the business of Accolite. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade of business, without the written consent of Accolite.

You agree that during this Agreement and, for two years thereafter, you will not provide to any Client for whom Accolite has contracted your efforts or any contractor of any such Client or solicit or offer to provide to any such Client or any contractor of any such Client, any software, services, or other products related to your services, whether directly or indirectly without Accolite's written consent.

8. Background Inquires:

The offer of employment is subject to satisfactory reference and background checks to be conducted by Accolite or through designated third parties. In the event of your joining Accolite or during the period of your employment contract with Accolite, in case of any unsuccessful reference checks, material information that may have been concealed, misrepresented, or falsified by you at or before the time of this offer, Accolite reserves the right to withdraw the offer or terminate your services with immediate effect, without notice.

9. Business Courtesy:

No employee may directly or indirectly accept from or provide to any representative of any organization with which Accolite has a business relationship any gift or favour other than an ordinary business courtesy or social amenity. No employee may solicit any gift or favour. This is viewed very seriously as an abuse of the trust placed by Accolite in the employee and would attract severe disciplinary action from Accolite.

10. Harassment:

Accolite is committed to provide a work environment that is free from all forms of discrimination and conduct that can beconsidered harassing, coercive, or disruptive, including sexual harassment, actions, words, jokes, or comments based on an individual's sex, race, colour, place of origin, age, language, ethnicity, creed, religion, disability or sexual orientation willamount to violation of law and the terms of this agreement, and would attract strict disciplinary action from Accolite, and may also include termination of your service.

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

Signature _____

11. General:

You will keep us informed of any changes to your residential address or civil status. Prior to commencement of your employment, you and Accolite shall together execute an Employment Agreement detailing the terms of your employment. Since you would have access to the confidential information of not only Accolite but also of other affiliated Accolite companies you shall also be obligated to enter into a Confidentiality and Non-Disclosure Agreement which covers the confidential information of such other affiliated companies.

12. Separation at the instance of the employee:

Your employment is "At Will" and you may resign from your position with Accolite by giving a written notice. Such notice is required to be given at least ninety (90) days in advance of your desired date of separation. Accolite may at its discretion waive this notice period for a consideration of a payment by You of the sum of money corresponding to the unserved notice period computed pro-rata on monthly payables (including salary, bonuses etc.) from the company to the employee.

In the event that the request for such waiver is initiated by You and such request has been processed by Accolite and Accolite has communicated the waiver of such notice period and the amount payable to You, you may not revoke such a request for waiver as a matter of right. Such revocation is however possible with consent of Accolite.

You agree that if you elect to resign from Accolite within one calendar year of your date of joining, your liability to recompensate Accolite may extend cumulatively up to:

a) The tenure bonus actually paid to you from Accolite till the date of resignation, in acknowledgement that the tenure bonus is consideration in lieu of your promise to be employed with Accolite for at least a year.

b) The expenditure incurred by Accolite on account of your Accolite University program, training, and development, capped at INR 1,50,000. Although the said investment in terms of your training, leadership time and the emotional and professional investment from senior employees and peers is unquantifiable, it has been capped to your advantage for the purposes of this agreement; and

c) Payables on account of unserved notice period.

A full and final statement of any sums owed to you from Accolite, or any sums owed from you to Accolite shall be provided before your date of separation. You agree that you shall deposit any sums owed, if any, to Accolite within 30 days of receiving such a statement from Accolite. Reciprocally, Accolite promises to pay any sums owed to you, if any, within 30 days of issuing such a statement.

13. Termination:

A. Your employment may be terminated by Accolite by providing a 90-day written notice. Such termination may be with or without cause.

B. However, in the case of a termination with cause such as any or all, of proven indiscipline; misconduct; material misrepresentation of facts and particulars relating to your identity, education or previous employment; and persistent or habitual below-par performance; Accolite may terminate your employment from such date as it may deem fit without advance notice and without needing to compensate you for the residual notice period.

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

Signature _____

On acceptance of the separation notice, before you are relieved, you shall hand over to Accolite all the information and data of Accolite including, but not limited to, correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings and you shall not use, reproduce or retain any copies of these items.

14. Age of Retirement:

You will retire from the services of the company on the last date of the month in which you reach the age of sixty. The dateof birth as recorded at the time of employment will be reckoned for this purpose.

15. On joining, you are requested to please provide copies of the following documents, as and where applicable:

a. Relieving letter from your current employer

b. Salary details of your current employment

c. Letter(s) supporting prior work experience

d. Certificates of educational qualifications

e. Tax Summary sheet (or latest Form 16) as applicable from your current employer

f. 6 passport size photographs in color.

g. PAN Card

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

Signature_____

ANNEXURE - COMPENSATION STRUCTURE	
Monthly Components	
Basic salary	INR 14,652
House Rent Allowance	INR 5,861
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Total: Annual (C)	**INR 48,351**

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Variable Pay	INR 21,099
Total - Other Components (D)	**INR 21,099**

Total Annual Cost to Company (B)+(C)+(D)	**INR 4,00,000**

SOCIAL SECURITY & HEALTH BENEFITS [As Per Schemes]	
Hospitalization cost / Reimbursement Limit	INR 3,00,000
Personal Accident Insurance Coverage	INR 10,00,000

ANNUAL FLEXIBLE BASKET COMPONENTS - Not to Exceed	INR 50,000
Food Coupons	INR 26,400
Children Education Allowance	INR 2,400
Leave Travel Allowance	INR 29,304
Fuel Reimbursement and Car Maintenance Charges	INR 39,600
Telephone and Internet Bills Reimbursement	INR 36,000

Employee has an option to avail all, some or none of the flexible basket various components. Based on the Individual declaration and actual reimbursements, any unclaimed amount will be paid to the individual as specialallowance.

Please check with HR team for more details.

Note:
TDS deduction done based on savings document submission

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

Signature_____

ACCOLITE DIGITAL
Transforming The Future, Now

CONFIDENTIAL – OFFER OF EMPLOYMENT

Konaparthi Kalyan Kumar

23rd May 2022

Dear **Konaparthi Kalyan Kumar,**

Accolite Digital India Private Limited is pleased to extend you an offer for a full-time employment position as **SDET Engineer.** Your annual CTC will be **INR 4,00,000/-** and we would like to have you begin working with us on **1st September 2022.**

Please see the employment terms and conditions noted in this letter and the annexure for details related to your compensation structure. Once you have reviewed the letter in full, please sign each page of this letter in acceptance of the employment terms and conditions.

We very much look forward to welcoming you to Accolite. Warm regards,

Milind Mutalik
Head HR - Employee Experience
Accolite Digital India Pvt. Ltd

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

Signature_____

Accolite Digital India Private Limited, (Hereinafter, "Accolite") Employment Terms and Conditions

1. **Compensation and Benefits:**

Your annual fixed compensation would be **INR 3,51,649/-.** The fixed compensation would comprise Basic, House Rent Allowance, Conveyance, Special Allowance & Flexible Benefits (Refer Annexure).

Your compensation is subject to Tax deductions by Accolite as per the prevailing income tax regulations. In addition to your Compensation, you are entitled to other benefits in accordance with prevailing benefit policies. These would include Privilege Leave, Casual Leave, Gratuity, Medical & Personal Accident Insurance etc.

A. **Variable Pay:** Additionally, based on your performance and/or other business metrics which may be notified to you from time to time in accordance with the applicable appraisal and performance review policy and rules, you may be entitled to a variable pay which will be paid out to you on an annual basis in sync with our performance appraisal cycle (April-March). Variable pay-out can range from 0% (INR 0) to 12% **(INR 21,099/-)** of annualized basic salary.

The variable pay is not guaranteed. You, hereby acknowledge variable pay is payable only upon achievement of the said performance and/or business metrics and therefore the management enjoys an absolute right in the matters of awarding the variable pay. You are eligible for variable pay if you are in continuous service with Accolite for a minimum period of six (6) months and remain an active employee on the date this payment is made. In the event, you decide to separate from Accolite or serving your notice period, before this variable pay is paid out, you would not be eligible to receive the variable pay.

B. **Tenure Bonus:** You will be entitled for a tenure bonus of INR 2,00,000/-. This tenure bonus will be paid to you in five equal instalments, starting 30th September 2022. The pay-out cycle is as below:

Payment Month and Year	Amount
September 2022	INR 40,000/-
March 2023	INR 40,000/-
September 2023	INR 40,000/-
March 2024	INR 40,000/-
September 2024	INR 40,000/-

In the event that you resign and separate from Accolite within two years of the date of payment of the first instalment of the tenure bonus, you shall be liable to repay to Accolite the full amount that Accolite has paid as your tenure bonus and also it shall be deemed that you forego the rest of the tenure bonus that would have accrued to you otherwise.

Your compensation is subject to Tax deductions by Accolite as per the prevailing income tax regulations. In addition to your Compensation, you are entitled to other benefits in accordance with prevailing benefit policies. These would include Privilege Leave, Casual Leave, Gratuity, Medical & Personal Accident Insurance etc.

2. **Date of Joining:**

If you accept this offer before the stipulated date you must report on duty and commence your job on **1st September 2022.** In case you do not report on the agreed upon date, Accolite may deem that you have declined this offer.

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

Signature_____

3. **Place of Posting & Transfers:**

You will be initially assigned to **Hyderabad.** However, Accolite, at its discretion, can transfer you to any of its subsidiary or affiliate company or client offices in India or overseas. In such cases, your employment may be governed by the terms and conditions applicable at the new location/ company.

4. **Probation:**

You shall initially be under probation for a period which ordinarily lasts for Ninety (90) days from the date of joining our service. At any time during your probationary period your services may be terminated by Accolite, by giving 15 days' notice in writing or Gross Salary in lieu thereof without assigning any reason.

Similarly, you will be required to give 90 days' notice in writing or 90 days Gross Salary in lieu therefore to Accolite in case you wish to resign / leave the services. In the event of your failing to give notice or tendering 90 days Gross Salary in lieu thereof as stated herein above, Accolite may deduct the same from the dues payable to you. The decision of Accolite Management in this regard will be final and binding on you. On satisfactory completion of your probation, your Appointment will be confirmed in writing. Accolite reserves the right to confirm your appointment even before the expiry of the said 90-day period.

Your Probationary period shall be deemed to have been extended even though no intimation is given to you in writing to that effect for such period till you are confirmed by order in writing.

5. **Conduct to be in accordance with Accolite Rules, Regulations, Policies:**

During your employment with Accolite, you shall be governed by Accolite Rules, Regulations and/or Policies that may be inforce from time to time. It is deemed that you have notice of all the rules, regulations and policies and any amendments thereof when they are communicated to you via email or any other channel or is placed in a web or intranet resource thatis commonly accessible to all employees such as an employee portal or a hub.

6. **Confidentiality:**

The position held by you would be of a strictly confidential nature.

You shall not disclose to any unauthorized person, either during or after your employment with Accolite, any information about the interest or business of Accolite or any affiliated companies. You shall not communicate to any public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information, data or documents, official or otherwise, relating to Accolite except with the prior written consent of an authorized officer of Accolite. Any invention, development, process, adaptation or improvement in procedure or other matters or work including any artistic, literary orother work which can be the subject matter of copyright rights whatsoever, made, developed or discovered by you either alone or jointly with any other person or persons while in employment of Accolite, in connection with or in any way affecting or relating to the business of Accolite or capable of being used or adapted for use therein or in connection therewith shall forthwith be disclosed to Accolite and shall belong to and be the absolute property of Accolite.

You will not during your employment with Accolite or at any time, thereafter, divulge or make known any information in any way whatsoever relating to Accolite or its business or of its customer and/or any other information, secret processes of data and material, which may come to your knowledge during the course of your employment. You will always maintain strict secrecy regarding any technical information, or any other information gained or acquired or imparted to you in the course of your employment.

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

Signature _____

You hereby confirm that you have disclosed, fully to Accolite, all of your business, interests whether or not they are similarto or in conflict with the businesses or activities of Accolite and all circumstances in respect of which there is or there might be, a conflict of interest between Accolite and you or any immediate relative or associate. You agree to disclose, fully to Accolite, any such interest or circumstances that may arise during your employment immediately upon such interest or circumstances arriving. Upon separating your employment with Accolite, you shall forthwith return to Accolite all the assets and property of Accolite (including any leased properties), documents, files, books, papers, memos or any other property of Accolite in your possession or under you.

7. Conflict of Interest / Non-Compete:

Your position with Accolite calls for your whole-time employment and you will devote yourself exclusively to the business of Accolite. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade of business, without the written consent of Accolite.

You agree that during this Agreement and, for two years thereafter, you will not provide to any Client for whom Accolite has contracted your efforts or any contractor of any such Client or solicit or offer to provide to any such Client or any contractor of any such Client, any software, services, or other products related to your services, whether directly or indirectly without Accolite's written consent.

8. Background Inquires:

The offer of employment is subject to satisfactory reference and background checks to be conducted by Accolite or through designated third parties. In the event of your joining Accolite or during the period of your employment contract with Accolite, in case of any unsuccessful reference checks, material information that may have been concealed, misrepresented, or falsified by you at or before the time of this offer, Accolite reserves the right to withdraw the offer or terminate your services with immediate effect, without notice.

9. Business Courtesy:

No employee may directly or indirectly accept from or provide to any representative of any organization with which Accolite has a business relationship any gift or favour other than an ordinary business courtesy or social amenity. No employee may solicit any gift or favour. This is viewed very seriously as an abuse of the trust placed by Accolite in the employee and would attract severe disciplinary action from Accolite.

10. Harassment:

Accolite is committed to provide a work environment that is free from all forms of discrimination and conduct that can beconsidered harassing, coercive, or disruptive, including sexual harassment, actions, words, jokes, or comments based on an individual's sex, race, colour, place of origin, age, language, ethnicity, creed, religion, disability or sexual orientation willamount to violation of law and the terms of this agreement, and would attract strict disciplinary action from Accolite, and may also include termination of your service.

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

Signature _____

11. General:

You will keep us informed of any changes to your residential address or civil status. Prior to commencement of your employment, you and Accolite shall together execute an Employment Agreement detailing the terms of your employment. Since you would have access to the confidential information of not only Accolite but also of other affiliated Accolite companies you shall also be obligated to enter into a Confidentiality and Non-Disclosure Agreement which covers the confidential information of such other affiliated companies.

12. Separation at the instance of the employee:

Your employment is "At Will" and you may resign from your position with Accolite by giving a written notice. Such notice is required to be given at least ninety (90) days in advance of your desired date of separation. Accolite may at its discretion waive this notice period for a consideration of a payment by You of the sum of money corresponding to the unserved notice period computed pro-rata on monthly payables (including salary, bonuses etc.) from the company to the employee.

In the event that the request for such waiver is initiated by You and such request has been processed by Accolite and Accolite has communicated the waiver of such notice period and the amount payable to You, you may not revoke such a request for waiver as a matter of right. Such revocation is however possible with consent of Accolite.

You agree that if you elect to resign from Accolite within one calendar year of your date of joining, your liability to recompensate Accolite may extend cumulatively up to:

a) The tenure bonus actually paid to you from Accolite till the date of resignation, in acknowledgement that the tenure bonus is consideration in lieu of your promise to be employed with Accolite for at least a year.

b) The expenditure incurred by Accolite on account of your Accolite University program, training, and development, capped at INR 1,50,000. Although the said investment in terms of your training, leadership time and the emotional and professional investment from senior employees and peers is unquantifiable, it has been capped to your advantage for the purposes of this agreement; and

c) Payables on account of unserved notice period.

A full and final statement of any sums owed to you from Accolite, or any sums owed from you to Accolite shall be provided before your date of separation. You agree that you shall deposit any sums owed, if any, to Accolite within 30 days of receiving such a statement from Accolite. Reciprocally, Accolite promises to pay any sums owed to you, if any, within 30 days of issuing such a statement.

13. Termination:

A. Your employment may be terminated by Accolite by providing a 90-day written notice. Such termination may be with or without cause.

B. However, in the case of a termination with cause such as any or all, of proven indiscipline; misconduct; material misrepresentation of facts and particulars relating to your identity, education or previous employment; and persistent or habitual below-par performance; Accolite may terminate your employment from such date as it may deem fit without advance notice and without needing to compensate you for the residual notice period.

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

Signature _____

On acceptance of the separation notice, before you are relieved, you shall hand over to Accolite all the information and data of Accolite including, but not limited to, correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings and you shall not use, reproduce or retain any copies of these items.

14. Age of Retirement:

You will retire from the services of the company on the last date of the month in which you reach the age of sixty. The dateof birth as recorded at the time of employment will be reckoned for this purpose.

15. On joining, you are requested to please provide copies of the following documents, as and where applicable:

a. Relieving letter from your current employer

b. Salary details of your current employment

c. Letter(s) supporting prior work experience

d. Certificates of educational qualifications

e. Tax Summary sheet (or latest Form 16) as applicable from your current employer

f. 6 passport size photographs in color.

g. PAN Card

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

Signature_____

ANNEXURE - COMPENSATION STRUCTURE	
Monthly Components	
Basic salary	INR 14,652
House Rent Allowance	INR 5,861
Special Allowance	INR 2,866
Flexible Basket	INR 4,167
Total Gross Monthly Cost (A)	**INR 27,546**
Total Gross Monthly Cost - Annualized (B)	**INR 3,30,550**

Annual Components	
Provident fund	INR 21,099
Health Insurance Premium	INR 18,475
Personal Accident Insurance Premium	INR 320
Gratuity	INR 8,457
Total: Annual (C)	**INR 48,351**

Other Components	
Variable Pay	INR 21,099
Total - Other Components (D)	**INR 21,099**

Total Annual Cost to Company (B)+(C)+(D)	**INR 4,00,000**

SOCIAL SECURITY & HEALTH BENEFITS [As Per Schemes]	
Hospitalization cost / Reimbursement Limit	INR 3,00,000
Personal Accident Insurance Coverage	INR 10,00,000

ANNUAL FLEXIBLE BASKET COMPONENTS - Not to Exceed	INR 50,000
Food Coupons	INR 26,400
Children Education Allowance	INR 2,400
Leave Travel Allowance	INR 29,304
Fuel Reimbursement and Car Maintenance Charges	INR 39,600
Telephone and Internet Bills Reimbursement	INR 36,000

Employee has an option to avail all, some or none of the flexible basket various components. Based on the Individual declaration and actual reimbursements, any unclaimed amount will be paid to the individual as specialallowance.

Please check with HR team for more details.

Note:
TDS deduction done based on savings document submission

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

Signature_____

ACCOLITE DIGITAL
Transforming The Future, Now

CONFIDENTIAL – OFFER OF EMPLOYMENT

Karna Bahadur Bista

23rd May 2022

Dear **Karna Bahadur Bista,**

Accolite Digital India Private Limited is pleased to extend you an offer for a full-time employment position as **SDET Engineer.** Your annual CTC will be **INR 4,00,000/-** and we would like to have you begin working with us on **1st September 2022.**

Please see the employment terms and conditions noted in this letter and the annexure for details related to your compensation structure. Once you have reviewed the letter in full, please sign each page of this letter in acceptance of the employment terms and conditions.

We very much look forward to welcoming you to Accolite. Warm regards,

Milind Mutalik
Head HR - Employee Experience
Accolite Digital India Pvt. Ltd

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

Signature_____

Accolite Digital India Private Limited, (Hereinafter, "Accolite")Employment Terms and Conditions

1. **Compensation and Benefits:**

Your annual fixed compensation would be **INR 3,51,649/-.** The fixed compensation would comprise Basic, House Rent Allowance, Conveyance, Special Allowance & Flexible Benefits (Refer Annexure).

Your compensation is subject to Tax deductions by Accolite as per the prevailing income tax regulations. In addition to your Compensation, you are entitled to other benefits in accordance with prevailing benefit policies. These would include Privilege Leave, Casual Leave, Gratuity, Medical & Personal Accident Insurance etc.

A. **Variable Pay:** Additionally, based on your performance and/or other business metrics which may be notified to you from time to time in accordance with the applicable appraisal and performance review policy and rules, you may be entitled to a variable pay which will be paid out to you on an annual basis in sync with our performance appraisal cycle (April-March). Variable pay-out can range from 0% (INR 0) to 12% **(INR 21,099/-)** of annualized basic salary.

The variable pay is not guaranteed. You, hereby acknowledge variable pay is payable only upon achievement of the said performance and/or business metrics and therefore the management enjoys an absolute right in the matters of awarding the variable pay. You are eligible for variable pay if you are in continuous service with Accolite for a minimum period of six (6) months and remain an active employee on the date this payment is made. In the event, you decide to separate from Accolite or serving your notice period, before this variable pay is paid out, you would not be eligible to receive the variable pay.

B. **Tenure Bonus:** You will be entitled for a tenure bonus of INR 2,00,000/-. This tenure bonus will be paid to you in five equal instalments, starting 30th September 2022. The pay-out cycle is as below:

Payment Month and Year	Amount
September 2022	INR 40,000/-
March 2023	INR 40,000/-
September 2023	INR 40,000/-
March 2024	INR 40,000/-
September 2024	INR 40,000/-

In the event that you resign and separate from Accolite within two years of the date of payment of the first instalment of the tenure bonus, you shall be liable to repay to Accolite the full amount that Accolite has paid as your tenure bonus and also it shall be deemed that you forego the rest of the tenure bonus that would have accrued to you otherwise.

Your compensation is subject to Tax deductions by Accolite as per the prevailing income tax regulations. In addition to your Compensation, you are entitled to other benefits in accordance with prevailing benefit policies. These would include Privilege Leave, Casual Leave, Gratuity, Medical & Personal Accident Insurance etc.

2. **Date of Joining:**

If you accept this offer before the stipulated date you must report on duty and commence your job on **1st September 2022.** In case you do not report on the agreed upon date, Accolite may deem that you have declined this offer.

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

Signature_____

3. **Place of Posting & Transfers:**

You will be initially assigned to **Hyderabad.** However, Accolite, at its discretion, can transfer you to any of its subsidiary or affiliate company or client offices in India or overseas. In such cases, your employment may be governed by the terms and conditions applicable at the new location/ company.

4. **Probation:**

You shall initially be under probation for a period which ordinarily lasts for Ninety (90) days from the date of joining our service. At any time during your probationary period your services may be terminated by Accolite, by giving 15 days' notice in writing or Gross Salary in lieu thereof without assigning any reason.

Similarly, you will be required to give 90 days' notice in writing or 90 days Gross Salary in lieu therefore to Accolite in case you wish to resign / leave the services. In the event of your failing to give notice or tendering 90 days Gross Salary in lieu thereof as stated herein above, Accolite may deduct the same from the dues payable to you. The decision of Accolite Management in this regard will be final and binding on you. On satisfactory completion of your probation, your Appointment will be confirmed in writing. Accolite reserves the right to confirm your appointment even before the expiry of the said 90-day period.

Your Probationary period shall be deemed to have been extended even though no intimation is given to you in writing to that effect for such period till you are confirmed by order in writing.

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During your employment with Accolite, you shall be governed by Accolite Rules, Regulations and/or Policies that may be inforce from time to time. It is deemed that you have notice of all the rules, regulations and policies and any amendments thereof when they are communicated to you via email or any other channel or is placed in a web or intranet resource thatis commonly accessible to all employees such as an employee portal or a hub.

6. **Confidentiality:**

The position held by you would be of a strictly confidential nature.

You shall not disclose to any unauthorized person, either during or after your employment with Accolite, any information about the interest or business of Accolite or any affiliated companies. You shall not communicate to any public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information, data or documents, official or otherwise, relating to Accolite except with the prior written consent of an authorized officer of Accolite. Any invention, development, process, adaptation or improvement in procedure or other matters or work including any artistic, literary orother work which can be the subject matter of copyright rights whatsoever, made, developed or discovered by you either alone or jointly with any other person or persons while in employment of Accolite, in connection with or in any way affecting or relating to the business of Accolite or capable of being used or adapted for use therein or in connection therewith shall forthwith be disclosed to Accolite and shall belong to and be the absolute property of Accolite.

You will not during your employment with Accolite or at any time, thereafter, divulge or make known any information in any way whatsoever relating to Accolite or its business or of its customer and/or any other information, secret processes of data and material, which may come to your knowledge during the course of your employment. You will always maintain strict secrecy regarding any technical information, or any other information gained or acquired or imparted to you in the course of your employment.

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

Signature _____

You hereby confirm that you have disclosed, fully to Accolite, all of your business, interests whether or not they are similarto or in conflict with the businesses or activities of Accolite and all circumstances in respect of which there is or there might be, a conflict of interest between Accolite and you or any immediate relative or associate. You agree to disclose, fully to Accolite, any such interest or circumstances that may arise during your employment immediately upon such interest or circumstances arriving. Upon separating your employment with Accolite, you shall forthwith return to Accolite all the assets and property of Accolite (including any leased properties), documents, files, books, papers, memos or any other property of Accolite in your possession or under you.

7. Conflict of Interest / Non-Compete:

Your position with Accolite calls for your whole-time employment and you will devote yourself exclusively to the business of Accolite. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade of business, without the written consent of Accolite.

You agree that during this Agreement and, for two years thereafter, you will not provide to any Client for whom Accolite has contracted your efforts or any contractor of any such Client or solicit or offer to provide to any such Client or any contractor of any such Client, any software, services, or other products related to your services, whether directly or indirectly without Accolite's written consent.

8. Background Inquires:

The offer of employment is subject to satisfactory reference and background checks to be conducted by Accolite or through designated third parties. In the event of your joining Accolite or during the period of your employment contract with Accolite, in case of any unsuccessful reference checks, material information that may have been concealed, misrepresented, or falsified by you at or before the time of this offer, Accolite reserves the right to withdraw the offer or terminate your services with immediate effect, without notice.

9. Business Courtesy:

No employee may directly or indirectly accept from or provide to any representative of any organization with which Accolite has a business relationship any gift or favour other than an ordinary business courtesy or social amenity. No employee may solicit any gift or favour. This is viewed very seriously as an abuse of the trust placed by Accolite in the employee and would attract severe disciplinary action from Accolite.

10. Harassment:

Accolite is committed to provide a work environment that is free from all forms of discrimination and conduct that can beconsidered harassing, coercive, or disruptive, including sexual harassment, actions, words, jokes, or comments based on an individual's sex, race, colour, place of origin, age, language, ethnicity, creed, religion, disability or sexual orientation willamount to violation of law and the terms of this agreement, and would attract strict disciplinary action from Accolite, andmay also include termination of your service.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntipally (V), Abdullapurmet

Signature _____

11. General:

You will keep us informed of any changes to your residential address or civil status. Prior to commencement of your employment, you and Accolite shall together execute an Employment Agreement detailing the terms of your employment. Since you would have access to the confidential information of not only Accolite but also of other affiliated Accolite companies you shall also be obligated to enter into a Confidentiality and Non-Disclosure Agreement which covers the confidential information of such other affiliated companies.

12. Separation at the instance of the employee:

Your employment is "At Will" and you may resign from your position with Accolite by giving a written notice. Such notice is required to be given at least ninety (90) days in advance of your desired date of separation. Accolite may at its discretion waive this notice period for a consideration of a payment by You of the sum of money corresponding to the unserved notice period computed pro-rata on monthly payables (including salary, bonuses etc.) from the company to the employee.

In the event that the request for such waiver is initiated by You and such request has been processed by Accolite and Accolite has communicated the waiver of such notice period and the amount payable to You, you may not revoke such a request for waiver as a matter of right. Such revocation is however possible with consent of Accolite.

You agree that if you elect to resign from Accolite within one calendar year of your date of joining, your liability to recompensate Accolite may extend cumulatively up to:

a) The tenure bonus actually paid to you from Accolite till the date of resignation, in acknowledgement that the tenure bonus is consideration in lieu of your promise to be employed with Accolite for at least a year.

b) The expenditure incurred by Accolite on account of your Accolite University program, training, and development, capped at INR 1,50,000. Although the said investment in terms of your training, leadership time and the emotional and professional investment from senior employees and peers is unquantifiable, it has been capped to your advantage for the purposes of this agreement; and

c) Payables on account of unserved notice period.

A full and final statement of any sums owed to you from Accolite, or any sums owed from you to Accolite shall be provided before your date of separation. You agree that you shall deposit any sums owed, if any, to Accolite within 30 days of receiving such a statement from Accolite. Reciprocally, Accolite promises to pay any sums owed to you, if any, within 30 days of issuing such a statement.

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A. Your employment may be terminated by Accolite by providing a 90-day written notice. Such termination may be with or without cause.

B. However, in the case of a termination with cause such as any or all, of proven indiscipline; misconduct; material misrepresentation of facts and particulars relating to your identity, education or previous employment; and persistent or habitual below-par performance; Accolite may terminate your employment from such date as it may deem fit without advance notice and without needing to compensate you for the residual notice period.

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

Signature _____

On acceptance of the separation notice, before you are relieved, you shall hand over to Accolite all the information and data of Accolite including, but not limited to, correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings and you shall not use, reproduce or retain any copies of these items.

14. Age of Retirement:

You will retire from the services of the company on the last date of the month in which you reach the age of sixty. The dateof birth as recorded at the time of employment will be reckoned for this purpose.

15. On joining, you are requested to please provide copies of the following documents, as and where applicable:

a. Relieving letter from your current employer

b. Salary details of your current employment

c. Letter(s) supporting prior work experience

d. Certificates of educational qualifications

e. Tax Summary sheet (or latest Form 16) as applicable from your current employer

f. 6 passport size photographs in color.

g. PAN Card

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

Signature_____

ANNEXURE - COMPENSATION STRUCTURE	
Monthly Components	
Basic salary	INR 14,652
House Rent Allowance	INR 5,861
Special Allowance	INR 2,866
Flexible Basket	INR 4,167
Total Gross Monthly Cost (A)	**INR 27,546**
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Hospitalization cost / Reimbursement Limit	INR 3,00,000
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ANNUAL FLEXIBLE BASKET COMPONENTS - Not to Exceed	INR 50,000
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Employee has an option to avail all, some or none of the flexible basket various components. Based on the Individual declaration and actual reimbursements, any unclaimed amount will be paid to the individual as specialallowance.

Please check with HR team for more details.

Note:
TDS deduction done based on savings document submission

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

Signature_____

ACCOLITE DIGITAL
Transforming The Future, Now

CONFIDENTIAL – OFFER OF EMPLOYMENT

Kandimalla Kiran Kumar Reddy

23rd May 2022

Dear **Kandimalla Kiran Kumar Reddy,**

Accolite Digital India Private Limited is pleased to extend you an offer for a full-time employment position as **SDET Engineer.** Your annual CTC will be **INR 4,00,000/-** and we would like to have you begin working with us on **1st September 2022.**

Please see the employment terms and conditions noted in this letter and the annexure for details related to your compensation structure. Once you have reviewed the letter in full, please sign each page of this letter in acceptance of the employment terms and conditions.

We very much look forward to welcoming you to Accolite. Warm regards,

Milind Mutalik
Head HR - Employee Experience
Accolite Digital India Pvt. Ltd

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

Signature_____

Accolite Digital India Private Limited, (Hereinafter, "Accolite")Employment Terms and Conditions

1. **Compensation and Benefits:**

Your annual fixed compensation would be **INR 3,51,649/-.** The fixed compensation would comprise Basic, House Rent Allowance, Conveyance, Special Allowance & Flexible Benefits (Refer Annexure).

Your compensation is subject to Tax deductions by Accolite as per the prevailing income tax regulations. In addition to your Compensation, you are entitled to other benefits in accordance with prevailing benefit policies. These would include Privilege Leave, Casual Leave, Gratuity, Medical & Personal Accident Insurance etc.

A. **Variable Pay:** Additionally, based on your performance and/or other business metrics which may be notified to you from time to time in accordance with the applicable appraisal and performance review policy and rules, you may be entitled to a variable pay which will be paid out to you on an annual basis in sync with our performance appraisal cycle (April-March). Variable pay-out can range from 0% (INR 0) to 12% **(INR 21,099/-)** of annualized basic salary.

The variable pay is not guaranteed. You, hereby acknowledge variable pay is payable only upon achievement of the said performance and/or business metrics and therefore the management enjoys an absolute right in the matters of awarding the variable pay. You are eligible for variable pay if you are in continuous service with Accolite for a minimum period of six (6) months and remain an active employee on the date this payment is made. In the event, you decide to separate from Accolite or serving your notice period, before this variable pay is paid out, you would not be eligible to receive the variablepay.

B. **Tenure Bonus:** You will be entitled for a tenure bonus of INR 2,00,000/-. This tenure bonus will be paid to you in five equal instalments, starting 30th September 2022. The pay-out cycle is as below:

Payment Month and Year	Amount
September 2022	INR 40,000/-
March 2023	INR 40,000/-
September 2023	INR 40,000/-
March 2024	INR 40,000/-
September 2024	INR 40,000/-

In the event that you resign and separate from Accolite within two years of the date of payment of the first instalment of the tenure bonus, you shall be liable to repay to Accolite the full amount that Accolite has paid as your tenure bonus and also it shall be deemed that you forego the rest of the tenure bonus that would have accrued to you otherwise.

Your compensation is subject to Tax deductions by Accolite as per the prevailing income tax regulations. In addition to your Compensation, you are entitled to other benefits in accordance with prevailing benefit policies. These would include Privilege Leave, Casual Leave, Gratuity, Medical & Personal Accident Insurance etc.

2. **Date of Joining:**

If you accept this offer before the stipulated date you must report on duty and commence your job on **1st September 2022.** In case you do not report on the agreed upon date, Accolite may deem that you have declined this offer.

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

Signature_____

3. Place of Posting & Transfers:

You will be initially assigned to **Hyderabad.** However, Accolite, at its discretion, can transfer you to any of its subsidiary or affiliate company or client offices in India or overseas. In such cases, your employment may be governed by the terms and conditions applicable at the new location/ company.

4. Probation:

You shall initially be under probation for a period which ordinarily lasts for Ninety (90) days from the date of joining our service. At any time during your probationary period your services may be terminated by Accolite, by giving 15 days' notice in writing or Gross Salary in lieu thereof without assigning any reason.

Similarly, you will be required to give 90 days' notice in writing or 90 days Gross Salary in lieu therefore to Accolite in case you wish to resign / leave the services. In the event of your failing to give notice or tendering 90 days Gross Salary in lieu thereof as stated herein above, Accolite may deduct the same from the dues payable to you. The decision of Accolite Management in this regard will be final and binding on you. On satisfactory completion of your probation, your Appointment will be confirmed in writing. Accolite reserves the right to confirm your appointment even before the expiry of the said 90-day period.

Your Probationary period shall be deemed to have been extended even though no intimation is given to you in writing to that effect for such period till you are confirmed by order in writing.

5. Conduct to be in accordance with Accolite Rules, Regulations, Policies:

During your employment with Accolite, you shall be governed by Accolite Rules, Regulations and/or Policies that may be inforce from time to time. It is deemed that you have notice of all the rules, regulations and policies and any amendments thereof when they are communicated to you via email or any other channel or is placed in a web or intranet resource thatis commonly accessible to all employees such as an employee portal or a hub.

6. Confidentiality:

The position held by you would be of a strictly confidential nature.

You shall not disclose to any unauthorized person, either during or after your employment with Accolite, any information about the interest or business of Accolite or any affiliated companies. You shall not communicate to any public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information, data or documents, official or otherwise, relating to Accolite except with the prior written consent of an authorized officer of Accolite. Any invention, development, process, adaptation or improvement in procedure or other matters or work including any artistic, literary orother work which can be the subject matter of copyright rights whatsoever, made, developed or discovered by you either alone or jointly with any other person or persons while in employment of Accolite, in connection with or in any way affecting or relating to the business of Accolite or capable of being used or adapted for use therein or in connection therewith shall forthwith be disclosed to Accolite and shall belong to and be the absolute property of Accolite.

You will not during your employment with Accolite or at any time, thereafter, divulge or make known any information in any way whatsoever relating to Accolite or its business or of its customer and/or any other information, secret processes of data and material, which may come to your knowledge during the course of your employment. You will always maintain strict secrecy regarding any technical information, or any other information gained or acquired or imparted to you in the course of your employment.

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

Signature _____

You hereby confirm that you have disclosed, fully to Accolite, all of your business, interests whether or not they are similarto or in conflict with the businesses or activities of Accolite and all circumstances in respect of which there is or there might be, a conflict of interest between Accolite and you or any immediate relative or associate. You agree to disclose, fully to Accolite, any such interest or circumstances that may arise during your employment immediately upon such interest or circumstances arriving. Upon separating your employment with Accolite, you shall forthwith return to Accolite all the assets and property of Accolite (including any leased properties), documents, files, books, papers, memos or any other property of Accolite in your possession or under you.

7. Conflict of Interest / Non-Compete:

Your position with Accolite calls for your whole-time employment and you will devote yourself exclusively to the business of Accolite. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade of business, without the written consent of Accolite.

You agree that during this Agreement and, for two years thereafter, you will not provide to any Client for whom Accolite has contracted your efforts or any contractor of any such Client or solicit or offer to provide to any such Client or any contractor of any such Client, any software, services, or other products related to your services, whether directly or indirectly without Accolite's written consent.

8. Background Inquires:

The offer of employment is subject to satisfactory reference and background checks to be conducted by Accolite or through designated third parties. In the event of your joining Accolite or during the period of your employment contract with Accolite, in case of any unsuccessful reference checks, material information that may have been concealed, misrepresented, or falsified by you at or before the time of this offer, Accolite reserves the right to withdraw the offer or terminate your services with immediate effect, without notice.

9. Business Courtesy:

No employee may directly or indirectly accept from or provide to any representative of any organization with which Accolite has a business relationship any gift or favour other than an ordinary business courtesy or social amenity. No employee may solicit any gift or favour. This is viewed very seriously as an abuse of the trust placed by Accolite in the employee and would attract severe disciplinary action from Accolite.

10. Harassment:

Accolite is committed to provide a work environment that is free from all forms of discrimination and conduct that can beconsidered harassing, coercive, or disruptive, including sexual harassment, actions, words, jokes, or comments based on an individual's sex, race, colour, place of origin, age, language, ethnicity, creed, religion, disability or sexual orientation willamount to violation of law and the terms of this agreement, and would attract strict disciplinary action from Accolite, andmay also include termination of your service.

PRINCIPAL
Aarthi Institute of Engg. & Tech
Gantlhapally (V). Abdullapurmet (Mdl) R.R.Dist

Signature _____

11. General:

You will keep us informed of any changes to your residential address or civil status. Prior to commencement of your employment, you and Accolite shall together execute an Employment Agreement detailing the terms of your employment. Since you would have access to the confidential information of not only Accolite but also of other affiliated Accolite companies you shall also be obligated to enter into a Confidentiality and Non-Disclosure Agreement which covers the confidential information of such other affiliated companies.

12. Separation at the instance of the employee:

Your employment is "At Will" and you may resign from your position with Accolite by giving a written notice. Such notice is required to be given at least ninety (90) days in advance of your desired date of separation. Accolite may at its discretion waive this notice period for a consideration of a payment by You of the sum of money corresponding to the unserved notice period computed pro-rata on monthly payables (including salary, bonuses etc.) from the company to the employee.

In the event that the request for such waiver is initiated by You and such request has been processed by Accolite and Accolite has communicated the waiver of such notice period and the amount payable to You, you may not revoke such a request for waiver as a matter of right. Such revocation is however possible with consent of Accolite.

You agree that if you elect to resign from Accolite within one calendar year of your date of joining, your liability to recompensate Accolite may extend cumulatively up to:

a) The tenure bonus actually paid to you from Accolite till the date of resignation, in acknowledgement that the tenure bonus is consideration in lieu of your promise to be employed with Accolite for at least a year.

b) The expenditure incurred by Accolite on account of your Accolite University program, training, and development, capped at INR 1,50,000. Although the said investment in terms of your training, leadership time and the emotional and professional investment from senior employees and peers is unquantifiable, it has been capped to your advantage for the purposes of this agreement; and

c) Payables on account of unserved notice period.

A full and final statement of any sums owed to you from Accolite, or any sums owed from you to Accolite shall be provided before your date of separation. You agree that you shall deposit any sums owed, if any, to Accolite within 30 days of receiving such a statement from Accolite. Reciprocally, Accolite promises to pay any sums owed to you, if any, within 30 days of issuing such a statement.

13. Termination:

A. Your employment may be terminated by Accolite by providing a 90-day written notice. Such termination may be with or without cause.

B. However, in the case of a termination with cause such as any or all, of proven indiscipline; misconduct; material misrepresentation of facts and particulars relating to your identity, education or previous employment; and persistent or habitual below-par performance; Accolite may terminate your employment from such date as it may deem fit without advance notice and without needing to compensate you for the residual notice period.

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

Signature _____

On acceptance of the separation notice, before you are relieved, you shall hand over to Accolite all the information and data of Accolite including, but not limited to, correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings and you shall not use, reproduce or retain any copies of these items.

14. Age of Retirement:

You will retire from the services of the company on the last date of the month in which you reach the age of sixty. The dateof birth as recorded at the time of employment will be reckoned for this purpose.

15. On joining, you are requested to please provide copies of the following documents, as and where applicable:

a. Relieving letter from your current employer

b. Salary details of your current employment

c. Letter(s) supporting prior work experience

d. Certificates of educational qualifications

e. Tax Summary sheet (or latest Form 16) as applicable from your current employer

f. 6 passport size photographs in color.

g. PAN Card

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

Signature_____

ANNEXURE - COMPENSATION STRUCTURE	
Monthly Components	
Basic salary	INR 14,652
House Rent Allowance	INR 5,861
Special Allowance	INR 2,866
Flexible Basket	INR 4,167
Total Gross Monthly Cost (A)	**INR 27,546**
Total Gross Monthly Cost - Annualized (B)	**INR 3,30,550**

Annual Components	
Provident fund	INR 21,099
Health Insurance Premium	INR 18,475
Personal Accident Insurance Premium	INR 320
Gratuity	INR 8,457
Total: Annual (C)	**INR 48,351**

Other Components	
Variable Pay	INR 21,099
Total - Other Components (D)	**INR 21,099**

Total Annual Cost to Company (B)+(C)+(D)	**INR 4,00,000**

SOCIAL SECURITY & HEALTH BENEFITS [As Per Schemes]	
Hospitalization cost / Reimbursement Limit	INR 3,00,000
Personal Accident Insurance Coverage	INR 10,00,000

ANNUAL FLEXIBLE BASKET COMPONENTS - Not to Exceed	INR 50,000
Food Coupons	INR 26,400
Children Education Allowance	INR 2,400
Leave Travel Allowance	INR 29,304
Fuel Reimbursement and Car Maintenance Charges	INR 39,600
Telephone and Internet Bills Reimbursement	INR 36,000

Employee has an option to avail all, some or none of the flexible basket various components. Based on the Individual declaration and actual reimbursements, any unclaimed amount will be paid to the individual as specialallowance.

Please check with HR team for more details.

Note:
TDS deduction done based on savings document submission

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

Signature_____

ACCOLITE DIGITAL
Transforming The Future, Now

CONFIDENTIAL – OFFER OF EMPLOYMENT

Chintha Palli Srilatha

23rd May 2022

Dear **Chintha Palli Srilatha,**

Accolite Digital India Private Limited is pleased to extend you an offer for a full-time employment position as **SDET Engineer.** Your annual CTC will be **INR 4,00,000/-** and we would like to have you begin working with us on **1st September 2022.**

Please see the employment terms and conditions noted in this letter and the annexure for details related to your compensation structure. Once you have reviewed the letter in full, please sign each page of this letter in acceptance of the employment terms and conditions.

We very much look forward to welcoming you to Accolite.Warm regards,

Milind Mutalik
Head HR - Employee Experience
Accolite Digital India Pvt. Ltd

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

Signature_____

Accolite Digital India Private Limited, (Hereinafter, "Accolite") Employment Terms and Conditions

1. **Compensation and Benefits:**

Your annual fixed compensation would be **INR 3,51,649/-.** The fixed compensation would comprise Basic, House Rent Allowance, Conveyance, Special Allowance & Flexible Benefits (Refer Annexure).

Your compensation is subject to Tax deductions by Accolite as per the prevailing income tax regulations. In addition to your Compensation, you are entitled to other benefits in accordance with prevailing benefit policies. These would include Privilege Leave, Casual Leave, Gratuity, Medical & Personal Accident Insurance etc.

A. **Variable Pay:** Additionally, based on your performance and/or other business metrics which may be notified to you from time to time in accordance with the applicable appraisal and performance review policy and rules, you may be entitled to a variable pay which will be paid out to you on an annual basis in sync with our performance appraisal cycle (April-March). Variable pay-out can range from 0% (INR 0) to 12% **(INR 21,099/-)** of annualized basic salary.

The variable pay is not guaranteed. You, hereby acknowledge variable pay is payable only upon achievement of the said performance and/or business metrics and therefore the management enjoys an absolute right in the matters of awarding the variable pay. You are eligible for variable pay if you are in continuous service with Accolite for a minimum period of six (6) months and remain an active employee on the date this payment is made. In the event, you decide to separate from Accolite or serving your notice period, before this variable pay is paid out, you would not be eligible to receive the variable pay.

B. **Tenure Bonus:** You will be entitled for a tenure bonus of INR 2,00,000/-. This tenure bonus will be paid to you in five equal instalments, starting 30th September 2022. The pay-out cycle is as below:

Payment Month and Year	Amount
September 2022	INR 40,000/-
March 2023	INR 40,000/-
September 2023	INR 40,000/-
March 2024	INR 40,000/-
September 2024	INR 40,000/-

In the event that you resign and separate from Accolite within two years of the date of payment of the first instalment of the tenure bonus, you shall be liable to repay to Accolite the full amount that Accolite has paid as your tenure bonus and also it shall be deemed that you forego the rest of the tenure bonus that would have accrued to you otherwise.

Your compensation is subject to Tax deductions by Accolite as per the prevailing income tax regulations. In addition to your Compensation, you are entitled to other benefits in accordance with prevailing benefit policies. These would include Privilege Leave, Casual Leave, Gratuity, Medical & Personal Accident Insurance etc.

2. **Date of Joining:**

If you accept this offer before the stipulated date you must report on duty and commence your job on **1st September 2022.** In case you do not report on the agreed upon date, Accolite may deem that you have declined this offer.

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

Signature_____

3. **Place of Posting & Transfers:**

You will be initially assigned to **Hyderabad.** However, Accolite, at its discretion, can transfer you to any of its subsidiary or affiliate company or client offices in India or overseas. In such cases, your employment may be governed by the terms and conditions applicable at the new location/ company.

4. **Probation:**

You shall initially be under probation for a period which ordinarily lasts for Ninety (90) days from the date of joining our service. At any time during your probationary period your services may be terminated by Accolite, by giving 15 days' notice in writing or Gross Salary in lieu thereof without assigning any reason.

Similarly, you will be required to give 90 days' notice in writing or 90 days Gross Salary in lieu therefore to Accolite in case you wish to resign / leave the services. In the event of your failing to give notice or tendering 90 days Gross Salary in lieu thereof as stated herein above, Accolite may deduct the same from the dues payable to you. The decision of Accolite Management in this regard will be final and binding on you. On satisfactory completion of your probation, your Appointment will be confirmed in writing. Accolite reserves the right to confirm your appointment even before the expiry of the said 90-day period.

Your Probationary period shall be deemed to have been extended even though no intimation is given to you in writing to that effect for such period till you are confirmed by order in writing.

5. **Conduct to be in accordance with Accolite Rules, Regulations, Policies:**

During your employment with Accolite, you shall be governed by Accolite Rules, Regulations and/or Policies that may be inforce from time to time. It is deemed that you have notice of all the rules, regulations and policies and any amendments thereof when they are communicated to you via email or any other channel or is placed in a web or intranet resource thatis commonly accessible to all employees such as an employee portal or a hub.

6. **Confidentiality:**

The position held by you would be of a strictly confidential nature.

You shall not disclose to any unauthorized person, either during or after your employment with Accolite, any information about the interest or business of Accolite or any affiliated companies. You shall not communicate to any public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information, data or documents, official or otherwise, relating to Accolite except with the prior written consent of an authorized officer of Accolite. Any invention, development, process, adaptation or improvement in procedure or other matters or work including any artistic, literary orother work which can be the subject matter of copyright rights whatsoever, made, developed or discovered by you either alone or jointly with any other person or persons while in employment of Accolite, in connection with or in any way affecting or relating to the business of Accolite or capable of being used or adapted for use therein or in connection therewith shall forthwith be disclosed to Accolite and shall belong to and be the absolute property of Accolite.

You will not during your employment with Accolite or at any time, thereafter, divulge or make known any information in any way whatsoever relating to Accolite or its business or of its customer and/or any other information, secret processes of data and material, which may come to your knowledge during the course of your employment. You will always maintain strict secrecy regarding any technical information, or any other information gained or acquired or imparted to you in the course of your employment.

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

Signature _____

You hereby confirm that you have disclosed, fully to Accolite, all of your business, interests whether or not they are similarto or in conflict with the businesses or activities of Accolite and all circumstances in respect of which there is or there might be, a conflict of interest between Accolite and you or any immediate relative or associate. You agree to disclose, fully to Accolite, any such interest or circumstances that may arise during your employment immediately upon such interest or circumstances arriving. Upon separating your employment with Accolite, you shall forthwith return to Accolite all the assets and property of Accolite (including any leased properties), documents, files, books, papers, memos or any other property of Accolite in your possession or under you.

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Your position with Accolite calls for your whole-time employment and you will devote yourself exclusively to the business of Accolite. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade of business, without the written consent of Accolite.

You agree that during this Agreement and, for two years thereafter, you will not provide to any Client for whom Accolite has contracted your efforts or any contractor of any such Client or solicit or offer to provide to any such Client or any contractor of any such Client, any software, services, or other products related to your services, whether directly or indirectly without Accolite's written consent.

8. Background Inquires:

The offer of employment is subject to satisfactory reference and background checks to be conducted by Accolite or through designated third parties. In the event of your joining Accolite or during the period of your employment contract with Accolite, in case of any unsuccessful reference checks, material information that may have been concealed, misrepresented, or falsified by you at or before the time of this offer, Accolite reserves the right to withdraw the offer or terminate your services with immediate effect, without notice.

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No employee may directly or indirectly accept from or provide to any representative of any organization with which Accolite has a business relationship any gift or favour other than an ordinary business courtesy or social amenity. No employee may solicit any gift or favour. This is viewed very seriously as an abuse of the trust placed by Accolite in the employee and would attract severe disciplinary action from Accolite.

10. Harassment:

Accolite is committed to provide a work environment that is free from all forms of discrimination and conduct that can beconsidered harassing, coercive, or disruptive, including sexual harassment, actions, words, jokes, or comments based on an individual's sex, race, colour, place of origin, age, language, ethnicity, creed, religion, disability or sexual orientation willamount to violation of law and the terms of this agreement, and would attract strict disciplinary action from Accolite, and may also include termination of your service.

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

Signature _____

11. General:

You will keep us informed of any changes to your residential address or civil status. Prior to commencement of your employment, you and Accolite shall together execute an Employment Agreement detailing the terms of your employment. Since you would have access to the confidential information of not only Accolite but also of other affiliated Accolite companies you shall also be obligated to enter into a Confidentiality and Non-Disclosure Agreement which covers the confidential information of such other affiliated companies.

12. Separation at the instance of the employee:

Your employment is "At Will" and you may resign from your position with Accolite by giving a written notice. Such notice is required to be given at least ninety (90) days in advance of your desired date of separation. Accolite may at its discretion waive this notice period for a consideration of a payment by You of the sum of money corresponding to the unserved notice period computed pro-rata on monthly payables (including salary, bonuses etc.) from the company to the employee.

In the event that the request for such waiver is initiated by You and such request has been processed by Accolite and Accolite has communicated the waiver of such notice period and the amount payable to You, you may not revoke such a request for waiver as a matter of right. Such revocation is however possible with consent of Accolite.

You agree that if you elect to resign from Accolite within one calendar year of your date of joining, your liability to recompensate Accolite may extend cumulatively up to:

a) The tenure bonus actually paid to you from Accolite till the date of resignation, in acknowledgement that the tenure bonus is consideration in lieu of your promise to be employed with Accolite for at least a year.

b) The expenditure incurred by Accolite on account of your Accolite University program, training, and development, capped at INR 1,50,000. Although the said investment in terms of your training, leadership time and the emotional and professional investment from senior employees and peers is unquantifiable, it has been capped to your advantage for the purposes of this agreement; and

c) Payables on account of unserved notice period.

A full and final statement of any sums owed to you from Accolite, or any sums owed from you to Accolite shall be provided before your date of separation. You agree that you shall deposit any sums owed, if any, to Accolite within 30 days of receiving such a statement from Accolite. Reciprocally, Accolite promises to pay any sums owed to you, if any, within 30 days of issuing such a statement.

13. Termination:

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B. However, in the case of a termination with cause such as any or all, of proven indiscipline; misconduct; material misrepresentation of facts and particulars relating to your identity, education or previous employment; and persistent or habitual below-par performance; Accolite may terminate your employment from such date as it may deem fit without advance notice and without needing to compensate you for the residual notice period.

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

Signature _____

On acceptance of the separation notice, before you are relieved, you shall hand over to Accolite all the information and data of Accolite including, but not limited to, correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings and you shall not use, reproduce or retain any copies of these items.

14. Age of Retirement:

You will retire from the services of the company on the last date of the month in which you reach the age of sixty. The dateof birth as recorded at the time of employment will be reckoned for this purpose.

15. On joining, you are requested to please provide copies of the following documents, as and where applicable:

a. Relieving letter from your current employer

b. Salary details of your current employment

c. Letter(s) supporting prior work experience

d. Certificates of educational qualifications

e. Tax Summary sheet (or latest Form 16) as applicable from your current employer

f. 6 passport size photographs in color.

g. PAN Card

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

Signature_____

ANNEXURE - COMPENSATION STRUCTURE	
Monthly Components	
Basic salary	INR 14,652
House Rent Allowance	INR 5,861
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Hospitalization cost / Reimbursement Limit	INR 3,00,000
Personal Accident Insurance Coverage	INR 10,00,000

ANNUAL FLEXIBLE BASKET COMPONENTS - Not to Exceed	INR 50,000
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Employee has an option to avail all, some or none of the flexible basket various components. Based on the Individual declaration and actual reimbursements, any unclaimed amount will be paid to the individual as special allowance.

Please check with HR team for more details.

Note:
TDS deduction done based on savings document submission

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

Signature_____

ACCOLITE DIGITAL
Transforming The Future. Now

CONFIDENTIAL – OFFER OF EMPLOYMENT

Allakonda Pranay Kumar

23rd May 2022

Dear **Allakonda Pranay Kumar,**

Accolite Digital India Private Limited is pleased to extend you an offer for a full-time employment position as **SDET Engineer.** Your annual CTC will be **INR 4,00,000/-** and we would like to have you begin working with us on **1st September 2022.**

Please see the employment terms and conditions noted in this letter and the annexure for details related to your compensation structure. Once you have reviewed the letter in full, please sign each page of this letter in acceptance of the employment terms and conditions.

We very much look forward to welcoming you to Accolite. Warm regards,

Milind Mutalik
Head HR - Employee Experience
Accolite Digital India Pvt. Ltd

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

Signature_____

Accolite Digital India Private Limited, (Hereinafter, "Accolite")Employment Terms and Conditions

1. **Compensation and Benefits:**

Your annual fixed compensation would be **INR 3,51,649/-.** The fixed compensation would comprise Basic, House Rent Allowance, Conveyance, Special Allowance & Flexible Benefits (Refer Annexure).

Your compensation is subject to Tax deductions by Accolite as per the prevailing income tax regulations. In addition to your Compensation, you are entitled to other benefits in accordance with prevailing benefit policies. These would include Privilege Leave, Casual Leave, Gratuity, Medical & Personal Accident Insurance etc.

A. **Variable Pay:** Additionally, based on your performance and/or other business metrics which may be notified to you from time to time in accordance with the applicable appraisal and performance review policy and rules, you may be entitled to a variable pay which will be paid out to you on an annual basis in sync with our performance appraisal cycle (April-March). Variable pay-out can range from 0% (INR 0) to 12% **(INR 21,099/-)** of annualized basic salary.

The variable pay is not guaranteed. You, hereby acknowledge variable pay is payable only upon achievement of the said performance and/or business metrics and therefore the management enjoys an absolute right in the matters of awarding the variable pay. You are eligible for variable pay if you are in continuous service with Accolite for a minimum period of six (6) months and remain an active employee on the date this payment is made. In the event, you decide to separate from Accolite or serving your notice period, before this variable pay is paid out, you would not be eligible to receive the variable pay.

B. **Tenure Bonus:** You will be entitled for a tenure bonus of INR 2,00,000/-. This tenure bonus will be paid to you in five equal instalments, starting 30th September 2022. The pay-out cycle is as below:

Payment Month and Year	Amount
September 2022	INR 40,000/-
March 2023	INR 40,000/-
September 2023	INR 40,000/-
March 2024	INR 40,000/-
September 2024	INR 40,000/-

In the event that you resign and separate from Accolite within two years of the date of payment of the first instalment of the tenure bonus, you shall be liable to repay to Accolite the full amount that Accolite has paid as your tenure bonus and also it shall be deemed that you forego the rest of the tenure bonus that would have accrued to you otherwise.

Your compensation is subject to Tax deductions by Accolite as per the prevailing income tax regulations. In addition to your Compensation, you are entitled to other benefits in accordance with prevailing benefit policies. These would include Privilege Leave, Casual Leave, Gratuity, Medical & Personal Accident Insurance etc.

2. **Date of Joining:**

If you accept this offer before the stipulated date you must report on duty and commence your job on **1st September 2022.** In case you do not report on the agreed upon date, Accolite may deem that you have declined this offer.

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

Signature_____

3. **Place of Posting & Transfers:**

You will be initially assigned to **Hyderabad.** However, Accolite, at its discretion, can transfer you to any of its subsidiary or affiliate company or client offices in India or overseas. In such cases, your employment may be governed by the terms and conditions applicable at the new location/ company.

4. **Probation:**

You shall initially be under probation for a period which ordinarily lasts for Ninety (90) days from the date of joining our service. At any time during your probationary period your services may be terminated by Accolite, by giving 15 days' notice in writing or Gross Salary in lieu thereof without assigning any reason.

Similarly, you will be required to give 90 days' notice in writing or 90 days Gross Salary in lieu therefore to Accolite in case you wish to resign / leave the services. In the event of your failing to give notice or tendering 90 days Gross Salary in lieu thereof as stated herein above, Accolite may deduct the same from the dues payable to you. The decision of Accolite Management in this regard will be final and binding on you. On satisfactory completion of your probation, your Appointment will be confirmed in writing. Accolite reserves the right to confirm your appointment even before the expiry of the said 90-day period.

Your Probationary period shall be deemed to have been extended even though no intimation is given to you in writing to that effect for such period till you are confirmed by order in writing.

5. **Conduct to be in accordance with Accolite Rules, Regulations, Policies:**

During your employment with Accolite, you shall be governed by Accolite Rules, Regulations and/or Policies that may be inforce from time to time. It is deemed that you have notice of all the rules, regulations and policies and any amendments thereof when they are communicated to you via email or any other channel or is placed in a web or intranet resource thatis commonly accessible to all employees such as an employee portal or a hub.

6. **Confidentiality:**

The position held by you would be of a strictly confidential nature.

You shall not disclose to any unauthorized person, either during or after your employment with Accolite, any information about the interest or business of Accolite or any affiliated companies. You shall not communicate to any public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information, data or documents, official or otherwise, relating to Accolite except with the prior written consent of an authorized officer of Accolite. Any invention, development, process, adaptation or improvement in procedure or other matters or work including any artistic, literary orother work which can be the subject matter of copyright rights whatsoever, made, developed or discovered by you either alone or jointly with any other person or persons while in employment of Accolite, in connection with or in any way affecting or relating to the business of Accolite or capable of being used or adapted for use therein or in connection therewith shall forthwith be disclosed to Accolite and shall belong to and be the absolute property of Accolite.

You will not during your employment with Accolite or at any time, thereafter, divulge or make known any information in any way whatsoever relating to Accolite or its business or of its customer and/or any other information, secret processes of data and material, which may come to your knowledge during the course of your employment. You will always maintain strict secrecy regarding any technical information, or any other information gained or acquired or imparted to you in the course of your employment.

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

Signature _____

You hereby confirm that you have disclosed, fully to Accolite, all of your business, interests whether or not they are similarto or in conflict with the businesses or activities of Accolite and all circumstances in respect of which there is or there might be, a conflict of interest between Accolite and you or any immediate relative or associate. You agree to disclose, fully to Accolite, any such interest or circumstances that may arise during your employment immediately upon such interest or circumstances arriving. Upon separating your employment with Accolite, you shall forthwith return to Accolite all the assets and property of Accolite (including any leased properties), documents, files, books, papers, memos or any other property of Accolite in your possession or under you.

7. Conflict of Interest / Non-Compete:

Your position with Accolite calls for your whole-time employment and you will devote yourself exclusively to the business of Accolite. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade of business, without the written consent of Accolite.

You agree that during this Agreement and, for two years thereafter, you will not provide to any Client for whom Accolite has contracted your efforts or any contractor of any such Client or solicit or offer to provide to any such Client or any contractor of any such Client, any software, services, or other products related to your services, whether directly or indirectly without Accolite's written consent.

8. Background Inquires:

The offer of employment is subject to satisfactory reference and background checks to be conducted by Accolite or through designated third parties. In the event of your joining Accolite or during the period of your employment contract with Accolite, in case of any unsuccessful reference checks, material information that may have been concealed, misrepresented, or falsified by you at or before the time of this offer, Accolite reserves the right to withdraw the offer or terminate your services with immediate effect, without notice.

9. Business Courtesy:

No employee may directly or indirectly accept from or provide to any representative of any organization with which Accolite has a business relationship any gift or favour other than an ordinary business courtesy or social amenity. No employee may solicit any gift or favour. This is viewed very seriously as an abuse of the trust placed by Accolite in the employee and would attract severe disciplinary action from Accolite.

10. Harassment:

Accolite is committed to provide a work environment that is free from all forms of discrimination and conduct that can beconsidered harassing, coercive, or disruptive, including sexual harassment, actions, words, jokes, or comments based on an individual's sex, race, colour, place of origin, age, language, ethnicity, creed, religion, disability or sexual orientation willamount to violation of law and the terms of this agreement, and would attract strict disciplinary action from Accolite, and may also include termination of your service.

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

Signature _____

11. General:

You will keep us informed of any changes to your residential address or civil status. Prior to commencement of your employment, you and Accolite shall together execute an Employment Agreement detailing the terms of your employment. Since you would have access to the confidential information of not only Accolite but also of other affiliated Accolite companies you shall also be obligated to enter into a Confidentiality and Non-Disclosure Agreement which covers the confidential information of such other affiliated companies.

12. Separation at the instance of the employee:

Your employment is "At Will" and you may resign from your position with Accolite by giving a written notice. Such notice is required to be given at least ninety (90) days in advance of your desired date of separation. Accolite may at its discretion waive this notice period for a consideration of a payment by You of the sum of money corresponding to the unserved notice period computed pro-rata on monthly payables (including salary, bonuses etc.) from the company to the employee.

In the event that the request for such waiver is initiated by You and such request has been processed by Accolite and Accolite has communicated the waiver of such notice period and the amount payable to You, you may not revoke such a request for waiver as a matter of right. Such revocation is however possible with consent of Accolite.

You agree that if you elect to resign from Accolite within one calendar year of your date of joining, your liability to recompensate Accolite may extend cumulatively up to:

a) The tenure bonus actually paid to you from Accolite till the date of resignation, in acknowledgement that the tenure bonus is consideration in lieu of your promise to be employed with Accolite for at least a year.

b) The expenditure incurred by Accolite on account of your Accolite University program, training, and development, capped at INR 1,50,000. Although the said investment in terms of your training, leadership time and the emotional and professional investment from senior employees and peers is unquantifiable, it has been capped to your advantage for the purposes of this agreement; and

c) Payables on account of unserved notice period.

A full and final statement of any sums owed to you from Accolite, or any sums owed from you to Accolite shall be provided before your date of separation. You agree that you shall deposit any sums owed, if any, to Accolite within 30 days of receiving such a statement from Accolite. Reciprocally, Accolite promises to pay any sums owed to you, if any, within 30 days of issuing such a statement.

13. Termination:

A. Your employment may be terminated by Accolite by providing a 90-day written notice. Such termination may be with or without cause.

B. However, in the case of a termination with cause such as any or all, of proven indiscipline; misconduct; material misrepresentation of facts and particulars relating to your identity, education or previous employment; and persistent or habitual below-par performance; Accolite may terminate your employment from such date as it may deem fit without advance notice and without needing to compensate you for the residual notice period.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdu...

Signature _____

On acceptance of the separation notice, before you are relieved, you shall hand over to Accolite all the information and data of Accolite including, but not limited to, correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings and you shall not use, reproduce or retain any copies of these items.

14. Age of Retirement:

You will retire from the services of the company on the last date of the month in which you reach the age of sixty. The dateof birth as recorded at the time of employment will be reckoned for this purpose.

15. On joining, you are requested to please provide copies of the following documents, as and where applicable:

a. Relieving letter from your current employer

b. Salary details of your current employment

c. Letter(s) supporting prior work experience

d. Certificates of educational qualifications

e. Tax Summary sheet (or latest Form 16) as applicable from your current employer

f. 6 passport size photographs in color.

g. PAN Card

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

Signature_____

ANNEXURE - COMPENSATION STRUCTURE	
Monthly Components	
Basic salary	INR 14,652
House Rent Allowance	INR 5,861
Special Allowance	INR 2,866
Flexible Basket	INR 4,167
Total Gross Monthly Cost (A)	**INR 27,546**
Total Gross Monthly Cost - Annualized (B)	**INR 3,30,550**

Annual Components	
Provident fund	INR 21,099
Health Insurance Premium	INR 18,475
Personal Accident Insurance Premium	INR 320
Gratuity	INR 8,457
Total: Annual (C)	**INR 48,351**

Other Components	
Variable Pay	INR 21,099
Total - Other Components (D)	**INR 21,099**

Total Annual Cost to Company (B)+(C)+(D)	**INR 4,00,000**

SOCIAL SECURITY & HEALTH BENEFITS [As Per Schemes]	
Hospitalization cost / Reimbursement Limit	INR 3,00,000
Personal Accident Insurance Coverage	INR 10,00,000

ANNUAL FLEXIBLE BASKET COMPONENTS - Not to Exceed	INR 50,000
Food Coupons	INR 26,400
Children Education Allowance	INR 2,400
Leave Travel Allowance	INR 29,304
Fuel Reimbursement and Car Maintenance Charges	INR 39,600
Telephone and Internet Bills Reimbursement	INR 36,000

Employee has an option to avail all, some or none of the flexible basket various components. Based on the Individual declaration and actual reimbursements, any unclaimed amount will be paid to the individual as specialallowance.

Please check with HR team for more details.

Note:
TDS deduction done based on savings document submission

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

Signature_____

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Bhilai Office:
CHPL Dream Home Apartments, Near Dena Bank, Apollo Hospital Road Junwani, Bhilai, Chhattisgarh - 490020

Bengaluru Office:
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Contact Bengaluru:
+91-80-41660003
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GLB/2022/019

Ref. No.....

30/06/2022

Date.....

Offer Letter for Employment

To,
PATIBANDA LAKSHMI SAIMANOJ,

Sub: Offer Letter for Employment

Dear PATIBANDA LAKSHMI SAIMANOJ,

We are pleased to inform you that you have successfully cleared the interview rounds conducted in Avanthi Institute of Engineering and Technology Hyderabad Campus Drive. Hence you have been selected as **"Digital Media Associate"** with Globussoft. We would be looking forward for your response with an estimate Date of Joining. Primarily you will be based in our Bhilai office but will serve the Company or any of its subsidiaries or associated companies in any location within or outside of India.

You will be paid Annual CTC of **INR 1, 80,000/- per annum.**

Your offer has been made based on information furnished by you verbally or in written. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to disqualify the employment.

You will be on an evaluation period of one month during which your performance shall be evaluated and in case it is found unsatisfactory the organization reserves every right to terminate your services with immediate effect or rescale the compensation package that is offered to you. Your continued employment at Globussoft is dependent on your successful completion of the probationary period which is six months including the evaluation period. There will be one year agreement with the company. In order to confirm the employment offer you are requested to sign a Service Level Agreement within one week of joining.

Please do not hesitate to discuss the company policies and other concerns with the HR before accepting the offer.

Yours truly,
For Globussoft

Shyamal Ghosh
Director

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

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GLB/2022/021

Ref. No.....

30/06/2022

Date.....

Offer Letter for Employment

To,
BADAVATH PRAVEEN,

Sub: Offer Letter for Employment

Dear BADAVATH PRAVEEN,

We are pleased to inform you that you have successfully cleared the interview rounds conducted in Avanthi Institute of Engineering and Technology Hyderabad Campus Drive. Hence you have been selected as **"Digital Media Associate"** with Globussoft. We would be looking forward for your response with an estimate Date of Joining. Primarily you will be based in our Bhilai office but will serve the Company or any of its subsidiaries or associated companies in any location within or outside of India.

You will be paid Annual CTC of **INR 1, 80,000/- per annum.**

Your offer has been made based on information furnished by you verbally or in written. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to disqualify the employment.

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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

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

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+91-80-41660003
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GLB/2022/026

Ref. No.....

30/06/2022

Date.....

Offer Letter for Employment

To,
VADDE SRINIVASULU,

Sub: Offer Letter for Employment

Dear VADDE SRINIVASULU,

We are pleased to inform you that you have successfully cleared the interview rounds conducted in Avanthi Institute of Engineering and Technology Hyderabad Campus Drive. Hence you have been selected as **"Digital Media Associate"** with Globussoft. We would be looking forward for your response with an estimate Date of Joining. Primarily you will be based in our Bhilai office but will serve the Company or any of its subsidiaries or associated companies in any location within or outside of India.

You will be paid Annual CTC of **INR 1, 80,000/- per annum.**

Your offer has been made based on information furnished by you verbally or in written. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to disqualify the employment.

You will be on an evaluation period of one month during which your performance shall be evaluated and in case it is found unsatisfactory the organization reserves every right to terminate your services with immediate effect or rescale the compensation package that is offered to you. Your continued employment at Globussoft is dependent on your successful completion of the probationary period which is six months including the evaluation period. There will be one year agreement with the company. In order to confirm the employment offer you are requested to sign a Service Level Agreement within one week of joining.

Please do not hesitate to discuss the company policies and other concerns with the HR before accepting the offer.

Yours truly,
For Globussoft

Shyamal Ghosh
Director

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

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GLB/2022/029

Ref. No.....

30/06/2022

Date.....

Offer Letter for Employment

To,
LAKAVATH DEVARAJ,

Sub: Offer Letter for Employment

Dear LAKAVATH DEVARAJ,

We are pleased to inform you that you have successfully cleared the interview rounds conducted in Avanthi Institute of Engineering and Technology Hyderabad Campus Drive. Hence you have been selected as **"Digital Media Associate"** with Globussoft. We would be looking forward for your response with an estimate Date of Joining. Primarily you will be based in our Bhilai office but will serve the Company or any of its subsidiaries or associated companies in any location within or outside of India.

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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

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Contact Bengaluru:
+91-80-41660003
+91-81023521023

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GLB/2022/035

Ref. No.....

30/06/2022

Date.....

Offer Letter for Employment

To,
ISUKAPATLA ASHISHCHANDAN,

Sub: Offer Letter for Employment

Dear ISUKAPATLA ASHISHCHANDAN,

We are pleased to inform you that you have successfully cleared the interview rounds conducted in Avanthi Institute of Engineering and Technology Hyderabad Campus Drive. Hence you have been selected as **"Digital Media Associate"** with Globussoft. We would be looking forward for your response with an estimate Date of Joining. Primarily you will be based in our Bhilai office but will serve the Company or any of its subsidiaries or associated companies in any location within or outside of India.

You will be paid Annual CTC of **INR 1, 80,000/- per annum.**

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Please do not hesitate to discuss the company policies and other concerns with the HR before accepting the offer.

Yours truly,
For Globussoft

Shyamal Ghosh
Director

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

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

Maha Electronics

Letter of Intent

May 18, 2022

Dear GANDLA RAMYA,

Congratulations!

We are pleased to inform that you have been selected for the position of **Trainee Service Engineer** in our Service & Installation department. You will be paid an annual salary of Rs.1,80,000/- (One Lakh Eighty Thousands only) which excludes other benefits like Food expenses & TA/DA allowance.

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

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

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

Your employment will commence in the month of July 2015. We will notify you of the exact date of joining by the end of June 2015 and will issue a "Letter of Appointment" fifteen days prior to your date of joining.

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

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

For Maha Electronics

(P. RADHA KRISHNA)
Leader - IT & Infrastructure

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

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

Maha Electronics

Letter of Intent

May 18, 2022

Dear M RAMESH,

Congratulations!

We are pleased to inform that you have been selected for the position of **Trainee Service Engineer** in our Service & Installation department. You will be paid an annual salary of Rs.1,80,000/- (One Lakh Eighty Thousands only) which excludes other benefits like Food expenses & TA/DA allowance.

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

For Maha Electronics

(P. RADHA KRISHNA)
Leader - IT & Infrastructure

PRINCIPAL
Avanthi Institute of Engg. & Tech

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

Maha Electronics

Letter of Intent

May 18, 2022

Dear MARAM ASHOK REDDY,

Congratulations!

We are pleased to inform that you have been selected for the position of **Trainee Service Engineer** in our Service & Installation department. You will be paid an annual salary of Rs.1,80,000/- (One Lakh Eighty Thousands only) which excludes other benefits like Food expenses & TA/DA allowance.

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

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

For Maha Electronics

(P. RADHA KRISHNA)
Leader - IT & Infrastructure

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

Maha Electronics

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

Letter of Intent

May 18, 2022

Dear MASANAM VENUKUMAR,

Congratulations!

We are pleased to inform that you have been selected for the position of **Trainee Service Engineer** in our Service & Installation department. You will be paid an annual salary of Rs.1,80,000/- (One Lakh Eighty Thousands only) which excludes other benefits like Food expenses & TA/DA allowance.

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

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For Maha Electronics

(P. RADHA KRISHNA)
Leader - IT & Infrastructure

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

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

Maha Electronics

Letter of Intent

May 18, 2022

Dear TADIVAKA PAVAN TEJA,

Congratulations!

We are pleased to inform that you have been selected for the position of **Trainee Service Engineer** in our Service & Installation department. You will be paid an annual salary of Rs.1,80,000/- (One Lakh Eighty Thousands only) which excludes other benefits like Food expenses & TA/DA allowance.

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For Maha Electronics

(P. RADHA KRISHNA)
Leader - IT & Infrastructure

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

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

Maha Electronics

Letter of Intent

May 18, 2022

Dear YANALA PRASANNA,

Congratulations!

We are pleased to inform that you have been selected for the position of **Trainee Service Engineer** in our Service & Installation department. You will be paid an annual salary of Rs.1,80,000/- (One Lakh Eighty Thousands only) which excludes other benefits like Food expenses & TA/DA allowance.

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May 18, 2022

Dear **B VENKATA SAI KRISHNA,**

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Letter of Intent

May 18, 2022

Dear NIMMALA ROHITH REDDY,

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Hyderabad - 500004

Letter of Intent

May 18, 2022

Dear VEMULA RAJESH,

Congratulations!

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Letter of Intent

May 18, 2022

Dear KOTHAPALLI VAMSHI,

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Maha Electronics

Letter of Intent

May 18, 2022

Dear BODDU SAIKUMAR,

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Letter of Intent

May 18, 2022

Dear **N VENKATA SAI KRISHNA KARTHIK,**

Congratulations!

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Letter of Intent

May 18, 2022

Dear **THUPAKULA RUPARANI,**

Congratulations!

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Letter of Intent

May 18, 2022

Dear J RAGHUVARMA REDDY,

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Letter of Intent

May 18, 2022

Dear R SANDEEP KUMAR,

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Letter of Intent

May 18, 2022

Dear **BEESA NAVEEN,**

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Letter of Intent

May 18, 2022

Dear DAYYALA VIDYASAGAR,

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Letter of Intent

May 18, 2022

Dear KUNSOTH JAYANTH KUMAR,

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

31 March 2022

PERSONAL & CONFIDENTIAL

Dear E SAI CHARAN REDDY,

It is a pleasure to offer you **Internship** with Dura Automotive Services India Pvt. Ltd. (the "Company") in our Hyderabad facility on contract. Please note some of the basic details of our offer of employment, which are set out below.

Compensation

Your Monthly Stipend is fixed at **Rs. 15,420/- (Rupees Fifteen Thousand four hundred and twenty Only)**. Your compensation will be taxed in accordance with applicable Indian laws.

Expenses

The Company will promptly reimburse you for all reasonable expenses you incur in connection with your duties with the Company and in accordance with Company policy.

Other Contingencies

You understand that the offer of internship is also contingent upon your securing any necessary work authorizations from appropriate government authorities, if applicable.

This offer of internship is for a fixed term of 6 months. After that, Company can convert you to a Full Time Employee with a Yearly CTC of **Rs. 4,50,000/- (Rupees Four Lakh Fifty Thousand Only)**. If Company is not happy with your performance during the internship, Company will have the right to terminate the offered employment with or without notice and with or without cause.

Please sign the duplicate offer letter, and return to Ms. Swathi Mallampalli at the address mentioned above or e-mail it to Mallampalli@duraauto.com on or before **5th April 2022**, as a token of your acceptance and mentioning the date of your joining DURA. Please feel free to contact me should you have any questions.

We look forward to a mutually beneficial relationship.

Very truly yours,

Swetha Guda
HR Specialist

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

31 March 2022

PERSONAL & CONFIDENTIAL

Dear KASOJU SHRAVYA,

It is a pleasure to offer you **Internship** with Dura Automotive Services India Pvt. Ltd. (the "Company") in our Hyderabad facility on contract. Please note some of the basic details of our offer of employment, which are set out below.

Compensation

Your Monthly Stipend is fixed at **Rs. 15,420/- (Rupees Fifteen Thousand four hundred and twenty Only)**. Your compensation will be taxed in accordance with applicable Indian laws.

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HR Specialist

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

DURA

SALARY BREAK-UP

Date: 31 March 2022

Name: KASOJU SHRAVYA
Designation: GET

Particulars	Per Month (Rs)	Per Annum (Rs)
Basic	3,500	42,000
HRA	1,400	16,800
Conveyance	1,600	19,200
Special Allowance	8,920	1,07,040
Medical Reimbursement	-	-
LTA	-	-
Subtotal (A): Salary & Allowances	**15,420**	1,85,040
B: PF	1,682	20,189
B: ESI	732	8,789
CTC: (A+B)	17,834	2,14,018

Take Home (Excl IT & PT)* in INR:	**13, 467**

Total pay per Annum (Rupees Two Lakh Fourteen Thousand and Eighteen Only)

Note:
Take Home is without deductions of Income Tax and Professional Tax

Swetha Guda
HR Specialist

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

DURA

31 March 2022

PERSONAL & CONFIDENTIAL

Dear KATKAM MEGHANA,

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Compensation

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

Swetha Guda
HR Specialist

Dura Automotive Services (1) Pvt Ltd (India Engineering Center) The Platina, Block A, 4th Floor- 401,402. Adjacent to Radisson Hotel, Gachibowli, Ranga Reddy District, Hyderabad - 500 032 Tel +91 40 44327999

DURA

SALARY BREAK-UP

Date: 31 March 2022

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HR Specialist

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

31 March 2022

PERSONAL & CONFIDENTIAL

Dear M SAI KRISHNA,

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Adjacent to Radisson Hotel, Gachibowli, Ranga Reddy District, Hyderabad - 500 032 Tel +91 40 44327999

DURA

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

DURA

31 March 2022

PERSONAL & CONFIDENTIAL

Dear POLAKA SRIJA,

It is a pleasure to offer you **Internship** with Dura Automotive Services India Pvt. Ltd. (the "Company") in our Hyderabad facility on contract. Please note some of the basic details of our offer of employment, which are set out below.

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DURA

SALARY BREAK-UP

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HR Specialist

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

31 March 2022

PERSONAL & CONFIDENTIAL

Dear TEEGALA SAI KUMAR,

It is a pleasure to offer you **Internship** with Dura Automotive Services India Pvt. Ltd. (the "Company") in our Hyderabad facility on contract. Please note some of the basic details of our offer of employment, which are set out below.

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

31 March 2022

PERSONAL & CONFIDENTIAL

Dear THOTA BHAVANA,

It is a pleasure to offer you **Internship** with Dura Automotive Services India Pvt. Ltd. (the "Company") in our Hyderabad facility on contract. Please note some of the basic details of our offer of employment, which are set out below.

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Avanthi Institute of Engg. & Tech
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DURA

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

31 March 2022

PERSONAL & CONFIDENTIAL

Dear YELLU DINESH REDDY,

It is a pleasure to offer you **Internship** with Dura Automotive Services India Pvt. Ltd. (the "Company") in our Hyderabad facility on contract. Please note some of the basic details of our offer of employment, which are set out below.

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DURA

SALARY BREAK-UP

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HR Specialist

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

31 March 2022

PERSONAL & CONFIDENTIAL

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HR Specialist

PRINCIPAL
Avanthi Institute of Engg. & Tec
Guntihapally (V), Abdullapurmet (Mdl.), R.R. D

31 March 2022

PERSONAL & CONFIDENTIAL

Dear GANDHE PRAVIN,

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SALARY BREAK-UP

Date: 31 March 2022

Name: GANDHE PRAVIN
Designation: GET

Particulars	Per Month (Rs)	Per Annum (Rs)
Basic	3,500	42,000
HRA	1,400	16,800
Conveyance	1,600	19,200
Special Allowance	8,920	1,07,040
Medical Reimbursement	-	-
LTA	-	-
Subtotal (A): Salary & Allowances	**15,420**	1,85,040
B: PF	1,682	20,189
B: ESI	732	8,789
CTC: (A+B)	17,834	2,14,018

Take Home (Excl IT & PT)* in INR:	**13, 467**

Total pay per Annum (Rupees Two Lakh Fourteen Thousand and Eighteen Only)

Note:
Take Home is without deductions of Income Tax and Professional Tax

Swetha Guda
HR Specialist

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

31 March 2022

PERSONAL & CONFIDENTIAL

Dear PITTALA SAIRAVALI,

It is a pleasure to offer you **Internship** with Dura Automotive Services India Pvt. Ltd. (the "Company") in our Hyderabad facility on contract. Please note some of the basic details of our offer of employment, which are set out below.

Compensation

Your Monthly Stipend is fixed at **Rs. 15,420/- (Rupees Fifteen Thousand four hundred and twenty Only)**. Your compensation will be taxed in accordance with applicable Indian laws.

Expenses

The Company will promptly reimburse you for all reasonable expenses you incur in connection with your duties with the Company and in accordance with Company policy.

Other Contingencies

You understand that the offer of internship is also contingent upon your securing any necessary work authorizations from appropriate government authorities, if applicable.

This offer of internship is for a fixed term of 6 months. After that, Company can convert you to a Full Time Employee with a Yearly CTC of **Rs. 4,50,000/- (Rupees Four Lakh Fifty Thousand Only)**. If Company is not happy with your performance during the internship, Company will have the right to terminate the offered employment with or without notice and with or without cause.

Please sign the duplicate offer letter, and return to Ms. Swathi Mallampalli at the address mentioned above or e-mail it to Mallampalli@duraauto.com on or before **5th April 2022**, as a token of your acceptance and mentioning the date of your joining DURA. Please feel free to contact me should you have any questions.

We look forward to a mutually beneficial relationship.

Very truly yours,

Swetha Guda
HR Specialist

PRINCIPAL
Avanthi Institute of Engg. & Tec
Guntihapally (V), Abdullapurmet (Mdl.), R.R. I

DURA

SALARY BREAK-UP

Date: 31 March 2022

Name: PITTALA SAIRAVALI
Designation: GET

Particulars	Per Month (Rs)	Per Annum (Rs)
Basic	3,500	42,000
HRA	1,400	16,800
Conveyance	1,600	19,200
Special Allowance	8,920	1,07,040
Medical Reimbursement	-	-
LTA	-	-
Subtotal (A): Salary & Allowances	**15,420**	1,85,040
B: PF	1,682	20,189
B: ESI	732	8,789
CTC: (A+B)	17,834	2,14,018

Take Home (Excl IT & PT)* in INR:	**13, 467**

Total pay per Annum (Rupees Two Lakh Fourteen Thousand and Eighteen Only)

Note:
Take Home is without deductions of Income Tax and Professional Tax

Swetha Guda
HR Specialist

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

31 March 2022

PERSONAL & CONFIDENTIAL

Dear Y KONDAREDDY,

It is a pleasure to offer you **Internship** with Dura Automotive Services India Pvt. Ltd. (the "Company") in our Hyderabad facility on contract. Please note some of the basic details of our offer of employment, which are set out below.

Compensation

Your Monthly Stipend is fixed at **Rs. 15,420/- (Rupees Fifteen Thousand four hundred and twenty Only)**. Your compensation will be taxed in accordance with applicable Indian laws.

Expenses

The Company will promptly reimburse you for all reasonable expenses you incur in connection with your duties with the Company and in accordance with Company policy.

Other Contingencies

You understand that the offer of internship is also contingent upon your securing any necessary work authorizations from appropriate government authorities, if applicable.

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Very truly yours,

Swetha Guda
HR Specialist

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

DURA

SALARY BREAK-UP

Date: 31 March 2022

Name: Y KONDAREDDY
Designation: GET

Particulars	Per Month (Rs)	Per Annum (Rs)
Basic	3,500	42,000
HRA	1,400	16,800
Conveyance	1,600	19,200
Special Allowance	8,920	1,07,040
Medical Reimbursement	-	-
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Subtotal (A): Salary & Allowances	**15,420**	1,85,040
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Note:
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Swetha Guda
HR Specialist

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

31 March 2022

PERSONAL & CONFIDENTIAL

Dear K KARTHIK KUMAR,

It is a pleasure to offer you **Internship** with Dura Automotive Services India Pvt. Ltd. (the "Company") in our Hyderabad facility on contract. Please note some of the basic details of our offer of employment, which are set out below.

Compensation

Your Monthly Stipend is fixed at **Rs. 15,420/- (Rupees Fifteen Thousand four hundred and twenty Only)**. Your compensation will be taxed in accordance with applicable Indian laws.

Expenses

The Company will promptly reimburse you for all reasonable expenses you incur in connection with your duties with the Company and in accordance with Company policy.

Other Contingencies

You understand that the offer of internship is also contingent upon your securing any necessary work authorizations from appropriate government authorities, if applicable.

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Very truly yours,

Swetha Guda
HR Specialist

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

Dura Automotive Services (1) Pvt Ltd (India Engineering Center) The Platina, Block A, 4th Floor- 401,402.
Adjacent to Radisson Hotel, Gachibowli, Ranga Reddy District, Hyderabad - 500 032 Tel +91 40 44327999

DURA

SALARY BREAK-UP

Date: 31 March 2022

Name: K KARTHIK KUMAR
Designation: GET

Particulars	Per Month (Rs)	Per Annum (Rs)
Basic	3,500	42,000
HRA	1,400	16,800
Conveyance	1,600	19,200
Special Allowance	8,920	1,07,040
Medical Reimbursement	-	-
LTA	-	-
Subtotal (A): Salary & Allowances	**15,420**	1,85,040
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B: ESI	732	8,789
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Note:
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Swetha Guda
HR Specialist

PRINCIPAL
Avanthi Institute of Engg. &
Guntlhapally (V), Abdullapurmet (Md.).

31 March 2022

PERSONAL & CONFIDENTIAL

Dear NOMULA GOVARDHAN,

It is a pleasure to offer you **Internship** with Dura Automotive Services India Pvt. Ltd. (the "Company") in our Hyderabad facility on contract. Please note some of the basic details of our offer of employment, which are set out below.

Compensation

Your Monthly Stipend is fixed at **Rs. 15,420/- (Rupees Fifteen Thousand four hundred and twenty Only)**. Your compensation will be taxed in accordance with applicable Indian laws.

Expenses

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Swetha Guda
HR Specialist

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

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Adjacent to Radisson Hotel, Gachibowli, Ranga Reddy District, Hyderabad - 500 032 Tel +91 40 44327999

DURA

SALARY BREAK-UP

Date: 31 March 2022

Name: NOMULA GOVARDHAN
Designation: GET

Particulars	Per Month (Rs)	Per Annum (Rs)
Basic	3,500	42,000
HRA	1,400	16,800
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Swetha Guda
HR Specialist

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

31 March 2022

PERSONAL & CONFIDENTIAL

Dear PUUTTA SWATHI,

It is a pleasure to offer you **Internship** with Dura Automotive Services India Pvt. Ltd. (the "Company") in our Hyderabad facility on contract. Please note some of the basic details of our offer of employment, which are set out below.

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Swetha Guda
HR Specialist

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

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DURA

SALARY BREAK-UP

Date: 31 March 2022

Name: PUUTTA SWATHI
Designation: GET

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Note:
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Swetha Guda
HR Specialist

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

31 March 2022

PERSONAL & CONFIDENTIAL

Dear MUNDLA ANUSHA,

It is a pleasure to offer you **Internship** with Dura Automotive Services India Pvt. Ltd. (the "Company") in our Hyderabad facility on contract. Please note some of the basic details of our offer of employment, which are set out below.

Compensation

Your Monthly Stipend is fixed at **Rs. 15,420/- (Rupees Fifteen Thousand four hundred and twenty Only)**. Your compensation will be taxed in accordance with applicable Indian laws.

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Very truly yours,

Swetha Guda
HR Specialist

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

Dura Automotive Services (1) Pvt Ltd (India Engineering Center) The Platina, Block A, 4th Floor- 401,402.
Adjacent to Radisson Hotel, Gachibowli, Ranga Reddy District, Hyderabad - 500 032 Tel +91 40 44327999

DURA

SALARY BREAK-UP

Date: 31 March 2022

Name: MUNDLA ANUSHA
Designation: GET

Particulars	Per Month (Rs)	Per Annum (Rs)
Basic	3,500	42,000
HRA	1,400	16,800
Conveyance	1,600	19,200
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LTA	-	-
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Take Home (Excl IT & PT)* in INR:	**13, 467**

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Note:
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Swetha Guda
HR Specialist

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

31 March 2022

PERSONAL & CONFIDENTIAL

Dear A SHIVAM,

It is a pleasure to offer you **Internship** with Dura Automotive Services India Pvt. Ltd. (the "Company") in our Hyderabad facility on contract. Please note some of the basic details of our offer of employment, which are set out below.

Compensation

Your Monthly Stipend is fixed at **Rs. 15,420/- (Rupees Fifteen Thousand four hundred and twenty Only)**. Your compensation will be taxed in accordance with applicable Indian laws.

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We look forward to a mutually beneficial relationship.

Very truly yours,

Swetha Guda
HR Specialist

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

Dura Automotive Services (1) Pvt Ltd (India Engineering Center) The Platina, Block A, 4th Floor- 401,402.
Adjacent to Radisson Hotel, Gachibowli, Ranga Reddy District, Hyderabad - 500 032 Tel +91 40 44327999

DURA

SALARY BREAK-UP

Date: 31 March 2022

Name: A SHIVAM
Designation: GET

Particulars	Per Month (Rs)	Per Annum (Rs)
Basic	3,500	42,000
HRA	1,400	16,800
Conveyance	1,600	19,200
Special Allowance	8,920	1,07,040
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Subtotal (A): Salary & Allowances	**15,420**	1,85,040
B: PF	1,682	20,189
B: ESI	732	8,789
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Note:
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Swetha Guda
HR Specialist

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (v), Abdullapurmet (Mdl.), R.R. D

31 March 2022

PERSONAL & CONFIDENTIAL

Dear B SANDEEP SAILOO,

It is a pleasure to offer you **Internship** with Dura Automotive Services India Pvt. Ltd. (the "Company") in our Hyderabad facility on contract. Please note some of the basic details of our offer of employment, which are set out below.

Compensation

Your Monthly Stipend is fixed at **Rs. 15,420/- (Rupees Fifteen Thousand four hundred and twenty Only)**. Your compensation will be taxed in accordance with applicable Indian laws.

Expenses

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We look forward to a mutually beneficial relationship.

Very truly yours,

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

Swetha Guda
HR Specialist

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DURA

SALARY BREAK-UP

Date: 31 March 2022

Name: B SANDEEP SAILOO
Designation: GET

Particulars	Per Month (Rs)	Per Annum (Rs)
Basic	3,500	42,000
HRA	1,400	16,800
Conveyance	1,600	19,200
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Swetha Guda
HR Specialist

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

31 March 2022

PERSONAL & CONFIDENTIAL

Dear G MANOHAR,

It is a pleasure to offer you **Internship** with Dura Automotive Services India Pvt. Ltd. (the "Company") in our Hyderabad facility on contract. Please note some of the basic details of our offer of employment, which are set out below.

Compensation

Your Monthly Stipend is fixed at **Rs. 15,420/- (Rupees Fifteen Thousand four hundred and twenty Only)**. Your compensation will be taxed in accordance with applicable Indian laws.

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Swetha Guda
HR Specialist

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

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Adjacent to Radisson Hotel, Gachibowli, Ranga Reddy District, Hyderabad - 500 032 Tel +91 40 44327999

DURA

SALARY BREAK-UP

Date: 31 March 2022

Name: G MANOHAR
Designation: GET

Particulars	Per Month (Rs)	Per Annum (Rs)
Basic	3,500	42,000
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Note:
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Swetha Guda
HR Specialist

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

31 March 2022

PERSONAL & CONFIDENTIAL

Dear PUTLA SRINIVAS,

It is a pleasure to offer you **Internship** with Dura Automotive Services India Pvt. Ltd. (the "Company") in our Hyderabad facility on contract. Please note some of the basic details of our offer of employment, which are set out below.

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DURA

SALARY BREAK-UP

Date: 31 March 2022

Name: PUTLA SRINIVAS
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Medical Reimbursement	-	-
LTA	-	-
Subtotal (A): Salary & Allowances	**15,420**	1,85,040
B: PF	1,682	20,189
B: ESI	732	8,789
CTC: (A+B)	17,834	2,14,018

Take Home (Excl IT & PT)* in INR:	**13, 467**

Total pay per Annum (Rupees Two Lakh Fourteen Thousand and Eighteen Only)

Note:
Take Home is without deductions of Income Tax and Professional Tax

Swetha Guda
HR Specialist

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

ELTP / 2022

11-Feb-2022

Subject: Letter of Intent to Hire

Dear Karanam Sai Vandana Sreeja,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a **Trainee Software Engineer** in our Organization.

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We look forward to you having a rewarding career with us

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Wishing you all the best,

Yours sincerely,

Ratan Siripurapu
Vice President - Operations
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ELTP / 2022

11-Feb-2022

Subject: Letter of Intent to Hire

Dear Cherukumalli Vasu Babu,

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ELTP / 2022

11-Feb-2022

Subject: Letter of Intent to Hire

Dear Nalla Kumar,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a **Trainee Software Engineer** in our Organization.

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ELTP / 2022

11-Feb-2022

Subject: Letter of Intent to Hire

Dear Pusala Yesumani,

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ELTP / 2022

11-Feb-2022

Subject: Letter of Intent to Hire

Dear Detti Chandu,

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ELTP / 2022

11-Feb-2022

Subject: Letter of Intent to Hire

Dear N Swathi,

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ELTP / 2022

11-Feb-2022

Subject: Letter of Intent to Hire

Dear Bommagani Deepika,

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ELTP / 2022

11-Feb-2022

Subject: Letter of Intent to Hire

Dear Ragam Saishyam,

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ELTP / 2022

11-Feb-2022

Subject: Letter of Intent to Hire

Dear Komma Pranay,

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ELTP / 2022

11-Feb-2022

Subject: Letter of Intent to Hire

Dear Ileni Ramya,

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ELTP / 2022

11-Feb-2022

Subject: Letter of Intent to Hire

Dear Tattri Mallikarjun,

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Upon confirmation of your acceptance to join, you will be required to join the company on **06-July-2022** or inform the HR about any delay in joining date with a genuine reason, failing which our offer is closed and no further communication will be entertained.

Following are the details about Trainee Software Engineer

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

This offer is subject to you satisfying the following requirements:

1. You are required to mandatorily possess the following documents at the time of joining:
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2. You should have completed your academic course with a minimum of **65% or equivalent** as specified at the time of your selection.
3. Minimum of 65% in HSC or equivalent course and minimum of First Class 65% in all other courses completed by you prior to your qualifying academic course.
4. You should have completed any Company organized training imparted prior to your date of joining
5. Submit all necessary legal documentation pertaining to your employment

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

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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

www.eidiko.com

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ELTP / 2022

11-Feb-2022

Subject: Letter of Intent to Hire

Dear Govvala Vijay Kumar,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a **Trainee Software Engineer** in our Organization.

We request you to confirm to us your intent to join and accept this letter by signing and returning a copy of this letter to our HR team (mail id: hrteam@eidiko.com), no later than **15-April-2022,** failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

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Following are the details about Trainee Software Engineer

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Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008

ELTP / 2022

11-Feb-2022

Subject: Letter of Intent to Hire

Dear Matta Rakesh,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a **Trainee Software Engineer** in our Organization.

We request you to confirm to us your intent to join and accept this letter by signing and returning a copy of this letter to our HR team (mail id: hrteam@eidiko.com), no later than **15-April-2022,** failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

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Following are the details about Trainee Software Engineer

Position: Compensation
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ELTP / 2022

11-Feb-2022

Subject: Letter of Intent to Hire

Dear Chennoju Bhavani,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a **Trainee Software Engineer** in our Organization.

We request you to confirm to us your intent to join and accept this letter by signing and returning a copy of this letter to our HR team (mail id: hrteam@eidiko.com), no later than **15-April-2022,** failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

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ELTP / 2022

11-Feb-2022

Subject: Letter of Intent to Hire

Dear Polampally Pranitha,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a **Trainee Software Engineer** in our Organization.

We request you to confirm to us your intent to join and accept this letter by signing and returning a copy of this letter to our HR team (mail id: hrteam@eidiko.com), no later than **15-April-2022,** failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

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Wishing you all the best,

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ELTP / 2022

11-Feb-2022

Subject: Letter of Intent to Hire

Dear Udutha Jyothi,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a **Trainee Software Engineer** in our Organization.

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EiDiKO

ELTP / 2022

11-Feb-2022

Subject: Letter of Intent to Hire

Dear Pyaram Navya,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a **Trainee Software Engineer** in our Organization.

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AAS Technologies
Private Limited

Date: 14 June 2022

To,

Mr/Ms. Nandu Srikanth 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 **14 June 2022** with your original certificates. We welcome you to the family of AAS Technologies and look forward to your valuable contribution to the growth of the organization.

Thanking you,

For AAS Technologies Pvt.Ltd

PRINCIPAL
Avanthi Institute of Engg. & Tech.

AAS Technologies
Private Limited

Date: 14 June 2022

To,

Mr/Ms. Pasala Peter Sandeep

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 **14 June 2022** with your original certificates. We welcome you to the family of AAS Technologies and look forward to your valuable contribution to the growth of the organization.

Thanking you,

For AAS Technologies Pvt.Ltd

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

AAS Technologies
Private Limited

Date: 14 June 2022

To,

Mr/Ms. Beemani Ajith Kumar

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

1. You will be paid salary of Rs.7,500/- (Seven Thousand Five Hundred Only) per month. Salary revision will be considered after 3 months based on your performance.

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You are requested to convey the acceptance of the appointment and report on **14 June 2022** with your original certificates. We welcome you to the family of AAS Technologies and look forward to your valuable contribution to the growth of the organization.

Thanking you,

For AAS Technologies Pvt.Ltd

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

AAS Technologies
Private Limited

Date: 14 June 2022

To,

Mr/Ms. Kembasari Prasad

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

1. You will be paid salary of Rs.7,500/- (Seven Thousand Five Hundred Only) per month. Salary revision will be considered after 3 months based on your performance.

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You are requested to convey the acceptance of the appointment and report on **14 June 2022** with your original certificates. We welcome you to the family of AAS Technologies and look forward to your valuable contribution to the growth of the organization.

Thanking you,

For AAS Technologies Pvt.Ltd

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

AAS Technologies
Private Limited

Date: 14 June 2022

To,

Mr/Ms. Kotrepalli Aparna

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

1. You will be paid salary of Rs.7,500/- (Seven Thousand Five Hundred Only) per month. Salary revision will be considered after 3 months based on your performance.

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You are requested to convey the acceptance of the appointment and report on **14 June 2022** with your original certificates. We welcome you to the family of AAS Technologies and look forward to your valuable contribution to the growth of the organization.

Thanking you,

For AAS Technologies Pvt.Ltd

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

AAS Technologies
Private Limited

Date: 14 June 2022

To,

Mr/Ms. Vempati Shivani

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

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Thanking you,

For AAS Technologies Pvt.Ltd

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

AAS Technologies
Private Limited

Date: 14 June 2022

To,

Mr/Ms. Challa Sai Prakash Reddy

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

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Thanking you,

For AAS Technologies Pvt.Ltd

PRINCIPAL
Avanthi Institute of Engg. & Tech

AAS Technologies
Private Limited

Date: 14 June 2022

To,

Mr/Ms. Lingampalli Saicharan

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

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Thanking you,

For AAS Technologies Pvt.Ltd

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Gunthepally (V), Abdullapurmet (Mdl), R.R.

AAS Technologies
Private Limited

Date: 14 June 2022

To,

Mr/Ms. Nakka Madhu Krishna

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

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Thanking you,

For AAS Technologies Pvt.Ltd

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

AAS Technologies
Private Limited

Date: 14 June 2022

To,

Mr/Ms. Gyara Avinash

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 **14 June 2022** with your original certificates. We welcome you to the family of AAS Technologies and look forward to your valuable contribution to the growth of the organization.

Thanking you,

For AAS Technologies Pvt.Ltd

PRINCIPAL
Avanthi Institute of Engg. &

AAS Technologies
Private Limited

Date: 14 June 2022

To,

Mr/Ms. Bapanipally Diwakar

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 **14 June 2022** with your original certificates. We welcome you to the family of AAS Technologies and look forward to your valuable contribution to the growth of the organization.

Thanking you,

For AAS Technologies Pvt.Ltd

PRINCIPAL
Avanthi Institute of Engg. & T
Gunthapally (V), Abdullapurmet (Md), R.D.

virtusa

June 10, 2022

Mr. Palvai Harish
9-152,Near Pragathi School, Nereducherla
Suryapet (dist), Telangana - 508218
Miryalaguda
Telangana
India

Dear Palvai Harish,

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

At the time of Joining, the following will be applicable.

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

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

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

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

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

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

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

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

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

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

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

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

Sincerely
for Virtusa Consulting Services Pvt Ltd, India,

Sundararajan Narayanan
Chief People Officer & Global Head of Human Resource

I hereby accept employment on the terms set forth in this Letter as of this _____ day of _____

Palvai Harish

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

virtusa

June 10, 2022

Ms. Cholloti Akanksha,
Hno: 21-2-45,
Vemulawada,
Dist: Sircilla,
Telangana,
India

Dear Cholloti Akanksha

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

At the time of Joining, the following will be applicable.

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

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

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

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

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

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

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

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

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

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

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

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

Sincerely
for Virtusa Consulting Services Pvt Ltd, India,

Sundararajan Narayanan
Chief People Officer & Global Head of Human Resource

I hereby accept employment on the terms set forth in this Letter as of this _____ day of _____

Cholloti Akanksha

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

iOPEX [Business Optimized]∞ TECHNOLOGIES

22nd April 2022
Ref: iOPEX/LOI APR

Letter of Intent to offer employment

Dear GATIPELLY ROHITH,

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

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

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

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

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

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

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

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

iOPEX [Business Optimized]∞ TECHNOLOGIES

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

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

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

Yours Sincerely,

Leeladhar TV
Director – Talent Acquisition

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

iOPEX [Business Optimized]℠ TECHNOLOGIES

Annexure A: Compensation Details (Salary & applicable benefits)

Name: GATIPELLY ROHITH

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

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

CTC Revision:

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

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

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

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

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

iOPEX [Business Optimized]™ TECHNOLOGIES

22nd April 2022
Ref: iOPEX/LOI APR

Letter of Intent to offer employment

Dear NIZAMUDDIN SAMEERUDDIN,

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

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

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

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

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

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

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

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

iOPEX [Business Optimized] TECHNOLOGIES

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

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

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

Yours Sincerely,

Leeladhar TV
Director – Talent Acquisition

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

iOPEX [Business Optimized]™ TECHNOLOGIES

Annexure A: Compensation Details (Salary & applicable benefits)

Name: NIZAMUDDIN SAMEERUDDIN

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

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

CTC Revision:

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

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

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

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

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

iOPEX [Business Optimized]℠ TECHNOLOGIES

22nd April 2022
Ref: iOPEX/LOI APR

Letter of Intent to offer employment

Dear KAKI SONY,

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

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

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

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

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

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

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

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

iOPEX [Business Optimized]™ TECHNOLOGIES

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

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

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

Yours Sincerely,

Leeladhar TV
Director – Talent Acquisition

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

iOPEX [Business Optimized]™ TECHNOLOGIES

Annexure A: Compensation Details (Salary & applicable benefits)

Name: KAKI SONY

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

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

CTC Revision:

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

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

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

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

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

iOPEX [Business Optimized] TECHNOLOGIES

22nd April 2022
Ref: iOPEX/LOI APR

Letter of Intent to offer employment

Dear KONDA NAVEEN KUMAR REDDY,

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

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

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

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

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

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

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

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

iOPEX [Business Optimized]∞ TECHNOLOGIES

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

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

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

Yours Sincerely,

Leeladhar TV
Director – Talent Acquisition

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

iOPEX [Business Optimized]∞ TECHNOLOGIES

Annexure A: Compensation Details (Salary & applicable benefits)

Name: KONDA NAVEEN KUMAR REDDY

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

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

CTC Revision:

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

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

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

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

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

iOPEX [Business Optimized]℠ TECHNOLOGIES

22nd April 2022
Ref: iOPEX/LOI APR

Letter of Intent to offer employment

Dear A MADHURI,

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

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

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

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

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

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

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

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

iOPEX [Business Optimized]∞ TECHNOLOGIES

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

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

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

Yours Sincerely,

Leeladhar TV
Director – Talent Acquisition

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

iOPEX [Business Optimized]∞ TECHNOLOGIES

Annexure A: Compensation Details (Salary & applicable benefits)

Name: A MADHURI

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

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

CTC Revision:

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

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

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

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

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

iOPEX [Business Optimized]∞ TECHNOLOGIES

22nd April 2022
Ref: iOPEX/LOI APR

Letter of Intent to offer employment

Dear MANIKARI BHARATH,

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

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

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

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

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

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

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

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

iOPEX [Business Optimized]∞ TECHNOLOGIES

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

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

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

Yours Sincerely,

Leeladhar TV
Director – Talent Acquisition

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

iOPEX [Business Optimized] TECHNOLOGIES

Annexure A: Compensation Details (Salary & applicable benefits)

Name: MANIKARI BHARATH

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

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

CTC Revision:

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

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

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

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

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

iOPEX [Business Optimized]∞ TECHNOLOGIES

22nd April 2022
Ref: iOPEX/LOI APR

Letter of Intent to offer employment

Dear VALLEPU SWATHI,

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

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

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

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

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

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

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

PRINCIPAL
Engineering & Technology
Ranga Reddy (Dist.)

iOPEX [Business Optimized]∞ TECHNOLOGIES

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

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

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

Yours Sincerely,

Leeladhar TV
Director – Talent Acquisition

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

iOPEX [Business Optimized]™ TECHNOLOGIES

Annexure A: Compensation Details (Salary & applicable benefits)

Name: VALLEPU SWATHI

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

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

CTC Revision:

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

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

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

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

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

iOPEX [Business Optimized]∞ TECHNOLOGIES

22nd April 2022
Ref: iOPEX/LOI APR

Letter of Intent to offer employment

Dear BOMMMOJU RANJITH,

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

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

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

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

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

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

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

Vignan Institute of Engineering & Technology
Ranga Reddy (Dist.)

iOPEX [Business Optimized]∞ TECHNOLOGIES

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

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

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

Yours Sincerely,

Leeladhar TV
Director – Talent Acquisition

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

iOPEX [Business Optimized]℠ TECHNOLOGIES

Annexure A: Compensation Details (Salary & applicable benefits)

Name: BOMMMOJU RANJITH

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

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

CTC Revision:

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

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

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

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

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

iOPEX [Business Optimized]∞ TECHNOLOGIES

22nd April 2022
Ref: iOPEX/LOI APR

Letter of Intent to offer employment

Dear THUPAKULA GOPI CHAND,

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

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

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

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

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

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

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

PRINCIPAL
Gunthapally, Abdullapurmet (M), Hayathnagar, Ranga Reddy (Dist.)

iOPEX [Business Optimized]℠ TECHNOLOGIES

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

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

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

Yours Sincerely,

Leeladhar TV
Director – Talent Acquisition

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

iOPEX [Business Optimized]℠ TECHNOLOGIES

Annexure A: Compensation Details (Salary & applicable benefits)

Name: THUPAKULA GOPI CHAND

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

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

CTC Revision:

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

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

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

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

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

iOPEX [Business Optimized]∞ TECHNOLOGIES

22nd April 2022
Ref: iOPEX/LOI APR

Letter of Intent to offer employment

Dear GURRAM PRASHANTH,

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

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

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

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

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

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

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

iOPEX [Business Optimized]℠ TECHNOLOGIES

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

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

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

Yours Sincerely,

Leeladhar TV
Director – Talent Acquisition

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

iOPEX [Business Optimized]℠ TECHNOLOGIES

Annexure A: Compensation Details (Salary & applicable benefits)

Name: GURRAM PRASHANTH

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

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

CTC Revision:

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

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

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

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

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

iOPEX [Business Optimized]℠ TECHNOLOGIES

22nd April 2022
Ref: iOPEX/LOI APR

Letter of Intent to offer employment

Dear KONAPARTHI MURALI KRISHNA,

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

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

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

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

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

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

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

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

iOPEX {Business Optimized}∞ TECHNOLOGIES

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

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

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

Yours Sincerely,

Leeladhar TV
Director – Talent Acquisition

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

iOPEX {Business Optimized}℠ TECHNOLOGIES

Annexure A: Compensation Details (Salary & applicable benefits)

Name: KONAPARTHI MURALI KRISHNA

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

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

CTC Revision:

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

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

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

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

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

iOPEX [Business Optimized]℠ TECHNOLOGIES

22nd April 2022
Ref: iOPEX/LOI APR

Letter of Intent to offer employment

Dear PERIKETI PRIYANKA,

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

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

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

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

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

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

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

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

iOPEX [Business Optimization]℠ TECHNOLOGIES

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

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

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

Yours Sincerely,

Leeladhar TV
Director – Talent Acquisition

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

iOPEX [Business Optimized]∞ TECHNOLOGIES

Annexure A: Compensation Details (Salary & applicable benefits)

Name: PERIKETI PRIYANKA

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

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

CTC Revision:

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

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

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

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

iOPEX [Business Optimized]℠ TECHNOLOGIES

22nd April 2022
Ref: iOPEX/LOI APR

Letter of Intent to offer employment

Dear MURARI MOUNIKA,

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

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

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

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

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

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

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

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

iOPEX [Business Optimized]℠ TECHNOLOGIES

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

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

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

Yours Sincerely,

Leeladhar TV
Director – Talent Acquisition

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

iOPEX [Business Optimized]℠ TECHNOLOGIES

Annexure A: Compensation Details (Salary & applicable benefits)

Name: MURARI MOUNIKA

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

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

CTC Revision:

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

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

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

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

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Ranga Reddy (Dist.)

MSys Technologies
Expanding Horizons

Mar 21, 2022

MSys / Offer Letter/ HR

OFFER OF EMPLOYMENT

Dear ERRI SAMAGNYA,

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

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

1) APPOINTMENT

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

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

2) TRANSFER

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

3) PROBATION

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

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

1) CONDITIONS OF EMPLOYMENT

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

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

2) SALARY AND DESIGNATION

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

3) PERFORMANCE REVIEW AND PAY REVISION

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

4) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

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

maximum of 7 days of leave during the year.

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

5) UNAUTHORISED ABSENCE FROM WORK

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

6) RESIGNATION

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

7) TERMINATION

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

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

a) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients: and or involvement in any act of moral turpitude commit breach of the terms of your employment;

b) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the setexpectations and objectives, an improvement plan shall be prepared, and you will be expected tomeet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

8) RESPONSIBILITIES

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

9) CONFLICT OF INTEREST

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

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

10) GENERAL

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

11) REPORTING DETAILS

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

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

12) DOCUMENTS REQUIRED

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

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

Attested copies of the following:

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

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

1) PASSPORT AND AADHAAR CARD

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

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

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

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

Yours faithfully,

For MSys Tech India Pvt Ltd.

Kathirvel Ayyasamy

Digitally signed by Kathirvel Ayyasamy

Mar 21, 2022

KATHIRVEL AYYASAMY
DIRECTOR – TALENT ACQUISITION

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

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

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

Name:_____ Signature:_____

Date:_____

ANNEXURE

NAME: ERRI SAMAGNYA

CURRENT POSITION: Software Engineer Trainee

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

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

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

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MSYS TECH INDIA PRIVATE LTD

ASV Chandilya Towers,
8th Floor, # 5/397, Rajiv Gandhi Salai (OMR),
Okkiyam Thoraipakkam,
Chennai – 600 096.
Tel No: 044 39167015
www.msystechnologies.com

Date: Mar 21, 2022

Name:ERRI SAMAGNYA

Designation: **Software Engineer Trainee**

Dear ERRI SAMAGNYA,

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

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

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

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

Yours Faithfully
For MSys Tech India Pvt Ltd

Kathirvel Ayyasamy

Digitally signed by Kathirvel Ayyasamy

Mar 21, 2022

Human Resources
I have read the above and accept the same

Signature and date
(Employee)

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Mar 21, 2022

MSys / Offer Letter/ HR

OFFER OF EMPLOYMENT

Dear VUDHARU NAGALAXMI,

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

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

1) APPOINTMENT

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

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

2) TRANSFER

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

3) PROBATION

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

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d) The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

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a) You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
b) You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
c) You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
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maximum of 7 days of leave during the year.

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

5) UNAUTHORISED ABSENCE FROM WORK

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

6) RESIGNATION

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b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

7) TERMINATION

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

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

Avanthi Institute of Engg. & Tech.

a) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients: and or involvement in any act of moral turpitude commit breach of the terms of your employment;

b) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the setexpectations and objectives, an improvement plan shall be prepared, and you will be expected tomeet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

8) RESPONSIBILITIES

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

9) CONFLICT OF INTEREST

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

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

10) GENERAL

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

11) REPORTING DETAILS

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

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

Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
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- Passport first & last page.
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- Aadhaar card.

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1) PASSPORT AND AADHAAR CARD

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

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

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

Yours faithfully,

For MSys Tech India Pvt Ltd.

Kathirvel Ayyasamy

Digitally signed by Kathirvel Ayyasamy

Mar 21, 2022

KATHIRVEL AYYASAMY
DIRECTOR – TALENT ACQUISITION

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

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

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

Name:_____ Signature:_____

Date:_____

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

MSys Technologies
Expanding Horizons

ANNEXURE

NAME: VUDHARU NAGALAXMI

CURRENT POSITION: Software Engineer Trainee

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

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

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

MSys Technologies LLC.
11539 Park Woods Circle,
Suite 702, Alpharetta,
Georgia, 30005- 2413 US
Ph:-+1 770-809-3217
info@msystechnologies.com

MSys Tech India Private Limited,
ASV Chandilya Towers, 8th Floor, #5/397,
Rajiv Gandhi Salai (OMR), Okkiyam,
Thoraipakkam, Chennai – 600 096,
Ph:- +91 44 39167016
www.msystechnologies.com

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (Vill.), Hayathnagar (Mdl.), R.R. Dist.

MSys Technologies
Expanding Horizons

MSYS TECH INDIA PRIVATE LTD

ASV Chandilya Towers,
8th Floor, # 5/397, Rajiv Gandhi Salai (OMR),
Okkiyam Thoraipakkam,
Chennai – 600 096.
Tel No: 044 39167015
www.msystechnologies.com

Date: Mar 21, 2022

Name: VUDHARU NAGALAXMI

Designation: **Software Engineer Trainee**

Dear VUDHARU NAGALAXMI,

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

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

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

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

Yours Faithfully
For MSys Tech India Pvt Ltd

Kathirvel Ayyasamy

Digitally signed by Kathirvel Ayyasamy

Mar 21, 2022

Human Resources
I have read the above and accept the same

Signature and date
(Employee)

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

MSys Technologies
Expanding Horizons

Mar 21, 2022

MSys / Offer Letter/ HR

OFFER OF EMPLOYMENT

Dear ALLE VINAY,

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

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

1) APPOINTMENT

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

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

2) TRANSFER

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

3) PROBATION

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

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

1) CONDITIONS OF EMPLOYMENT

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

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

2) SALARY AND DESIGNATION

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

3) PERFORMANCE REVIEW AND PAY REVISION

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

4) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

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

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

maximum of 7 days of leave during the year.

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

5) UNAUTHORISED ABSENCE FROM WORK

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

6) RESIGNATION

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

7) TERMINATION

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

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

a) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients: and or involvement in any act of moral turpitude commit breach of the terms of your employment;

b) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the setexpectations and objectives, an improvement plan shall be prepared, and you will be expected tomeet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

8) RESPONSIBILITIES

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

9) CONFLICT OF INTEREST

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

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

10) GENERAL

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

11) REPORTING DETAILS

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

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

12) DOCUMENTS REQUIRED

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

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

Attested copies of the following:

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

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

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

MSys Technologies
Expanding Horizons

1) PASSPORT AND AADHAAR CARD

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

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

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

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

Yours faithfully,

For MSys Tech India Pvt Ltd.

Kathirvel Ayyasamy

Digitally signed by Kathirvel Ayyasamy

Mar 21, 2022

KATHIRVEL AYYASAMY
DIRECTOR – TALENT ACQUISITION

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

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

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

Name:_____ Signature:_____

Date:_____

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Suite 702, Alpharetta,
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Ph :-+1 770-809-3217
info@msystechnologies.com

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

MSys Technologies
Expanding Horizons

ANNEXURE

NAME: ALLE VINAY

CURRENT POSITION: Software Engineer Trainee

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

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

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

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

MSys Technologies
Expanding Horizons

MSYS TECH INDIA PRIVATE LTD

ASV Chandilya Towers,
8th Floor, # 5/397, Rajiv Gandhi Salai (OMR),
Okkiyam Thoraipakkam,
Chennai – 600 096.
Tel No: 044 39167015
www.msystechnologies.com

Date: Mar 21, 2022

Name:ALLE VINAY

Designation: **Software Engineer Trainee**

Dear ALLE VINAY,

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

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

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

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

Yours Faithfully
For MSys Tech India Pvt Ltd

Kathirvel Ayyasamy

Digitally signed by Kathirvel Ayyasamy

Mar 21, 2022

Human Resources
I have read the above and accept the same

Signature and date
(Employee)

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

MSys Technologies
Expanding Horizons

Mar 21, 2022

MSys / Offer Letter/ HR

OFFER OF EMPLOYMENT

Dear BADUGU DILEP,

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

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

1) APPOINTMENT

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

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

2) TRANSFER

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

3) PROBATION

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

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

1) CONDITIONS OF EMPLOYMENT

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

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

2) SALARY AND DESIGNATION

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

3) PERFORMANCE REVIEW AND PAY REVISION

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

4) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

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

maximum of 7 days of leave during the year.

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

5) UNAUTHORISED ABSENCE FROM WORK

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

6) RESIGNATION

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

7) TERMINATION

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

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

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

a) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients: and or involvement in any act of moral turpitude commit breach of the terms of your employment;

b) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the setexpectations and objectives, an improvement plan shall be prepared, and you will be expected tomeet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

8) RESPONSIBILITIES

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

9) CONFLICT OF INTEREST

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

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally, Ahmedabad, Hyderabad

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

10) GENERAL

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

11) REPORTING DETAILS

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

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

12) DOCUMENTS REQUIRED

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

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

Attested copies of the following:

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

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

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

1) PASSPORT AND AADHAAR CARD

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

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

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

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

Yours faithfully,

For MSys Tech India Pvt Ltd.

Kathirvel Ayyasamy

Digitally signed by Kathirvel Ayyasamy

Mar 21, 2022

KATHIRVEL AYYASAMY
DIRECTOR – TALENT ACQUISITION

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

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

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

Name:_____ Signature:_____

Date:_____

PRINCIPAL
Avanthi Institute of Engg. & Tech.

MSys Technologies
Expanding Horizons

ANNEXURE

NAME: BADUGU DILEP

CURRENT POSITION: Software Engineer Trainee

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

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

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

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Avanthi Institute of Engg. & Tech.

MSys Technologies
Expanding Horizons

MSYS TECH INDIA PRIVATE LTD

ASV Chandilya Towers,
8th Floor, # 5/397, Rajiv Gandhi Salai (OMR),
Okkiyam Thoraipakkam,
Chennai – 600 096.
Tel No: 044 39167015
www.msystechnologies.com

Date: Mar 21, 2022

Name:BADUGU DILEP

Designation: **Software Engineer Trainee**

Dear BADUGU DILEP,

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

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

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

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

Yours Faithfully
For MSys Tech India Pvt Ltd

Kathirvel Ayyasamy

Digitally signed by Kathirvel Ayyasamy

Mar 21, 2022

Human Resources
I have read the above and accept the same

Signature and date
(Employee)

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

MSys Technologies
Expanding Horizons

Mar 21, 2022

MSys / Offer Letter/ HR

OFFER OF EMPLOYMENT

Dear MANCHIKANTI ASRITHA,

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

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

1) APPOINTMENT

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

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

2) TRANSFER

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

3) PROBATION

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.

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Gunthapally (V), Abdullapurmet (Mdl.), R.R. Dist.

1) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that youwill be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

2) SALARY AND DESIGNATION

a) Your remuneration details are stated in the Annexure mentioned below.
b) Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
c) Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
d) The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

3) PERFORMANCE REVIEW AND PAY REVISION

a) Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
b) The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
c) Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
d) Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

4) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

a) You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
b) You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
c) You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
d) Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Anakapalli (Mdl.), R.R. Dist

maximum of 7 days of leave during the year.

a) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
b) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

5) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

6) RESIGNATION

a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

7) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and informationdeclared at the time of joining the Company;

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl.), R.R. Dist.

a) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients: and or involvement in any act of moral turpitude commit breach of the terms of your employment;

b) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the setexpectations and objectives, an improvement plan shall be prepared, and you will be expected tomeet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

8) RESPONSIBILITIES

a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
b) Wc at MSys, arc committcd to cnsurc "intcgrity" in all aspccts of its functioning. Plcasc cnsurc that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action willbe taken, up to termination.
d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

9) CONFLICT OF INTEREST

a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplicr, or any customcr with you in any conncction.
e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl.), R.R. Dist.

a) Any existing employee to become associated with or perform services of any type for any third party.
b) Any violation of the above will be viewed seriously and will lead to action up to termination.

10) GENERAL

a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

11) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

12) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.

PRINCIPAL
Avanthi Institute of Engg. & Tech.

1) PASSPORT AND AADHAAR CARD

It would be to your advantage and in view of the business of MSys, all trainees are required to possess a valid passport and an Aadhaar Card. In case you do not already have one, you are required to obtain / produce a proof of having applied for the same at your own expense and intimate the same to the HR at your location, within three months of joining.

These above details need to be updated through the HR portal.

According to the standard practice of our Company, you will treat the above terms of this agreement as confidential.

We welcome you to our company and look forward to a long and fruitful association with you.

Yours faithfully,

For MSys Tech India Pvt Ltd.

Kathirvel Ayyasamy
Digitally signed by Kathirvel Ayyasamy

Mar 21, 2022

KATHIRVEL AYYASAMY
DIRECTOR – TALENT ACQUISITION

I hereby declare that my offer of Appointment is valid only if I meet the eligibility criteria of passing the final year of Graduation/Post Graduation in the first attempt, securing 60% or above across semesters and also, undertake to produce final mark sheets and passing certificate (Attested soft copies) at the time of Onboarding to the company within 30 days of my joining, *failing which my employment with MSys may be terminated.

To confirm your acceptance of this letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to MSys.

*In case of any extension in submitting the documents a special approval to be obtained from MSys HR.

Name:_____ Signature:_____

Date:_____

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl.), R.R. Dist.

MSys Technologies
Expanding Horizons

ANNEXURE

NAME: MANCHIKANTI ASRITHA

CURRENT POSITION: Software Engineer Trainee

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
Base Salary	**30075`**	**360900**
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
COST TO COMPANY		400000

Non-Transferrable Meal Voucher *- NTMV provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

Medical Insurance Benefit ** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-.The details of the policy will be given separately.

PRINCIPAL
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Gunthapally (V), Abdullapurmet (Mdl.), R.R. Dist.

MSys Technologies
Expanding Horizons

MSYS TECH INDIA PRIVATE LTD

ASV Chandilya Towers,
8th Floor, # 5/397, Rajiv Gandhi Salai (OMR),
Okkiyam Thoraipakkam,
Chennai – 600 096.
Tel No: 044 39167015
www.msystechnologies.com

Date: Mar 21, 2022

Name:MANCHIKANTI ASRITHA

Designation: **Software Engineer Trainee**

Dear MANCHIKANTI ASRITHA,

We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amountof Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs.50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3rd year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully
For MSys Tech India Pvt Ltd

Kathirvel Ayyasamy

Digitally signed by Kathirvel Ayyasamy

Mar 21, 2022

Human Resources
I have read the above and accept the same

Signature and date
(Employee)

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl.), R.R. Dist.

MSys Technologies
Expanding Horizons

Mar 21, 2022

MSys / Offer Letter/ HR

OFFER OF EMPLOYMENT

Dear MUDIAM HARSHA VARDHAN REDDY,

We are pleased to appoint you as **"Software Engineer Trainee"** at **MSys Tech India Pvt. Ltd.**, at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

1) APPOINTMENT

a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.

b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

2) TRANSFER

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or aboard with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

3) PROBATION

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Ganthagaily (V), Abdullapurmet (Mdl.), R.R. Dist.

1) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that youwill be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

2) SALARY AND DESIGNATION

a) Your remuneration details are stated in the Annexure mentioned below.
b) Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
c) Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
d) The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

3) PERFORMANCE REVIEW AND PAY REVISION

a) Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
b) The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
c) Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
d) Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

4) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

a) You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
b) You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
c) You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
d) Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a

PRINCIPAL
Avanthi Institute of Engg. & Tech.

maximum of 7 days of leave during the year.

a) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
b) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

5) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

6) RESIGNATION

a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

7) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and informationdeclared at the time of joining the Company;

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally, Ranganagaram (Mdl.), R.R. Dist.

a) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients: and or involvement in any act of moral turpitude commit breach of the terms of your employment;

b) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the setexpectations and objectives, an improvement plan shall be prepared, and you will be expected tomeet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

8) RESPONSIBILITIES

a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action willbe taken, up to termination.
d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

9) CONFLICT OF INTEREST

a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection.
e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.

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Gunthapally (V), Ghatkesar (M), R.R. Dist.

a) Any existing employee to become associated with or perform services of any type for any third party.
b) Any violation of the above will be viewed seriously and will lead to action up to termination.

10) GENERAL

a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

11) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

12) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.

PRINCIPAL

1) PASSPORT AND AADHAAR CARD

It would be to your advantage and in view of the business of MSys, all trainees are required to possess a valid passport and an Aadhaar Card. In case you do not already have one, you are required to obtain / produce a proof of having applied for the same at your own expense and intimate the same to the HR at your location, within three months of joining.

These above details need to be updated through the HR portal.

According to the standard practice of our Company, you will treat the above terms of this agreement as confidential.

We welcome you to our company and look forward to a long and fruitful association with you.

Yours faithfully,

For MSys Tech India Pvt Ltd.

Kathirvel Ayyasamy

Digitally signed by Kathirvel Ayyasamy

Mar 21, 2022

KATHIRVEL AYYASAMY
DIRECTOR – TALENT ACQUISITION

I hereby declare that my offer of Appointment is valid only if I meet the eligibility criteria of passing the final year of Graduation/Post Graduation in the first attempt, securing 60% or above across semesters and also, undertake to produce final mark sheets and passing certificate (Attested soft copies) at the time of Onboarding to the company within 30 days of my joining, *failing which my employment with MSys may be terminated.

To confirm your acceptance of this letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to MSys.

*In case of any extension in submitting the documents a special approval to be obtained from MSys HR.

Name:_____ Signature:_____

Date:_____

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MSys Technologies
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ANNEXURE

NAME: MUDIAM HARSHA VARDHAN REDDY

CURRENT POSITION: Software Engineer Trainee

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
Base Salary	**30075`**	**360900**
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
COST TO COMPANY		400000

Non-Transferrable Meal Voucher *- NTMV provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

Medical Insurance Benefit ** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-.The details of the policy will be given separately.

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MSys Technologies
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MSYS TECHINDIA PRIVATE LTD

ASV Chandilya Towers,
8th Floor, # 5/397, Rajiv Gandhi Salai (OMR),
Okkiyam Thoraipakkam,
Chennai – 600 096.
Tel No: 044 39167015
www.msystechnologies.com

Date: Mar 21, 2022

Name:MUDIAM HARSHA VARDHAN

REDDY

Designation: **Software Engineer Trainee**

Dear MUDIAM HARSHA VARDHAN

REDDY,

We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amountof Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs.50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3rd year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully
For MSys Tech India Pvt Ltd

Kathirvel Ayyasamy

Digitally signed by Kathirvel Ayyasamy

Mar 21, 2022

Human Resources
I have read the above and accept the same

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl.), R.R. Dist.

MSys Technologies
Expanding Horizons

Mar 21, 2022

MSys / Offer Letter/ HR

OFFER OF EMPLOYMENT

Dear PENUMUCHHU RAMYA KEERTHI,

We are pleased to appoint you as **"Software Engineer Trainee"** at **MSys Tech India Pvt. Ltd.**, at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

1) APPOINTMENT

a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.

b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

2) TRANSFER

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or aboard with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

3) PROBATION

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthanal (Vill.), R.R. Dist

1) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that youwill be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

2) SALARY AND DESIGNATION

a) Your remuneration details are stated in the Annexure mentioned below.
b) Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
c) Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
d) The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

3) PERFORMANCE REVIEW AND PAY REVISION

a) Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
b) The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
c) Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
d) Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

4) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

a) You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
b) You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
c) You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
d) Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a

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maximum of 7 days of leave during the year.

a) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
b) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

5) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

6) RESIGNATION

a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

7) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and informationdeclared at the time of joining the Company;

Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl.), R.R. Dist.

a) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients: and or involvement in any act of moral turpitude commit breach of the terms of your employment;

b) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the setexpectations and objectives, an improvement plan shall be prepared, and you will be expected tomeet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

8) RESPONSIBILITIES

a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
b) Wc at MSys, arc committcd to cnsurc "intcgrity" in all aspccts of its functioning. Plcasc cnsurc that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action willbe taken, up to termination.
d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

9) CONFLICT OF INTEREST

a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplicr, or any customcr with you in any conncction.
e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunrapally (V), Ghatkesar (M), R.R. Dist

a) Any existing employee to become associated with or perform services of any type for any third party.
b) Any violation of the above will be viewed seriously and will lead to action up to termination.

10) GENERAL

a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

11) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

12) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl.), R.R. Dist.

1) PASSPORT AND AADHAAR CARD

It would be to your advantage and in view of the business of MSys, all trainees are required to possess a valid passport and an Aadhaar Card. In case you do not already have one, you are required to obtain / produce a proof of having applied for the same at your own expense and intimate the same to the HR at your location, within three months of joining.

These above details need to be updated through the HR portal.

According to the standard practice of our Company, you will treat the above terms of this agreement as confidential.

We welcome you to our company and look forward to a long and fruitful association with you.

Yours faithfully,

For MSys Tech India Pvt Ltd.

Kathirvel Ayyasamy

Digitally signed by Kathirvel Ayyasamy

Mar 21, 2022

KATHIRVEL AYYASAMY
DIRECTOR – TALENT ACQUISITION

I hereby declare that my offer of Appointment is valid only if I meet the eligibility criteria of passing the final year of Graduation/Post Graduation in the first attempt, securing 60% or above across semesters and also, undertake to produce final mark sheets and passing certificate (Attested soft copies) at the time of Onboarding to the company within 30 days of my joining, *failing which my employment with MSys may be terminated.

To confirm your acceptance of this letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to MSys.

*In case of any extension in submitting the documents a special approval to be obtained from MSys HR.

Name:_____ Signature:_____

Date:_____

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl.), R.R. Dist.

MSys Technologies
Expanding Horizons

ANNEXURE

NAME: PENUMUCHHU RAMYA KEERTHI

CURRENT POSITION: Software Engineer Trainee

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
Base Salary	**30075`**	**360900**
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
COST TO COMPANY		400000

Non-Transferrable Meal Voucher *- NTMV provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

Medical Insurance Benefit ** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-.The details of the policy will be given separately.

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Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist

MSys Technologies
Expanding Horizons

MSYS TECH INDIA PRIVATE LTD

ASV Chandilya Towers,
8th Floor, # 5/397, Rajiv Gandhi Salai (OMR),
Okkiyam Thoraipakkam,
Chennai – 600 096.
Tel No: 044 39167015
www.msystechnologies.com

Date: Mar 21, 2022

Name:PENUMUCHHU RAMYA

KEERTHI

Designation: **Software Engineer Trainee**

Dear PENUMUCHHU RAMYA

KEERTHI,

We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amountof Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs.50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3rd year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully
For MSys Tech India Pvt Ltd

Kathirvel Ayyasamy

Digitally signed by Kathirvel Ayyasamy

Mar 21, 2022

Human Resources
I have read the above and accept the same

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl.), R.R. Dist.

MSys Technologies
Expanding Horizons

Mar 21, 2022

MSys / Offer Letter/ HR

OFFER OF EMPLOYMENT

Dear PULIPELLI PAVANI,

We are pleased to appoint you as **"Software Engineer Trainee"** at **MSys Tech India Pvt. Ltd.**, at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

1) APPOINTMENT

a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.

b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

2) TRANSFER

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or aboard with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

3) PROBATION

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.

Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl.), R.R. Dist.

1) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that youwill be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

2) SALARY AND DESIGNATION

a) Your remuneration details are stated in the Annexure mentioned below.
b) Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
c) Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
d) The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

3) PERFORMANCE REVIEW AND PAY REVISION

a) Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
b) The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
c) Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
d) Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

4) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

a) You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
b) You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
c) You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
d) Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally, Abdullapurmet, R.R. Dist

maximum of 7 days of leave during the year.

a) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
b) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

5) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

6) RESIGNATION

a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

7) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and informationdeclared at the time of joining the Company;

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally, Abdullapurmet (Mdl.), R.R. Dist.

a) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients: and or involvement in any act of moral turpitude commit breach of the terms of your employment;

b) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the setexpectations and objectives, an improvement plan shall be prepared, and you will be expected tomeet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

8) RESPONSIBILITIES

a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action willbe taken, up to termination.
d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

9) CONFLICT OF INTEREST

a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection.
e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl.), R.R. Dist.

a) Any existing employee to become associated with or perform services of any type for any third party.
b) Any violation of the above will be viewed seriously and will lead to action up to termination.

10) GENERAL

a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

11) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

12) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.

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Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

1) PASSPORT AND AADHAAR CARD

It would be to your advantage and in view of the business of MSys, all trainees are required to possess a valid passport and an Aadhaar Card. In case you do not already have one, you are required to obtain / produce a proof of having applied for the same at your own expense and intimate the same to the HR at your location, within three months of joining.

These above details need to be updated through the HR portal.

According to the standard practice of our Company, you will treat the above terms of this agreement as confidential.

We welcome you to our company and look forward to a long and fruitful association with you.

Yours faithfully,

For MSys Tech India Pvt Ltd.

Kathirvel Ayyasamy

Digitally signed by Kathirvel Ayyasamy

Mar 21, 2022

KATHIRVEL AYYASAMY
DIRECTOR – TALENT ACQUISITION

I hereby declare that my offer of Appointment is valid only if I meet the eligibility criteria of passing the final year of Graduation/Post Graduation in the first attempt, securing 60% or above across semesters and also, undertake to produce final mark sheets and passing certificate (Attested soft copies) at the time of Onboarding to the company within 30 days of my joining, *failing which my employment with MSys may be terminated.

To confirm your acceptance of this letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to MSys.

*In case of any extension in submitting the documents a special approval to be obtained from MSys HR.

Name:_____ Signature:_____

Date:_____

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MSys Technologies
Expanding Horizons

ANNEXURE

NAME: PULIPELLI PAVANI

CURRENT POSITION: Software Engineer Trainee

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
Base Salary	**30075`**	**360900**
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
COST TO COMPANY		400000

Non-Transferrable Meal Voucher *- NTMV provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

Medical Insurance Benefit ** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-.The details of the policy will be given separately.

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MSys Technologies
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MSYS TECH INDIA PRIVATE LTD

ASV Chandilya Towers,
8th Floor, # 5/397, Rajiv Gandhi Salai (OMR),
Okkiyam Thoraipakkam,
Chennai – 600 096.
Tel No: 044 39167015
www.msystechnologies.com

Date: Mar 21, 2022

Name:PULIPELLI PAVANI

Designation: **Software Engineer Trainee**

Dear PULIPELLI PAVANI,

We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amountof Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs.50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3rd year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully
For MSys Tech India Pvt Ltd

Kathirvel Ayyasamy

Digitally signed by Kathirvel Ayyasamy

Mar 21, 2022

Human Resources
I have read the above and accept the same

Signature and date
(Employee)

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl.), R.R. Dist.

MSys Technologies
Expanding Horizons

Mar 21, 2022

MSys / Offer Letter/ HR

OFFER OF EMPLOYMENT

Dear R PRAVEEN,

We are pleased to appoint you as **"Software Engineer Trainee"** at **MSys Tech India Pvt. Ltd.**, at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

1) APPOINTMENT

a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.

b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

2) TRANSFER

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or aboard with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

3) PROBATION

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.

PRINCIPAL
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Gunthapally (V), Abdullapurmet (Mdl.), R.R. Dist

1) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that youwill be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

2) SALARY AND DESIGNATION

a) Your remuneration details are stated in the Annexure mentioned below.
b) Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
c) Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
d) The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

3) PERFORMANCE REVIEW AND PAY REVISION

a) Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
b) The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
c) Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
d) Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

4) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

a) You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
b) You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
c) You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
d) Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a

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Gunthapally, Hyderabad, R.R. Dist.

maximum of 7 days of leave during the year.

a) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
b) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

5) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

6) RESIGNATION

a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

7) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and informationdeclared at the time of joining the Company;

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally, Tecbukpurmet (M.), R.R. Dist.

a) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients: and or involvement in any act of moral turpitude commit breach of the terms of your employment;

b) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the setexpectations and objectives, an improvement plan shall be prepared, and you will be expected tomeet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

8) RESPONSIBILITIES

a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
b) Wc at MSys, arc committcd to cnsurc "intcgrity" in all aspccts of its functioning. Plcasc cnsurc that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action willbe taken, up to termination.
d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

9) CONFLICT OF INTEREST

a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplicr, or any customcr with you in any conncction.
e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl.), R.R. Dist.

a) Any existing employee to become associated with or perform services of any type for any third party.
b) Any violation of the above will be viewed seriously and will lead to action up to termination.

10) GENERAL

a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

11) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

12) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Hayathnagar (Mdl), R.R. Dist.

1) PASSPORT AND AADHAAR CARD

It would be to your advantage and in view of the business of MSys, all trainees are required to possess a valid passport and an Aadhaar Card. In case you do not already have one, you are required to obtain / produce a proof of having applied for the same at your own expense and intimate the same to the HR at your location, within three months of joining.

These above details need to be updated through the HR portal.

According to the standard practice of our Company, you will treat the above terms of this agreement as confidential.

We welcome you to our company and look forward to a long and fruitful association with you.

Yours faithfully,

For MSys Tech India Pvt Ltd.

Kathirvel Ayyasamy

Digitally signed by Kathirvel Ayyasamy

Mar 21, 2022

KATHIRVEL AYYASAMY
DIRECTOR – TALENT ACQUISITION

I hereby declare that my offer of Appointment is valid only if I meet the eligibility criteria of passing the final year of Graduation/Post Graduation in the first attempt, securing 60% or above across semesters and also, undertake to produce final mark sheets and passing certificate (Attested soft copies) at the time of Onboarding to the company within 30 days of my joining, *failing which my employment with MSys may be terminated.

To confirm your acceptance of this letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to MSys.

*In case of any extension in submitting the documents a special approval to be obtained from MSys HR.

Name:_____ Signature:_____

Date:_____

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl.), R.R. Dist.

MSys Technologies
Expanding Horizons

ANNEXURE

NAME: R PRAVEEN

CURRENT POSITION: Software Engineer Trainee

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
Base Salary	**30075`**	**360900**
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
COST TO COMPANY		400000

Non-Transferrable Meal Voucher *- NTMV provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

Medical Insurance Benefit ** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-.The details of the policy will be given separately.

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Gunthapally (V), Abdullapurmet (Mdl.), R.R. Dist.

MSys Technologies
Expanding Horizons

MSYS TECHINDIA PRIVATE LTD

ASV Chandilya Towers,
8th Floor, # 5/397, Rajiv Gandhi Salai (OMR),
Okkiyam Thoraipakkam,
Chennai – 600 096.
Tel No: 044 39167015
www.msystechnologies.com

Date: Mar 21, 2022

Name:R PRAVEEN

Designation: **Software Engineer Trainee**

Dear R PRAVEEN,

We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amountof Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs.50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3rd year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully
For MSys Tech India Pvt Ltd

Kathirvel Ayyasamy
Digitally signed by Kathirvel Ayyasamy

Mar 21, 2022

Human Resources
I have read the above and accept the same

Signature and date
(Employee)

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Guntupally (V), Abdullapurmet (Mdl.), R.R. Dist.

MSys Technologies
Expanding Horizons

Mar 21, 2022

MSys / Offer Letter/ HR

OFFER OF EMPLOYMENT

Dear RACHURI AISHWARYA,

We are pleased to appoint you as **"Software Engineer Trainee"** at **MSys Tech India Pvt. Ltd.**, at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

1) APPOINTMENT

a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.

b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

2) TRANSFER

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or aboard with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

3) PROBATION

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.

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1) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that youwill be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

2) SALARY AND DESIGNATION

a) Your remuneration details are stated in the Annexure mentioned below.
b) Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
c) Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
d) The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

3) PERFORMANCE REVIEW AND PAY REVISION

a) Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
b) The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
c) Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
d) Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

4) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

a) You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
b) You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
c) You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
d) Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a

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maximum of 7 days of leave during the year.

a) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
b) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

5) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

6) RESIGNATION

a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

7) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and informationdeclared at the time of joining the Company;

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a) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients: and or involvement in any act of moral turpitude commit breach of the terms of your employment;

b) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the setexpectations and objectives, an improvement plan shall be prepared, and you will be expected tomeet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

8) RESPONSIBILITIES

a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action willbe taken, up to termination.
d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

9) CONFLICT OF INTEREST

a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection.
e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.

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a) Any existing employee to become associated with or perform services of any type for any third party.
b) Any violation of the above will be viewed seriously and will lead to action up to termination.

10) GENERAL

a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

11) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

12) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.

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1) PASSPORT AND AADHAAR CARD

It would be to your advantage and in view of the business of MSys, all trainees are required to possess a valid passport and an Aadhaar Card. In case you do not already have one, you are required to obtain / produce a proof of having applied for the same at your own expense and intimate the same to the HR at your location, within three months of joining.

These above details need to be updated through the HR portal.

According to the standard practice of our Company, you will treat the above terms of this agreement as confidential.

We welcome you to our company and look forward to a long and fruitful association with you.

Yours faithfully,

For MSys Tech India Pvt Ltd.

Kathirvel Ayyasamy
Digitally signed by Kathirvel Ayyasamy

Mar 21, 2022

KATHIRVEL AYYASAMY
DIRECTOR – TALENT ACQUISITION

I hereby declare that my offer of Appointment is valid only if I meet the eligibility criteria of passing the final year of Graduation/Post Graduation in the first attempt, securing 60% or above across semesters and also, undertake to produce final mark sheets and passing certificate (Attested soft copies) at the time of Onboarding to the company within 30 days of my joining, *failing which my employment with MSys may be terminated.

To confirm your acceptance of this letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to MSys.

*In case of any extension in submitting the documents a special approval to be obtained from MSys HR.

Name:_____ Signature:_____

Date:_____

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ANNEXURE

NAME: RACHURI AISHWARYA

CURRENT POSITION: Software Engineer Trainee

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
Base Salary	**30075`**	**360900**
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
COST TO COMPANY		400000

Non-Transferrable Meal Voucher *- NTMV provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

Medical Insurance Benefit ** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-.The details of the policy will be given separately.

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MSYS TECHINDIA PRIVATE LTD

ASV Chandilya Towers,
8th Floor, # 5/397, Rajiv Gandhi Salai (OMR),
Okkiyam Thoraipakkam,
Chennai – 600 096.
Tel No: 044 39167015
www.msystechnologies.com

Date: Mar 21, 2022

Name:RACHURI AISHWARYA

Designation: **Software Engineer Trainee**

Dear RACHURI AISHWARYA,

We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amountof Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs.50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3rd year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully
For MSys Tech India Pvt Ltd

Kathirvel Ayyasamy

Digitally signed by Kathirvel Ayyasamy

Mar 21, 2022

Human Resources
I have read the above and accept the same

Signature and date
(Employee)

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MSys Technologies
Expanding Horizons

Mar 21, 2022

MSys / Offer Letter/ HR

OFFER OF EMPLOYMENT

Dear KONGARI DHARANI,

We are pleased to appoint you as **"Software Engineer Trainee"** at **MSys Tech India Pvt. Ltd.**, at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

1) APPOINTMENT

a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.

b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

2) TRANSFER

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or aboard with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

3) PROBATION

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.

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1) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that youwill be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

2) SALARY AND DESIGNATION

a) Your remuneration details are stated in the Annexure mentioned below.
b) Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
c) Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
d) The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

3) PERFORMANCE REVIEW AND PAY REVISION

a) Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
b) The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
c) Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
d) Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

4) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

a) You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
b) You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
c) You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
d) Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a

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maximum of 7 days of leave during the year.

a) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
b) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

5) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

6) RESIGNATION

a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

7) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and informationdeclared at the time of joining the Company;

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a) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients: and or involvement in any act of moral turpitude commit breach of the terms of your employment;

b) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the setexpectations and objectives, an improvement plan shall be prepared, and you will be expected tomeet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

8) RESPONSIBILITIES

a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
b) Wc at MSys, arc committcd to cnsurc "intcgrity" in all aspccts of its functioning. Plcasc cnsurc that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action willbe taken, up to termination.
d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

9) CONFLICT OF INTEREST

a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplicr, or any customcr with you in any conncction.
e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.

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a) Any existing employee to become associated with or perform services of any type for any third party.
b) Any violation of the above will be viewed seriously and will lead to action up to termination.

10) GENERAL

a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

11) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

12) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.

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1) PASSPORT AND AADHAAR CARD

It would be to your advantage and in view of the business of MSys, all trainees are required to possess a valid passport and an Aadhaar Card. In case you do not already have one, you are required to obtain / produce a proof of having applied for the same at your own expense and intimate the same to the HR at your location, within three months of joining.

These above details need to be updated through the HR portal.

According to the standard practice of our Company, you will treat the above terms of this agreement as confidential.

We welcome you to our company and look forward to a long and fruitful association with you.

Yours faithfully,

For MSys Tech India Pvt Ltd.

Kathirvel Ayyasamy

Digitally signed by Kathirvel Ayyasamy

Mar 21, 2022

KATHIRVEL AYYASAMY
DIRECTOR – TALENT ACQUISITION

I hereby declare that my offer of Appointment is valid only if I meet the eligibility criteria of passing the final year of Graduation/Post Graduation in the first attempt, securing 60% or above across semesters and also, undertake to produce final mark sheets and passing certificate (Attested soft copies) at the time of Onboarding to the company within 30 days of my joining, *failing which my employment with MSys may be terminated.

To confirm your acceptance of this letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to MSys.

*In case of any extension in submitting the documents a special approval to be obtained from MSys HR.

Name:_____ Signature:_____

Date:_____

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MSys Technologies
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ANNEXURE

NAME: KONGARI DHARANI

CURRENT POSITION: Software Engineer Trainee

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
Base Salary	**30075`**	**360900**
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
COST TO COMPANY		400000

Non-Transferrable Meal Voucher *- NTMV provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

Medical Insurance Benefit ** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-.The details of the policy will be given separately.

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl.), R.R. Dist.

MSys Technologies
Expanding Horizons

MSYS TECH INDIA PRIVATE LTD

ASV Chandilya Towers,
8th Floor, # 5/397, Rajiv Gandhi Salai (OMR),
Okkiyam Thoraipakkam,
Chennai – 600 096.
Tel No: 044 39167015
www.msystechnologies.com

Date: Mar 21, 2022

Name:KONGARI DHARANI

Designation: **Software Engineer Trainee**

Dear KONGARI DHARANI,

We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amountof Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs.50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3rd year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully
For MSys Tech India Pvt Ltd

Kathirvel Ayyasamy

Digitally signed by Kathirvel Ayyasamy

Mar 21, 2022

Human Resources
I have read the above and accept the same

Signature and date
(Employee)

Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl.), R.R. Dist.

MSys Technologies
Expanding Horizons

Mar 21, 2022

MSys / Offer Letter/ HR

OFFER OF EMPLOYMENT

Dear DEKKA SAI KIRAN,

We are pleased to appoint you as **"Software Engineer Trainee"** at **MSys Tech India Pvt. Ltd.**, at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

1) APPOINTMENT

a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.

b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

2) TRANSFER

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or aboard with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

3) PROBATION

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.

Avanthi Institute of Engg. & Tech.

MSys Technologies LLC.
11539 Park Woods Circle,
Suite 702, Alpharetta,
Georgia, 30005- 2413 US
Ph :+1 770-809-3217
info@msystechnologies.com

MSys Tech India Private Limited,
ASV Chandilya Towers, 8th Floor, #5/397,
Rajiv Gandhi Salai (OMR), Okkiyam,
Thoraipakkam, Chennai – 600 096,
Ph:- +91 44 39167015
www.msystechnologies.com

1) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that youwill be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

2) SALARY AND DESIGNATION

a) Your remuneration details are stated in the Annexure mentioned below.
b) Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
c) Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
d) The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

3) PERFORMANCE REVIEW AND PAY REVISION

a) Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
b) The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
c) Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
d) Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

4) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

a) You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
b) You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
c) You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
d) Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a

PRINCIPAL

maximum of 7 days of leave during the year.

a) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
b) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

5) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

6) RESIGNATION

a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

7) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and informationdeclared at the time of joining the Company;

PRINCIPAL
Avanthi Institute of Engg. & Tech.

a) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients: and or involvement in any act of moral turpitude commit breach of the terms of your employment;

b) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the setexpectations and objectives, an improvement plan shall be prepared, and you will be expected tomeet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

8) RESPONSIBILITIES

a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action willbe taken, up to termination.
d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

9) CONFLICT OF INTEREST

a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection.
e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.

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Avanthi Institute of Engg. & Tech.
Gunthenally (V), Abdullapurmet (Mdl.), R. Dist.

a) Any existing employee to become associated with or perform services of any type for any third party.
b) Any violation of the above will be viewed seriously and will lead to action up to termination.

10) GENERAL

a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

11) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

12) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.

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1) PASSPORT AND AADHAAR CARD

It would be to your advantage and in view of the business of MSys, all trainees are required to possess a valid passport and an Aadhaar Card. In case you do not already have one, you are required to obtain / produce a proof of having applied for the same at your own expense and intimate the same to the HR at your location, within three months of joining.

These above details need to be updated through the HR portal.

According to the standard practice of our Company, you will treat the above terms of this agreement as confidential.

We welcome you to our company and look forward to a long and fruitful association with you.

Yours faithfully,

For MSys Tech India Pvt Ltd.

Kathirvel Ayyasamy

Digitally signed by Kathirvel Ayyasamy

Mar 21, 2022

KATHIRVEL AYYASAMY
DIRECTOR – TALENT ACQUISITION

I hereby declare that my offer of Appointment is valid only if I meet the eligibility criteria of passing the final year of Graduation/Post Graduation in the first attempt, securing 60% or above across semesters and also, undertake to produce final mark sheets and passing certificate (Attested soft copies) at the time of Onboarding to the company within 30 days of my joining, *failing which my employment with MSys may be terminated.

To confirm your acceptance of this letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to MSys.

*In case of any extension in submitting the documents a special approval to be obtained from MSys HR.

Name:_____ Signature:_____

Date:_____

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Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl.), R.R. Dist.

MSys Technologies
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ANNEXURE

NAME: DEKKA SAI KIRAN

CURRENT POSITION: Software Engineer Trainee

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
Base Salary	**30075`**	**360900**
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
COST TO COMPANY		400000

Non-Transferrable Meal Voucher *- NTMV provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

Medical Insurance Benefit ** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-.The details of the policy will be given separately.

Avanthi Institute of Engg. & Tech.
Gunthapally (V), Aganapuram (Vill.), R.R. Dist.

MSys Technologies
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MSYS TECH INDIA PRIVATE LTD

ASV Chandilya Towers,
8th Floor, # 5/397, Rajiv Gandhi Salai (OMR),
Okkiyam Thoraipakkam,
Chennai – 600 096.
Tel No: 044 39167015
www.msystechnologies.com

Date: Mar 21, 2022

Name:DEKKA SAI KIRAN

Designation: **Software Engineer Trainee**

Dear DEKKA SAI KIRAN,

We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amountof Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs.50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3rd year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully
For MSys Tech India Pvt Ltd

Kathirvel Ayyasamy

Digitally signed by Kathirvel Ayyasamy

Mar 21, 2022

Human Resources
I have read the above and accept the same

Signature and date
(Employee)

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

MSys Technologies
Expanding Horizons

Mar 21, 2022

MSys / Offer Letter/ HR

OFFER OF EMPLOYMENT

Dear MARVATHU SAI ROHITH,

We are pleased to appoint you as **"Software Engineer Trainee"** at **MSys Tech India Pvt. Ltd.**, at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

1) APPOINTMENT

a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.

b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

2) TRANSFER

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or aboard with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

3) PROBATION

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.

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Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl.), R.R. Dist.

1) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that youwill be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

2) SALARY AND DESIGNATION

a) Your remuneration details are stated in the Annexure mentioned below.
b) Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
c) Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
d) The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

3) PERFORMANCE REVIEW AND PAY REVISION

a) Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
b) The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
c) Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
d) Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

4) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

a) You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
b) You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
c) You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
d) Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a

maximum of 7 days of leave during the year.

a) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
b) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

5) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

6) RESIGNATION

a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

7) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and informationdeclared at the time of joining the Company;

Avanthi Institute of Engg. & Tech.

a) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients: and or involvement in any act of moral turpitude commit breach of the terms of your employment;

b) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the setexpectations and objectives, an improvement plan shall be prepared, and you will be expected tomeet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

8) RESPONSIBILITIES

a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
b) Wc at MSys, arc committcd to cnsurc "intcgrity" in all aspccts of its functioning. Plcasc cnsurc that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action willbe taken, up to termination.
d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

9) CONFLICT OF INTEREST

a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplicr, or any customcr with you in any connection.
e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.

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a) Any existing employee to become associated with or perform services of any type for any third party.
b) Any violation of the above will be viewed seriously and will lead to action up to termination.

10) GENERAL

a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

11) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

12) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (M), R.R. Dist.

MSys Technologies
Expanding Horizons

1) PASSPORT AND AADHAAR CARD

It would be to your advantage and in view of the business of MSys, all trainees are required to possess a valid passport and an Aadhaar Card. In case you do not already have one, you are required to obtain / produce a proof of having applied for the same at your own expense and intimate the same to the HR at your location, within three months of joining.

These above details need to be updated through the HR portal.

According to the standard practice of our Company, you will treat the above terms of this agreement as confidential.

We welcome you to our company and look forward to a long and fruitful association with you.

Yours faithfully,

For MSys Tech India Pvt Ltd.

Kathirvel Ayyasamy

Digitally signed by Kathirvel Ayyasamy

Mar 21, 2022

KATHIRVEL AYYASAMY
DIRECTOR – TALENT ACQUISITION

I hereby declare that my offer of Appointment is valid only if I meet the eligibility criteria of passing the final year of Graduation/Post Graduation in the first attempt, securing 60% or above across semesters and also, undertake to produce final mark sheets and passing certificate (Attested soft copies) at the time of Onboarding to the company within 30 days of my joining, *failing which my employment with MSys may be terminated.

To confirm your acceptance of this letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to MSys.

*In case of any extension in submitting the documents a special approval to be obtained from MSys HR.

Name:_____ Signature:_____

Date:_____

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (M), R.R. Dist.

MSys Technologies LLC.
11539 Park Woods Circle,
Suite 702, Alpharetta,
Georgia, 30005- 2413 US
Ph :+1 770-809-3217
info@msystechnologies.com

MSys Tech India Private Limited,
ASV Chandilya Towers, 8th Floor, #5/397,
Rajiv Gandhi Salai (OMR), Okkiyam,
Thoraipakkam, Chennai – 600 096.
Ph : +91 44 39167015
www.msystechnologies.com

MSys Technologies
Expanding Horizons

ANNEXURE

NAME: MARVATHU SAI ROHITH

CURRENT POSITION: Software Engineer Trainee

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
Base Salary	**30075`**	**360900**
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
COST TO COMPANY		400000

Non-Transferrable Meal Voucher *- NTMV provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

Medical Insurance Benefit ** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-.The details of the policy will be given separately.

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Md.), R.R. Dist

MSys Technologies
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MSYS TECH INDIA PRIVATE LTD

ASV Chandilya Towers,
8th Floor, # 5/397, Rajiv Gandhi Salai (OMR),
Okkiyam Thoraipakkam,
Chennai – 600 096.
Tel No: 044 39167015
www.msystechnologies.com

Date: Mar 21, 2022

Name:MARVATHU SAI ROHITH

Designation: **Software Engineer Trainee**

Dear MARVATHU SAI ROHITH,

We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amountof Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs.50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3rd year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully
For MSys Tech India Pvt Ltd

Kathirvel Ayyasamy

Digitally signed by Kathirvel Ayyasamy

Mar 21, 2022

Human Resources
I have read the above and accept the same

Signature and date
(Employee)

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Md.), R.R. Dist.

MSys Technologies
Expanding Horizons

Mar 21, 2022

MSys / Offer Letter/ HR

OFFER OF EMPLOYMENT

Dear PERUMALLA MANISAI,

We are pleased to appoint you as **"Software Engineer Trainee"** at **MSys Tech India Pvt. Ltd.**, at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

1) APPOINTMENT

a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.

b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

2) TRANSFER

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or aboard with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

3) PROBATION

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Cunthapally (V), Abdullapurmet (Mdl.), R.R. Dist.

1) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that youwill be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

2) SALARY AND DESIGNATION

a) Your remuneration details are stated in the Annexure mentioned below.
b) Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
c) Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
d) The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

3) PERFORMANCE REVIEW AND PAY REVISION

a) Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
b) The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
c) Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
d) Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

4) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

a) You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
b) You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
c) You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
d) Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a

PRINCIPAL

maximum of 7 days of leave during the year.

a) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
b) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

5) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

6) RESIGNATION

a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

7) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and informationdeclared at the time of joining the Company;

PRINCIPAL

a) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients: and or involvement in any act of moral turpitude commit breach of the terms of your employment;

b) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the setexpectations and objectives, an improvement plan shall be prepared, and you will be expected tomeet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

8) RESPONSIBILITIES

a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action willbe taken, up to termination.
d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

9) CONFLICT OF INTEREST

a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection.
e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Hayathnagar (M), R.R. Dist.

a) Any existing employee to become associated with or perform services of any type for any third party.
b) Any violation of the above will be viewed seriously and will lead to action up to termination.

10) GENERAL

a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

11) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

12) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapalli, Abdullapurmet (Mdl.), R.R. Dist.

1) PASSPORT AND AADHAAR CARD

It would be to your advantage and in view of the business of MSys, all trainees are required to possess a valid passport and an Aadhaar Card. In case you do not already have one, you are required to obtain / produce a proof of having applied for the same at your own expense and intimate the same to the HR at your location, within three months of joining.

These above details need to be updated through the HR portal.

According to the standard practice of our Company, you will treat the above terms of this agreement as confidential.

We welcome you to our company and look forward to a long and fruitful association with you.

Yours faithfully,

For MSys Tech India Pvt Ltd.

Kathirvel Ayyasamy

Digitally signed by Kathirvel Ayyasamy

Mar 21, 2022

KATHIRVEL AYYASAMY
DIRECTOR – TALENT ACQUISITION

I hereby declare that my offer of Appointment is valid only if I meet the eligibility criteria of passing the final year of Graduation/Post Graduation in the first attempt, securing 60% or above across semesters and also, undertake to produce final mark sheets and passing certificate (Attested soft copies) at the time of Onboarding to the company within 30 days of my joining, *failing which my employment with MSys may be terminated.

To confirm your acceptance of this letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to MSys.

*In case of any extension in submitting the documents a special approval to be obtained from MSys HR.

Name:_____ Signature:_____

Date:_____

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthepally (V), Abdullapurmet (Mdl.), R.R. Dist.

MSys Technologies
Expanding Horizons

ANNEXURE

NAME: PERUMALLA MANISAI

CURRENT POSITION: Software Engineer Trainee

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
Base Salary	**30075`**	**360900**
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
COST TO COMPANY		400000

Non-Transferrable Meal Voucher *- NTMV provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

Medical Insurance Benefit ** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-.The details of the policy will be given separately.

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl.), R.R. Dist.

MSys Technologies
Expanding Horizons

MSYS TECH INDIA PRIVATE LTD

ASV Chandilya Towers,
8th Floor, # 5/397, Rajiv Gandhi Salai (OMR),
Okkiyam Thoraipakkam,
Chennai – 600 096.
Tel No: 044 39167015
www.msystechnologies.com

Date: Mar 21, 2022

Name:PERUMALLA MANISAI

Designation: **Software Engineer Trainee**

Dear PERUMALLA MANISAI,

We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amountof Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs.50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3rd year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully
For MSys Tech India Pvt Ltd

Kathirvel Ayyasamy
Digitally signed by Kathirvel Ayyasamy

Mar 21, 2022

Human Resources
I have read the above and accept the same

Signature and date
(Employee)

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (M), R.R. Dist.

MSys Technologies
Expanding Horizons

Mar 21, 2022

MSys / Offer Letter/ HR

OFFER OF EMPLOYMENT

Dear CHALLAGUNDLA SRAVYA,

We are pleased to appoint you as **"Software Engineer Trainee"** at **MSys Tech India Pvt. Ltd.**, at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

1) APPOINTMENT

a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.

b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

2) TRANSFER

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or aboard with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

3) PROBATION

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.

PRINCIPAL
Avanthi Institute of Engg. & Tech.

1) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that youwill be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

2) SALARY AND DESIGNATION

a) Your remuneration details are stated in the Annexure mentioned below.
b) Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
c) Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
d) The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

3) PERFORMANCE REVIEW AND PAY REVISION

a) Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
b) The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
c) Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
d) Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

4) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

a) You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
b) You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
c) You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
d) Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a

maximum of 7 days of leave during the year.

a) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
b) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

5) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

6) RESIGNATION

a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

7) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and informationdeclared at the time of joining the Company;

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hyderabad-501 512.

a) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients: and or involvement in any act of moral turpitude commit breach of the terms of your employment;

b) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the setexpectations and objectives, an improvement plan shall be prepared, and you will be expected tomeet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

8) RESPONSIBILITIES

a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action willbe taken, up to termination.
d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

9) CONFLICT OF INTEREST

a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection.
e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.

Avanthi Institute of Engineering & Technology
PRINCIPAL

a) Any existing employee to become associated with or perform services of any type for any third party.
b) Any violation of the above will be viewed seriously and will lead to action up to termination.

10) GENERAL

a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

11) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

12) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (M), R.R. Dist.

1) PASSPORT AND AADHAAR CARD

It would be to your advantage and in view of the business of MSys, all trainees are required to possess a valid passport and an Aadhaar Card. In case you do not already have one, you are required to obtain / produce a proof of having applied for the same at your own expense and intimate the same to the HR at your location, within three months of joining.

These above details need to be updated through the HR portal.

According to the standard practice of our Company, you will treat the above terms of this agreement as confidential.

We welcome you to our company and look forward to a long and fruitful association with you.

Yours faithfully,

For MSys Tech India Pvt Ltd.

Kathirvel Ayyasamy

Digitally signed by Kathirvel Ayyasamy

Mar 21, 2022

KATHIRVEL AYYASAMY
DIRECTOR – TALENT ACQUISITION

I hereby declare that my offer of Appointment is valid only if I meet the eligibility criteria of passing the final year of Graduation/Post Graduation in the first attempt, securing 60% or above across semesters and also, undertake to produce final mark sheets and passing certificate (Attested soft copies) at the time of Onboarding to the company within 30 days of my joining, *failing which my employment with MSys may be terminated.

To confirm your acceptance of this letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to MSys.

*In case of any extension in submitting the documents a special approval to be obtained from MSys HR.

Name:_____ Signature:_____

Date:_____

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthepally (V), Abdullapurmet (Mdl.), R.R. Dist.

MSys Technologies
Expanding Horizons

ANNEXURE

NAME: CHALLAGUNDLA SRAVYA

CURRENT POSITION: Software Engineer Trainee

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
Base Salary	**30075`**	**360900**
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
COST TO COMPANY		400000

Non-Transferrable Meal Voucher *- NTMV provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

Medical Insurance Benefit ** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-.The details of the policy will be given separately.

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MSys Technologies
Expanding Horizons

MSYS TECH INDIA PRIVATE LTD

ASV Chandilya Towers,
8th Floor, # 5/397, Rajiv Gandhi Salai (OMR),
Okkiyam Thoraipakkam,
Chennai – 600 096.
Tel No: 044 39167015
www.msystechnologies.com

Date: Mar 21, 2022

Name:CHALLAGUNDLA SRAVYA

Designation: **Software Engineer Trainee**

Dear CHALLAGUNDLA SRAVYA,

We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amountof Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs.50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3rd year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully
For MSys Tech India Pvt Ltd

Kathirvel Ayyasamy

Digitally signed by Kathirvel Ayyasamy

Mar 21, 2022

Human Resources
I have read the above and accept the same

Signature and date
(Employee)

PRINCIPAL
Avanthi Institute of Engg. & Tech.

MSys Technologies
Expanding Horizons

Mar 21, 2022

MSys / Offer Letter/ HR

OFFER OF EMPLOYMENT

Dear BALABHADRA SUKANYA,

We are pleased to appoint you as **"Software Engineer Trainee"** at **MSys Tech India Pvt. Ltd.**, at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

1) APPOINTMENT

a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.

b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

2) TRANSFER

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or aboard with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

3) PROBATION

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (M), R.R. Dist.

1) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that youwill be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

2) SALARY AND DESIGNATION

a) Your remuneration details are stated in the Annexure mentioned below.
b) Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
c) Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
d) The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

3) PERFORMANCE REVIEW AND PAY REVISION

a) Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
b) The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
c) Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
d) Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

4) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

a) You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
b) You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
c) You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
d) Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a

maximum of 7 days of leave during the year.

a) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
b) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

5) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

6) RESIGNATION

a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

7) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and informationdeclared at the time of joining the Company;

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl.), R.R. Dist

a) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients: and or involvement in any act of moral turpitude commit breach of the terms of your employment;

b) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the setexpectations and objectives, an improvement plan shall be prepared, and you will be expected tomeet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

8) RESPONSIBILITIES

a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action willbe taken, up to termination.
d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

9) CONFLICT OF INTEREST

a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection.
e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (M), R.R. Dist.

a) Any existing employee to become associated with or perform services of any type for any third party.
b) Any violation of the above will be viewed seriously and will lead to action up to termination.

10) GENERAL

a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

11) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

12) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Guntinepally (V), Abdullapurmet (Mdl.), R.R. Dist.

1) PASSPORT AND AADHAAR CARD

It would be to your advantage and in view of the business of MSys, all trainees are required to possess a valid passport and an Aadhaar Card. In case you do not already have one, you are required to obtain / produce a proof of having applied for the same at your own expense and intimate the same to the HR at your location, within three months of joining.

These above details need to be updated through the HR portal.

According to the standard practice of our Company, you will treat the above terms of this agreement as confidential.

We welcome you to our company and look forward to a long and fruitful association with you.

Yours faithfully,

For MSys Tech India Pvt Ltd.

Kathirvel Ayyasamy

Digitally signed by Kathirvel Ayyasamy

Mar 21, 2022

KATHIRVEL AYYASAMY
DIRECTOR – TALENT ACQUISITION

I hereby declare that my offer of Appointment is valid only if I meet the eligibility criteria of passing the final year of Graduation/Post Graduation in the first attempt, securing 60% or above across semesters and also, undertake to produce final mark sheets and passing certificate (Attested soft copies) at the time of Onboarding to the company within 30 days of my joining, *failing which my employment with MSys may be terminated.

To confirm your acceptance of this letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to MSys.

*In case of any extension in submitting the documents a special approval to be obtained from MSys HR.

Name:_____ Signature:_____

Date:_____

PRINCIPAL

MSys Technologies
Expanding Horizons

ANNEXURE

NAME: BALABHADRA SUKANYA

CURRENT POSITION: Software Engineer Trainee

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
Base Salary	**30075`**	**360900**
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
COST TO COMPANY		400000

Non-Transferrable Meal Voucher *- NTMV provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

Medical Insurance Benefit ** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-.The details of the policy will be given separately.

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Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Md.), R.R. Dist.

MSys Technologies
Expanding Horizons

MSYS TECH INDIA PRIVATE LTD

ASV Chandilya Towers,
8th Floor, # 5/397, Rajiv Gandhi Salai (OMR),
Okkiyam Thoraipakkam,
Chennai – 600 096.
Tel No: 044 39167015
www.msystechnologies.com

Date: Mar 21, 2022

Name:BALABHADRA SUKANYA

Designation: **Software Engineer Trainee**

Dear BALABHADRA SUKANYA,

We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amountof Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs.50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3rd year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully
For MSys Tech India Pvt Ltd

Kathirvel Ayyasamy

Digitally signed by Kathirvel Ayyasamy

Mar 21, 2022

Human Resources
I have read the above and accept the same

Signature and date
(Employee)

Avanthi Institute of Engg. & Tech.

MSys Technologies
Expanding Horizons

Mar 21, 2022

MSys / Offer Letter/ HR

OFFER OF EMPLOYMENT

Dear NALUMASU VAISHNAVI,

We are pleased to appoint you as **"Software Engineer Trainee"** at **MSys Tech India Pvt. Ltd.**, at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

1) APPOINTMENT

a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.

b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

2) TRANSFER

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or aboard with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

3) PROBATION

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.

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Gunthapally (V), Abdullapurmet (Mdl.), R.R. Dist.

1) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that youwill be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

2) SALARY AND DESIGNATION

a) Your remuneration details are stated in the Annexure mentioned below.
b) Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
c) Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
d) The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

3) PERFORMANCE REVIEW AND PAY REVISION

a) Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
b) The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
c) Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
d) Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

4) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

a) You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
b) You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
c) You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
d) Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (M), R.R. Dist.

maximum of 7 days of leave during the year.

a) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
b) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

5) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

6) RESIGNATION

a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

7) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and informationdeclared at the time of joining the Company;

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl.), R.R. Dist.

a) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients: and or involvement in any act of moral turpitude commit breach of the terms of your employment;

b) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the setexpectations and objectives, an improvement plan shall be prepared, and you will be expected tomeet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

8) RESPONSIBILITIES

a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action willbe taken, up to termination.
d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

9) CONFLICT OF INTEREST

a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection.
e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Md.), R.R. Dist.

a) Any existing employee to become associated with or perform services of any type for any third party.
b) Any violation of the above will be viewed seriously and will lead to action up to termination.

10) GENERAL

a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

11) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

12) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl.), R.R. Dist.

1) PASSPORT AND AADHAAR CARD

It would be to your advantage and in view of the business of MSys, all trainees are required to possess a valid passport and an Aadhaar Card. In case you do not already have one, you are required to obtain / produce a proof of having applied for the same at your own expense and intimate the same to the HR at your location, within three months of joining.

These above details need to be updated through the HR portal.

According to the standard practice of our Company, you will treat the above terms of this agreement as confidential.

We welcome you to our company and look forward to a long and fruitful association with you.

Yours faithfully,

For MSys Tech India Pvt Ltd.

Kathirvel Ayyasamy
Digitally signed by Kathirvel Ayyasamy

Mar 21, 2022

KATHIRVEL AYYASAMY
DIRECTOR – TALENT ACQUISITION

I hereby declare that my offer of Appointment is valid only if I meet the eligibility criteria of passing the final year of Graduation/Post Graduation in the first attempt, securing 60% or above across semesters and also, undertake to produce final mark sheets and passing certificate (Attested soft copies) at the time of Onboarding to the company within 30 days of my joining, *failing which my employment with MSys may be terminated.

To confirm your acceptance of this letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to MSys.

*In case of any extension in submitting the documents a special approval to be obtained from MSys HR.

Name:_____ Signature:_____

Date:_____

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Hadiyalapurnet (Mdl.), R.R. Dist.

MSys Technologies
Expanding Horizons

ANNEXURE

NAME: NALUMASU VAISHNAVI

CURRENT POSITION: Software Engineer Trainee

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
Base Salary	**30075`**	**360900**
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
COST TO COMPANY		400000

Non-Transferrable Meal Voucher *- NTMV provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

Medical Insurance Benefit ** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-.The details of the policy will be given separately.

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (M), R.R. Dist

MSys Technologies
Expanding Horizons

MSYS TECH INDIA PRIVATE LTD

ASV Chandilya Towers,
8th Floor, # 5/397, Rajiv Gandhi Salai (OMR),
Okkiyam Thoraipakkam,
Chennai – 600 096.
Tel No: 044 39167015
www.msystechnologies.com

Date: Mar 21, 2022

Name:NALUMASU VAISHNAVI

Designation: **Software Engineer Trainee**

Dear NALUMASU VAISHNAVI,

We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amountof Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs.50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3rd year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully
For MSys Tech India Pvt Ltd

Kathirvel Ayyasamy

Digitally signed by Kathirvel Ayyasamy

Mar 21, 2022

Human Resources
I have read the above and accept the same

Signature and date
(Employee)

Avanthi Institute of Engg. & Tech.

MSys Technologies LLC.
11539 Park Woods Circle,
Suite 702, Alpharetta,
Georgia, 30005- 2413 US
Ph :-+1 770-809-3217
info@msystechnologies.com

MSys Tech India Private Limited.
ASV Chandilya Towers, 8th Floor, #5/397,
Rajiv Gandhi Salai (OMR), Okkiyam,
Thoraipakkam, Chennai – 600 096.
Ph :- +91 44 39167015
www.msystechnologies.com

MSys Technologies
Expanding Horizons

Mar 21, 2022

MSys / Offer Letter/ HR

OFFER OF EMPLOYMENT

Dear DARAM MAMATHA,

We are pleased to appoint you as **"Software Engineer Trainee"** at **MSys Tech India Pvt. Ltd.**, at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

1) APPOINTMENT

a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.

b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

2) TRANSFER

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or aboard with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

3) PROBATION

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (M), R.R. Dist.

1) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that youwill be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

2) SALARY AND DESIGNATION

a) Your remuneration details are stated in the Annexure mentioned below.
b) Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
c) Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
d) The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

3) PERFORMANCE REVIEW AND PAY REVISION

a) Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
b) The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
c) Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
d) Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

4) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

a) You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
b) You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
c) You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
d) Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a

maximum of 7 days of leave during the year.

a) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
b) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

5) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

6) RESIGNATION

a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

7) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and informationdeclared at the time of joining the Company;

PRINCIPAL
Avanthi Institute of Engg. & Tech.

a) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients: and or involvement in any act of moral turpitude commit breach of the terms of your employment;

b) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the setexpectations and objectives, an improvement plan shall be prepared, and you will be expected tomeet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

8) RESPONSIBILITIES

a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action willbe taken, up to termination.
d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

9) CONFLICT OF INTEREST

a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection.
e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Guntihapally (V.), Hayathnagar (Mdl.), R.R. Dist.

a) Any existing employee to become associated with or perform services of any type for any third party.
b) Any violation of the above will be viewed seriously and will lead to action up to termination.

10) GENERAL

a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

11) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

12) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Md.), R.R. Dist.

1) PASSPORT AND AADHAAR CARD

It would be to your advantage and in view of the business of MSys, all trainees are required to possess a valid passport and an Aadhaar Card. In case you do not already have one, you are required to obtain / produce a proof of having applied for the same at your own expense and intimate the same to the HR at your location, within three months of joining.

These above details need to be updated through the HR portal.

According to the standard practice of our Company, you will treat the above terms of this agreement as confidential.

We welcome you to our company and look forward to a long and fruitful association with you.

Yours faithfully,

For MSys Tech India Pvt Ltd.

Kathirvel Ayyasamy
Digitally signed by Kathirvel Ayyasamy

Mar 21, 2022

KATHIRVEL AYYASAMY
DIRECTOR – TALENT ACQUISITION

I hereby declare that my offer of Appointment is valid only if I meet the eligibility criteria of passing the final year of Graduation/Post Graduation in the first attempt, securing 60% or above across semesters and also, undertake to produce final mark sheets and passing certificate (Attested soft copies) at the time of Onboarding to the company within 30 days of my joining, *failing which my employment with MSys may be terminated.

To confirm your acceptance of this letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to MSys.

*In case of any extension in submitting the documents a special approval to be obtained from MSys HR.

Name:_____ Signature:_____

Date:_____

Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (M), R.R. Dist.

ANNEXURE

NAME: DARAM MAMATHA

CURRENT POSITION: Software Engineer Trainee

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
Base Salary	**30075`**	**360900**
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
COST TO COMPANY		400000

Non-Transferrable Meal Voucher *- NTMV provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

Medical Insurance Benefit ** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-.The details of the policy will be given separately.

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally

MSys Technologies
Expanding Horizons

MSYS TECH INDIA PRIVATE LTD

ASV Chandilya Towers,
8th Floor, # 5/397, Rajiv Gandhi Salai (OMR),
Okkiyam Thoraipakkam,
Chennai – 600 096.
Tel No: 044 39167015
www.msystechnologies.com

Date: Mar 21, 2022

Name:DARAM MAMATHA

Designation: **Software Engineer Trainee**

Dear DARAM MAMATHA,

We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amountof Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs.50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3rd year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully
For MSys Tech India Pvt Ltd

Kathirvel Ayyasamy

Digitally signed by Kathirvel Ayyasamy

Mar 21, 2022

Human Resources
I have read the above and accept the same

Signature and date
(Employee)

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl.), R.R. Dist.

MSys Technologies
Expanding Horizons

Mar 21, 2022

MSys / Offer Letter/ HR

OFFER OF EMPLOYMENT

Dear KAKUMANI HARIKA,

We are pleased to appoint you as **"Software Engineer Trainee"** at **MSys Tech India Pvt. Ltd.**, at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

1) APPOINTMENT

a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.

b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

2) TRANSFER

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or aboard with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

3) PROBATION

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

1) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that youwill be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

2) SALARY AND DESIGNATION

a) Your remuneration details are stated in the Annexure mentioned below.
b) Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
c) Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
d) The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

3) PERFORMANCE REVIEW AND PAY REVISION

a) Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
b) The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
c) Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
d) Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

4) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

a) You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
b) You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
c) You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
d) Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a

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maximum of 7 days of leave during the year.

a) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
b) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

5) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

6) RESIGNATION

a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

7) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and informationdeclared at the time of joining the Company;

Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl.), R.R. Dist.

a) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients: and or involvement in any act of moral turpitude commit breach of the terms of your employment;

b) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the setexpectations and objectives, an improvement plan shall be prepared, and you will be expected tomeet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

8) RESPONSIBILITIES

a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action willbe taken, up to termination.
d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

9) CONFLICT OF INTEREST

a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection.
e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.

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Gunthapally (V), Ghatkesar (Mdl), R.R. Dist.

a) Any existing employee to become associated with or perform services of any type for any third party.
b) Any violation of the above will be viewed seriously and will lead to action up to termination.

10) GENERAL

a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

11) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

12) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.

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Gunthonally (V), [illegible]

1) PASSPORT AND AADHAAR CARD

It would be to your advantage and in view of the business of MSys, all trainees are required to possess a valid passport and an Aadhaar Card. In case you do not already have one, you are required to obtain / produce a proof of having applied for the same at your own expense and intimate the same to the HR at your location, within three months of joining.

These above details need to be updated through the HR portal.

According to the standard practice of our Company, you will treat the above terms of this agreement as confidential.

We welcome you to our company and look forward to a long and fruitful association with you.

Yours faithfully,

For MSys Tech India Pvt Ltd.

Kathirvel Ayyasamy

Digitally signed by Kathirvel Ayyasamy

Mar 21, 2022

KATHIRVEL AYYASAMY
DIRECTOR – TALENT ACQUISITION

I hereby declare that my offer of Appointment is valid only if I meet the eligibility criteria of passing the final year of Graduation/Post Graduation in the first attempt, securing 60% or above across semesters and also, undertake to produce final mark sheets and passing certificate (Attested soft copies) at the time of Onboarding to the company within 30 days of my joining, *failing which my employment with MSys may be terminated.

To confirm your acceptance of this letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to MSys.

*In case of any extension in submitting the documents a special approval to be obtained from MSys HR.

Name:_____ Signature:_____

Date:_____

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Gunthapally (V), Abdullapurmet (Mdl.), R.R. Dist.

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ANNEXURE

NAME: KAKUMANI HARIKA

CURRENT POSITION: Software Engineer Trainee

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
Base Salary	**30075`**	**360900**
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
COST TO COMPANY		400000

Non-Transferrable Meal Voucher *- NTMV provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

Medical Insurance Benefit ** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-.The details of the policy will be given separately.

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MSys Technologies
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MSYS TECH INDIA PRIVATE LTD

ASV Chandilya Towers,
8th Floor, # 5/397, Rajiv Gandhi Salai (OMR),
Okkiyam Thoraipakkam,
Chennai – 600 096.
Tel No: 044 39167015
www.msystechnologies.com

Date: Mar 21, 2022

Name:KAKUMANI HARIKA

Designation: **Software Engineer Trainee**

Dear KAKUMANI HARIKA,

We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amountof Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs.50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3rd year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully
For MSys Tech India Pvt Ltd

Kathirvel Ayyasamy

Digitally signed by Kathirvel Ayyasamy

Mar 21, 2022

Human Resources
I have read the above and accept the same

Signature and date
(Employee)

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally, Abdullapurmet (Vill.), R.R. Dist.

MSys Technologies
Expanding Horizons

Mar 21, 2022

MSys / Offer Letter/ HR

OFFER OF EMPLOYMENT

Dear GUGULOTH GANESH,

We are pleased to appoint you as **"Software Engineer Trainee"** at **MSys Tech India Pvt. Ltd.**, at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

1) APPOINTMENT

a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.

b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

2) TRANSFER

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or aboard with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

3) PROBATION

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.

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Gunthapally (V), Hyderabad

1) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that youwill be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

2) SALARY AND DESIGNATION

a) Your remuneration details are stated in the Annexure mentioned below.
b) Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
c) Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
d) The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

3) PERFORMANCE REVIEW AND PAY REVISION

a) Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
b) The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
c) Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
d) Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

4) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

a) You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
b) You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
c) You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
d) Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a

maximum of 7 days of leave during the year.

a) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
b) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

5) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

6) RESIGNATION

a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

7) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and informationdeclared at the time of joining the Company;

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Avanthi Inst. of Engg. & Tech.

a) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients: and or involvement in any act of moral turpitude commit breach of the terms of your employment;

b) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the setexpectations and objectives, an improvement plan shall be prepared, and you will be expected tomeet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

8) RESPONSIBILITIES

a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action willbe taken, up to termination.
d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

9) CONFLICT OF INTEREST

a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection.
e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.

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Gunthapally (V), Abdullapurmet (M), R.R. Dist.

a) Any existing employee to become associated with or perform services of any type for any third party.
b) Any violation of the above will be viewed seriously and will lead to action up to termination.

10) GENERAL

a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

11) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

12) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.

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Avantni Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl.), R.R. Dist.

1) PASSPORT AND AADHAAR CARD

It would be to your advantage and in view of the business of MSys, all trainees are required to possess a valid passport and an Aadhaar Card. In case you do not already have one, you are required to obtain / produce a proof of having applied for the same at your own expense and intimate the same to the HR at your location, within three months of joining.

These above details need to be updated through the HR portal.

According to the standard practice of our Company, you will treat the above terms of this agreement as confidential.

We welcome you to our company and look forward to a long and fruitful association with you.

Yours faithfully,

For MSys Tech India Pvt Ltd.

Kathirvel Ayyasamy

Digitally signed by Kathirvel Ayyasamy

Mar 21, 2022

KATHIRVEL AYYASAMY
DIRECTOR – TALENT ACQUISITION

I hereby declare that my offer of Appointment is valid only if I meet the eligibility criteria of passing the final year of Graduation/Post Graduation in the first attempt, securing 60% or above across semesters and also, undertake to produce final mark sheets and passing certificate (Attested soft copies) at the time of Onboarding to the company within 30 days of my joining, *failing which my employment with MSys may be terminated.

To confirm your acceptance of this letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to MSys.

*In case of any extension in submitting the documents a special approval to be obtained from MSys HR.

Name:_____ Signature:_____

Date:_____

Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl.), R.R. Dist.

ANNEXURE

NAME: GUGULOTH GANESH

CURRENT POSITION: Software Engineer Trainee

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
Base Salary	**30075`**	**360900**
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
COST TO COMPANY		400000

Non-Transferrable Meal Voucher *- NTMV provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

Medical Insurance Benefit ** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-.The details of the policy will be given separately.

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MSys Technologies
Expanding Horizons

MSYS TECH INDIA PRIVATE LTD

ASV Chandilya Towers,
8th Floor, # 5/397, Rajiv Gandhi Salai (OMR),
Okkiyam Thoraipakkam,
Chennai – 600 096.
Tel No: 044 39167015
www.msystechnologies.com

Date: Mar 21, 2022

Name:GUGULOTH GANESH

Designation: **Software Engineer Trainee**

Dear GUGULOTH GANESH,

We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amountof Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs.50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3rd year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully
For MSys Tech India Pvt Ltd

Kathirvel Ayyasamy Digitally signed by Kathirvel Ayyasamy

Mar 21, 2022

Human Resources
I have read the above and accept the same

Signature and date
(Employee)

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl.), R.R. Dist.

MSys Technologies
Expanding Horizons

Mar 21, 2022

MSys / Offer Letter/ HR

OFFER OF EMPLOYMENT

Dear SIRAGONI MADHAVI,

We are pleased to appoint you as **"Software Engineer Trainee"** at **MSys Tech India Pvt. Ltd.**, at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

1) APPOINTMENT

a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.

b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

2) TRANSFER

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or aboard with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

3) PROBATION

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.

PRINCIPAL
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Gunthapally (V), Abdullapurmet (Mdl.), R.R. Dist.

1) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that youwill be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

2) SALARY AND DESIGNATION

a) Your remuneration details are stated in the Annexure mentioned below.
b) Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
c) Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
d) The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

3) PERFORMANCE REVIEW AND PAY REVISION

a) Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
b) The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
c) Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
d) Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

4) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

a) You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
b) You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
c) You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
d) Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a

PRINCIPAL
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Gunthapally (V), Abdullapurmet (M), R.R. Dist.

maximum of 7 days of leave during the year.

a) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
b) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

5) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

6) RESIGNATION

a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

7) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and informationdeclared at the time of joining the Company;

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (M), R.R. Dist.

a) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients: and or involvement in any act of moral turpitude commit breach of the terms of your employment;

b) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the setexpectations and objectives, an improvement plan shall be prepared, and you will be expected tomeet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

8) RESPONSIBILITIES

a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action willbe taken, up to termination.
d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

9) CONFLICT OF INTEREST

a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection.
e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl.), R.R. Dist.

a) Any existing employee to become associated with or perform services of any type for any third party.
b) Any violation of the above will be viewed seriously and will lead to action up to termination.

10) GENERAL

a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

11) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

12) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.

1) PASSPORT AND AADHAAR CARD

It would be to your advantage and in view of the business of MSys, all trainees are required to possess a valid passport and an Aadhaar Card. In case you do not already have one, you are required to obtain / produce a proof of having applied for the same at your own expense and intimate the same to the HR at your location, within three months of joining.

These above details need to be updated through the HR portal.

According to the standard practice of our Company, you will treat the above terms of this agreement as confidential.

We welcome you to our company and look forward to a long and fruitful association with you.

Yours faithfully,

For MSys Tech India Pvt Ltd.

Kathirvel Ayyasamy

Digitally signed by Kathirvel Ayyasamy

Mar 21, 2022

KATHIRVEL AYYASAMY
DIRECTOR – TALENT ACQUISITION

I hereby declare that my offer of Appointment is valid only if I meet the eligibility criteria of passing the final year of Graduation/Post Graduation in the first attempt, securing 60% or above across semesters and also, undertake to produce final mark sheets and passing certificate (Attested soft copies) at the time of Onboarding to the company within 30 days of my joining, *failing which my employment with MSys may be terminated.

To confirm your acceptance of this letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to MSys.

*In case of any extension in submitting the documents a special approval to be obtained from MSys HR.

Name:_____ Signature:_____

Date:_____

PRINCIPAL
Avanthi Institute of Engg. & Tech.

MSys Technologies
Expanding Horizons

ANNEXURE

NAME: SIRAGONI MADHAVI

CURRENT POSITION: Software Engineer Trainee

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
Base Salary	**30075`**	**360900**
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
COST TO COMPANY		400000

Non-Transferrable Meal Voucher *- NTMV provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

Medical Insurance Benefit ** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-.The details of the policy will be given separately.

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthenpally (V), Anakapalli (Mdl.), [illegible]

MSys Technologies
Expanding Horizons

MSYS TECH INDIA PRIVATE LTD

ASV Chandilya Towers,
8th Floor, # 5/397, Rajiv Gandhi Salai (OMR),
Okkiyam Thoraipakkam,
Chennai – 600 096.
Tel No: 044 39167015
www.msystechnologies.com

Date: Mar 21, 2022

Name:SIRAGONI MADHAVI

Designation: **Software Engineer Trainee**

Dear SIRAGONI MADHAVI,

We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amountof Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs.50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3rd year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully
For MSys Tech India Pvt Ltd

Kathirvel Ayyasamy

Digitally signed by Kathirvel Ayyasamy

Mar 21, 2022

Human Resources
I have read the above and accept the same

Signature and date
(Employee)

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl.), R.R. Dist.

MSys Technologies
Expanding Horizons

Mar 21, 2022

MSys / Offer Letter/ HR

OFFER OF EMPLOYMENT

Dear AKULA UUDAY,

We are pleased to appoint you as **"Software Engineer Trainee"** at **MSys Tech India Pvt. Ltd.**, at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

1) APPOINTMENT

a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.

b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

2) TRANSFER

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or aboard with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

3) PROBATION

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.

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Guntipally (V), Abdullapurmet (Mdl.), R.R. Dist.

1) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that youwill be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

2) SALARY AND DESIGNATION

a) Your remuneration details are stated in the Annexure mentioned below.
b) Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
c) Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
d) The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

3) PERFORMANCE REVIEW AND PAY REVISION

a) Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
b) The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
c) Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
d) Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

4) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

a) You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
b) You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
c) You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
d) Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a

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maximum of 7 days of leave during the year.

a) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
b) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

5) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

6) RESIGNATION

a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

7) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and informationdeclared at the time of joining the Company;

Avanthi Institute of Engg. & Tech.
Guntupally (V), Abbavaram (M)

a) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients: and or involvement in any act of moral turpitude commit breach of the terms of your employment;

b) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the setexpectations and objectives, an improvement plan shall be prepared, and you will be expected tomeet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

8) RESPONSIBILITIES

a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action willbe taken, up to termination.
d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

9) CONFLICT OF INTEREST

a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection.
e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Guntlapally (V), Abdullapurmet (M)

a) Any existing employee to become associated with or perform services of any type for any third party.
b) Any violation of the above will be viewed seriously and will lead to action up to termination.

10) GENERAL

a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

11) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

12) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Guntihapally (V), Abdullapurmet (Mdl.), R.R. Dist.

1) PASSPORT AND AADHAAR CARD

It would be to your advantage and in view of the business of MSys, all trainees are required to possess a valid passport and an Aadhaar Card. In case you do not already have one, you are required to obtain / produce a proof of having applied for the same at your own expense and intimate the same to the HR at your location, within three months of joining.

These above details need to be updated through the HR portal.

According to the standard practice of our Company, you will treat the above terms of this agreement as confidential.

We welcome you to our company and look forward to a long and fruitful association with you.

Yours faithfully,

For MSys Tech India Pvt Ltd.

Kathirvel Ayyasamy

Digitally signed by Kathirvel Ayyasamy

Mar 21, 2022

KATHIRVEL AYYASAMY
DIRECTOR – TALENT ACQUISITION

I hereby declare that my offer of Appointment is valid only if I meet the eligibility criteria of passing the final year of Graduation/Post Graduation in the first attempt, securing 60% or above across semesters and also, undertake to produce final mark sheets and passing certificate (Attested soft copies) at the time of Onboarding to the company within 30 days of my joining, *failing which my employment with MSys may be terminated.

To confirm your acceptance of this letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to MSys.

*In case of any extension in submitting the documents a special approval to be obtained from MSys HR.

Name:_____ Signature:_____

Date:_____

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl.), R.R. Dist.

MSys Technologies
Expanding Horizons

ANNEXURE

NAME: AKULA UUDAY

CURRENT POSITION: Software Engineer Trainee

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
Base Salary	**30075`**	**360900**
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
COST TO COMPANY		400000

Non-Transferrable Meal Voucher *- NTMV provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

Medical Insurance Benefit ** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-.The details of the policy will be given separately.

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MSys Technologies
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MSYS TECH INDIA PRIVATE LTD

ASV Chandilya Towers,
8th Floor, # 5/397, Rajiv Gandhi Salai (OMR),
Okkiyam Thoraipakkam,
Chennai – 600 096.
Tel No: 044 39167015
www.msystechnologies.com

Date: Mar 21, 2022

Name:AKULA UUDAY

Designation: **Software Engineer Trainee**

Dear AKULA UUDAY,

We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amountof Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs.50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3rd year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully
For MSys Tech India Pvt Ltd

Kathirvel Ayyasamy

Digitally signed by Kathirvel Ayyasamy

Mar 21, 2022

Human Resources
I have read the above and accept the same

Signature and date
(Employee)

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Guntihapally (V), Abdullapurmet (Mdl.), R.R. Dist.

MSys Technologies
Expanding Horizons

Mar 21, 2022

MSys / Offer Letter/ HR

OFFER OF EMPLOYMENT

Dear VEMULA SURESH,

We are pleased to appoint you as **"Software Engineer Trainee"** at **MSys Tech India Pvt. Ltd.**, at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

1) APPOINTMENT

a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.

b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

2) TRANSFER

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or aboard with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

3) PROBATION

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.

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1) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that youwill be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

2) SALARY AND DESIGNATION

a) Your remuneration details are stated in the Annexure mentioned below.
b) Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
c) Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
d) The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

3) PERFORMANCE REVIEW AND PAY REVISION

a) Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
b) The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
c) Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
d) Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

4) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

a) You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
b) You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
c) You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
d) Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a

maximum of 7 days of leave during the year.

a) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
b) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

5) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

6) RESIGNATION

a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

7) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and informationdeclared at the time of joining the Company;

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Avanthi Institute of Engg. & Tech.
Gunthapally (V), Ghatkesar (M), R.R. Dist.

a) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients: and or involvement in any act of moral turpitude commit breach of the terms of your employment;

b) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the setexpectations and objectives, an improvement plan shall be prepared, and you will be expected tomeet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

8) RESPONSIBILITIES

a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action willbe taken, up to termination.
d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

9) CONFLICT OF INTEREST

a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection.
e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.

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Gunthapally (V), Abdullapurmet

a) Any existing employee to become associated with or perform services of any type for any third party.
b) Any violation of the above will be viewed seriously and will lead to action up to termination.

10) GENERAL

a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

11) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

12) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.

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Gunthapally (V), Abdullapurmet (M), R.R. Dist.

1) PASSPORT AND AADHAAR CARD

It would be to your advantage and in view of the business of MSys, all trainees are required to possess a valid passport and an Aadhaar Card. In case you do not already have one, you are required to obtain / produce a proof of having applied for the same at your own expense and intimate the same to the HR at your location, within three months of joining.

These above details need to be updated through the HR portal.

According to the standard practice of our Company, you will treat the above terms of this agreement as confidential.

We welcome you to our company and look forward to a long and fruitful association with you.

Yours faithfully,

For MSys Tech India Pvt Ltd.

Kathirvel Ayyasamy Digitally signed by Kathirvel Ayyasamy

Mar 21, 2022

KATHIRVEL AYYASAMY
DIRECTOR – TALENT ACQUISITION

I hereby declare that my offer of Appointment is valid only if I meet the eligibility criteria of passing the final year of Graduation/Post Graduation in the first attempt, securing 60% or above across semesters and also, undertake to produce final mark sheets and passing certificate (Attested soft copies) at the time of Onboarding to the company within 30 days of my joining, *failing which my employment with MSys may be terminated.

To confirm your acceptance of this letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to MSys.

*In case of any extension in submitting the documents a special approval to be obtained from MSys HR.

Name:_____ Signature:_____

Date:_____

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Guntihapally (V), Ranga Reddy Dist.

MSys Technologies
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ANNEXURE

NAME: VEMULA SURESH

CURRENT POSITION: Software Engineer Trainee

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
Base Salary	**30075`**	**360900**
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
COST TO COMPANY		400000

Non-Transferrable Meal Voucher *- NTMV provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

Medical Insurance Benefit ** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-.The details of the policy will be given separately.

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Gunthapally (V), Abdullapurmet (M), R.R. Dist.

MSys Technologies
Expanding Horizons

MSYS TECH INDIA PRIVATE LTD

ASV Chandilya Towers,
8th Floor, # 5/397, Rajiv Gandhi Salai (OMR),
Okkiyam Thoraipakkam,
Chennai – 600 096.
Tel No: 044 39167015
www.msystechnologies.com

Date: Mar 21, 2022

Name:VEMULA SURESH

Designation: **Software Engineer Trainee**

Dear VEMULA SURESH,

We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amountof Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs.50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3rd year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully
For MSys Tech India Pvt Ltd

Kathirvel Ayyasamy

Digitally signed by Kathirvel Ayyasamy

Mar 21, 2022

Human Resources
I have read the above and accept the same

Signature and date
(Employee)

MSys Technologies
Expanding Horizons

Mar 21, 2022

MSys / Offer Letter/ HR

OFFER OF EMPLOYMENT

Dear SRIRAMA PRIYACHANDANA,

We are pleased to appoint you as **"Software Engineer Trainee"** at **MSys Tech India Pvt. Ltd.**, at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

1) APPOINTMENT

a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.

b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

2) TRANSFER

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or aboard with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

3) PROBATION

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.

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MSys Technologies LLC.
11539 Park Woods Circle,
Suite 702, Alpharetta,
Georgia, 30005- 2413 US
Ph:-+1 770-809-3217
info@msystechnologies.com

MSys Tech India Private Limited,
ASV Chandilya Towers, 8th Floor, #5/397,
Rajiv Gandhi Salai (OMR), Okkiyam,
Thoraipakkam, Chennai – 600 096.
Ph:- +91 44 39167015
www.msystechnologies.com

1) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that youwill be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

2) SALARY AND DESIGNATION

a) Your remuneration details are stated in the Annexure mentioned below.
b) Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
c) Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
d) The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

3) PERFORMANCE REVIEW AND PAY REVISION

a) Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
b) The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
c) Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
d) Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

4) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

a) You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
b) You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
c) You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
d) Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a

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Gunthapally, MSysTech India Private Limited.

maximum of 7 days of leave during the year.

a) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
b) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

5) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

6) RESIGNATION

a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

7) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and informationdeclared at the time of joining the Company;

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Gunthapally (V), Abdullapurmet (M), R.R. Dist.

a) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients: and or involvement in any act of moral turpitude commit breach of the terms of your employment;

b) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the setexpectations and objectives, an improvement plan shall be prepared, and you will be expected tomeet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

8) RESPONSIBILITIES

a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action willbe taken, up to termination.
d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

9) CONFLICT OF INTEREST

a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection.
e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (M), R.R. Dist.

a) Any existing employee to become associated with or perform services of any type for any third party.
b) Any violation of the above will be viewed seriously and will lead to action up to termination.

10) GENERAL

a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

11) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

12) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V.), Abdullapurmet (M.)

1) PASSPORT AND AADHAAR CARD

It would be to your advantage and in view of the business of MSys, all trainees are required to possess a valid passport and an Aadhaar Card. In case you do not already have one, you are required to obtain / produce a proof of having applied for the same at your own expense and intimate the same to the HR at your location, within three months of joining.

These above details need to be updated through the HR portal.

According to the standard practice of our Company, you will treat the above terms of this agreement as confidential.

We welcome you to our company and look forward to a long and fruitful association with you.

Yours faithfully,

For MSys Tech India Pvt Ltd.

Kathirvel Ayyasamy

Digitally signed by Kathirvel Ayyasamy

Mar 21, 2022

KATHIRVEL AYYASAMY
DIRECTOR – TALENT ACQUISITION

I hereby declare that my offer of Appointment is valid only if I meet the eligibility criteria of passing the final year of Graduation/Post Graduation in the first attempt, securing 60% or above across semesters and also, undertake to produce final mark sheets and passing certificate (Attested soft copies) at the time of Onboarding to the company within 30 days of my joining, *failing which my employment with MSys may be terminated.

To confirm your acceptance of this letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to MSys.

*In case of any extension in submitting the documents a special approval to be obtained from MSys HR.

Name:_____ Signature:_____

Date:_____

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (M)

MSys Technologies
Expanding Horizons

ANNEXURE

NAME: SRIRAMA PRIYACHANDANA

CURRENT POSITION: Software Engineer Trainee

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
Base Salary	**30075`**	**360900**
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
COST TO COMPANY		400000

Non-Transferrable Meal Voucher *- NTMV provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

Medical Insurance Benefit ** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-.The details of the policy will be given separately.

Avanthi Institute of Engg. & Tech.
Gunthapally (V), Hayathnagar (M), R.R. Dist.

MSys Technologies
Expanding Horizons

MSYS TECH INDIA PRIVATE LTD

ASV Chandilya Towers,
8th Floor, # 5/397, Rajiv Gandhi Salai (OMR),
Okkiyam Thoraipakkam,
Chennai – 600 096.
Tel No: 044 39167015
www.msystechnologies.com

Date: Mar 21, 2022

Name:SRIRAMA PRIYACHANDANA

Designation: **Software Engineer Trainee**

Dear SRIRAMA PRIYACHANDANA,

We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amountof ₹s.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs.50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3rd year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully
For MSys Tech India Pvt Ltd

Kathirvel Ayyasamy

Digitally signed by Kathirvel Ayyasamy

Mar 21, 2022

Human Resources
I have read the above and accept the same

Signature and date
(Employee)

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (M), R.R. Dist.

MSys Technologies
Expanding Horizons

Mar 21, 2022

MSys / Offer Letter/ HR

OFFER OF EMPLOYMENT

Dear SYED MAZHAR ALI,

We are pleased to appoint you as **"Software Engineer Trainee"** at **MSys Tech India Pvt. Ltd.**, at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

1) APPOINTMENT

a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.

b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

2) TRANSFER

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or aboard with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

3) PROBATION

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.

Avanthi Institute of Engg. & Tech.
Guntlapally (V), Abdullapurmet (Mdl), R.R. Dist.

1) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that youwill be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

2) SALARY AND DESIGNATION

a) Your remuneration details are stated in the Annexure mentioned below.
b) Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
c) Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
d) The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

3) PERFORMANCE REVIEW AND PAY REVISION

a) Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
b) The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
c) Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
d) Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

4) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

a) You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
b) You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
c) You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
d) Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet

maximum of 7 days of leave during the year.

a) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
b) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

5) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

6) RESIGNATION

a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

7) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and informationdeclared at the time of joining the Company;

PRINCIPAL
Avanthi Institute of Engineering & Technology
Guntupally (V), Abdullapurmet (M), R.R. Dist.

a) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients: and or involvement in any act of moral turpitude commit breach of the terms of your employment;

b) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the setexpectations and objectives, an improvement plan shall be prepared, and you will be expected tomeet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

8) RESPONSIBILITIES

a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
b) Wc at MSys, arc committcd to cnsurc "intcgrity" in all aspccts of its functioning. Plcasc cnsurc that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action willbe taken, up to termination.
d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

9) CONFLICT OF INTEREST

a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplicr, or any customcr with you in any connection.
e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.

PRINCIPAL
Avanthi Institute of Engineering & Technology
Guntlhapally (V), Abdullapurmet (M), R.R. Dist.

a) Any existing employee to become associated with or perform services of any type for any third party.
b) Any violation of the above will be viewed seriously and will lead to action up to termination.

10) GENERAL

a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

11) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

12) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (M), R.R. Dist.

1) PASSPORT AND AADHAAR CARD

It would be to your advantage and in view of the business of MSys, all trainees are required to possess a valid passport and an Aadhaar Card. In case you do not already have one, you are required to obtain / produce a proof of having applied for the same at your own expense and intimate the same to the HR at your location, within three months of joining.

These above details need to be updated through the HR portal.

According to the standard practice of our Company, you will treat the above terms of this agreement as confidential.

We welcome you to our company and look forward to a long and fruitful association with you.

Yours faithfully,

For MSys Tech India Pvt Ltd.

Kathirvel Ayyasamy

Digitally signed by Kathirvel Ayyasamy

Mar 21, 2022

KATHIRVEL AYYASAMY
DIRECTOR – TALENT ACQUISITION

I hereby declare that my offer of Appointment is valid only if I meet the eligibility criteria of passing the final year of Graduation/Post Graduation in the first attempt, securing 60% or above across semesters and also, undertake to produce final mark sheets and passing certificate (Attested soft copies) at the time of Onboarding to the company within 30 days of my joining, *failing which my employment with MSys may be terminated.

To confirm your acceptance of this letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to MSys.

*In case of any extension in submitting the documents a special approval to be obtained from MSys HR.

Name:_____ Signature:_____

Date:_____

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Abdullapurmet (M), R.R. Dist.

MSys Technologies LLC.
11539 Park Woods Circle,
Suite 702, Alpharetta,
Georgia, 30005- 2413 US
Ph -+1 770-609-3217
info@msystechnologies.com

MSys Tech India Private Limited.
ASV Chandilya Towers, 8th Floor, #5/397,
Rajiv Gandhi Salai (OMR), Okkiyam,
Thoraipakkam, Chennai – 600 096.
Ph - +91 44 39167015
www.msystechnologies.com

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ANNEXURE

NAME: SYED MAZHAR ALI

CURRENT POSITION: Software Engineer Trainee

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
Base Salary	**30075`**	**360900**
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
COST TO COMPANY		400000

Non-Transferrable Meal Voucher *- NTMV provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

Medical Insurance Benefit ** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-.The details of the policy will be given separately.

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Avanthi Institute of Engg. & Tech.

MSys Technologies
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MSYS TECH INDIA PRIVATE LTD

ASV Chandilya Towers,
8th Floor, # 5/397, Rajiv Gandhi Salai (OMR),
Okkiyam Thoraipakkam,
Chennai – 600 096.
Tel No: 044 39167015
www.msystechnologies.com

Date: Mar 21, 2022

Name:SYED MAZHAR ALI

Designation: **Software Engineer Trainee**

Dear SYED MAZHAR ALI,

We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amountof Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs.50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3rd year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully
For MSys Tech India Pvt Ltd

Kathirvel Ayyasamy

Digitally signed by Kathirvel Ayyasamy

Mar 21, 2022

Human Resources
I have read the above and accept the same

Signature and date
(Employee)

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapur

MSys Technologies
Expanding Horizons

Mar 21, 2022

MSys / Offer Letter/ HR

OFFER OF EMPLOYMENT

Dear K NARASIMHA,

We are pleased to appoint you as **"Software Engineer Trainee"** at **MSys Tech India Pvt. Ltd.**, at Bangalore.

Please note the employment terms contained in the letter are subject to company policy.

1) APPOINTMENT

a) Your date of appointment is effective from **Jun 1, 2022** subject to your acceptance of this offer.

b) You will be on probation for a period of One (1) year from the date of joining. The company reserves the right to extend this period if necessary. If found suitable in the appointed post, you will be confirmed in your appointment in writing, on completion of probation, based on clearing the performance parameters.

2) TRANSFER

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or aboard with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

3) PROBATION

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (M), R.R. Dist.

1) CONDITIONS OF EMPLOYMENT

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that youwill be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

2) SALARY AND DESIGNATION

a) Your remuneration details are stated in the Annexure mentioned below.
b) Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
c) Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
d) The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

3) PERFORMANCE REVIEW AND PAY REVISION

a) Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
b) The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
c) Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
d) Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

4) LEAVE, HOURS OF WORK AND PAID HOLIDAYS

a) You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
b) You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
c) You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
d) Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a

PRINCIPAL
Avanthi Institute of Engg. & Tech.

maximum of 7 days of leave during the year.

a) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
b) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

5) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

6) RESIGNATION

a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

7) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and informationdeclared at the time of joining the Company;

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a) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients: and or involvement in any act of moral turpitude commit breach of the terms of your employment;

b) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the setexpectations and objectives, an improvement plan shall be prepared, and you will be expected tomeet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

8) RESPONSIBILITIES

a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
b) We at MSys, are committed to ensure "integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action willbe taken, up to termination.
d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

9) CONFLICT OF INTEREST

a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection.
e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.

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a) Any existing employee to become associated with or perform services of any type for any third party.
b) Any violation of the above will be viewed seriously and will lead to action up to termination.

10) GENERAL

a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

11) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

12) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.

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1) PASSPORT AND AADHAAR CARD

It would be to your advantage and in view of the business of MSys, all trainees are required to possess a valid passport and an Aadhaar Card. In case you do not already have one, you are required to obtain / produce a proof of having applied for the same at your own expense and intimate the same to the HR at your location, within three months of joining.

These above details need to be updated through the HR portal.

According to the standard practice of our Company, you will treat the above terms of this agreement as confidential.

We welcome you to our company and look forward to a long and fruitful association with you.

Yours faithfully,

For MSys Tech India Pvt Ltd.

Kathirvel Ayyasamy

Digitally signed by Kathirvel Ayyasamy

Mar 21, 2022

KATHIRVEL AYYASAMY
DIRECTOR – TALENT ACQUISITION

I hereby declare that my offer of Appointment is valid only if I meet the eligibility criteria of passing the final year of Graduation/Post Graduation in the first attempt, securing 60% or above across semesters and also, undertake to produce final mark sheets and passing certificate (Attested soft copies) at the time of Onboarding to the company within 30 days of my joining, *failing which my employment with MSys may be terminated.

To confirm your acceptance of this letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to MSys.

*In case of any extension in submitting the documents a special approval to be obtained from MSys HR.

Name:_____ Signature:_____

Date:_____

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MSys Technologies
Expanding Horizons

ANNEXURE

NAME: K NARASIMHA

CURRENT POSITION: Software Engineer Trainee

Particulars	Monthly (INR)	Annual (INR)
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
Base Salary	**30075`**	**360900**
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
COST TO COMPANY		400000

Non-Transferrable Meal Voucher *- NTMV provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

Medical Insurance Benefit ** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-.The details of the policy will be given separately.

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Date: 08-Sep-22

Dear GANJI RAHUL,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,37,500/-** (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **12,500/-** (Rupees Twelve Thousand Five Hundred Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Hyderabad**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.

7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic

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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 **Oct to Nov'22.** As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **campus.career@csscorp.com** 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 Color Photographs

i) Passport size photographs – 4 Numbers for self
ii) Stamp size photographs – 2 Numbers for self

3. From previous employment(s)

i) Last 3 months salary slips and/or copy of last salary revision2
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.

This is a computer-generated offer and does not require any signature

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Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

Date: 08-Sep-22

Dear PULIPATI SHYAMSUNDER,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,37,500**/- (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **12,500**/- (Rupees Twelve Thousand Five Hundred Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Hyderabad**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.

7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic

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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 **Oct to Nov'22.** As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **campus.career@csscorp.com** 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 Color Photographs

i) Passport size photographs – 4 Numbers for self
ii) Stamp size photographs – 2 Numbers for self

3. From previous employment(s)

i) Last 3 months salary slips and/or copy of last salary revision2
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.

This is a computer-generated offer and does not require any signature

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Date: 08-Sep-22

Dear KUDIKALA MANIKANTA,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **2,50,000**/- (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,37,500**/- (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **12,500**/- (Rupees Twelve Thousand Five Hundred Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Hyderabad**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.

7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic

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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 **Oct to Nov'22.** As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **campus.career@csscorp.com** 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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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 Color Photographs

i) Passport size photographs – 4 Numbers for self
ii) Stamp size photographs – 2 Numbers for self

3. From previous employment(s)

i) Last 3 months salary slips and/or copy of last salary revision2
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.

This is a computer-generated offer and does not require any signature

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Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

Date: 08-Sep-22

Dear SAMA SHRAVANI,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,37,500/-** (Rupees Two 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 **Oct to Nov'22.** As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **campus.career@csscorp.com** 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 Color Photographs

i) Passport size photographs – 4 Numbers for self
ii) Stamp size photographs – 2 Numbers for self

3. From previous employment(s)

i) Last 3 months salary slips and/or copy of last salary revision2
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.

This is a computer-generated offer and does not require any signature

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Date: 08-Sep-22

Dear MALIGIREDDY KEERTHI,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,37,500/-** (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **12,500/-** (Rupees Twelve Thousand Five Hundred Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Hyderabad**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.

7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic

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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 **Oct to Nov'22.** As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **campus.career@csscorp.com** 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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Gunthapally (V), Abdullapurmet (Mdl.), R.R.Dist.

Annexure 2

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:

i) Degree certificates and those of other professional qualifications ii) Photocopies of Certifications if any

2. Recent Color Photographs

i) Passport size photographs – 4 Numbers for self
ii) Stamp size photographs – 2 Numbers for self

3. From previous employment(s)

i) Last 3 months salary slips and/or copy of last salary revision2
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.

This is a computer-generated offer and does not require any signature

PRINCIPAL
Vanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

Date: 08-Sep-22

Dear HANMANTHU SAMPATHREDDY,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,37,500/-** (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **12,500/-** (Rupees Twelve Thousand Five Hundred Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Hyderabad**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.

7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic

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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 **Oct to Nov'22.** As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **campus.career@csscorp.com** 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 Color Photographs

i) Passport size photographs – 4 Numbers for self
ii) Stamp size photographs – 2 Numbers for self

3. From previous employment(s)

i) Last 3 months salary slips and/or copy of last salary revision2
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.

This is a computer-generated offer and does not require any signature

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

Date: 08-Sep-22

Dear NIDA ZEHRA,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,37,500/-** (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **12,500/-** (Rupees Twelve Thousand Five Hundred Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **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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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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intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

9. **Relocation**: If you are stationed outside of **Hyderabad**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Hyderabad** from your current location as per the details enclosed in Annexure 1.

10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

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to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board between **Oct to Nov'22.** As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **campus.career@csscorp.com** 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 Color Photographs

i) Passport size photographs – 4 Numbers for self
ii) Stamp size photographs – 2 Numbers for self

3. From previous employment(s)

i) Last 3 months salary slips and/or copy of last salary revision2
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.

This is a computer-generated offer and does not require any signature

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Avanthi Institute of Engg. & Tech
Cuntihapally (V), Abdullapurmet (Mdl) R.R.Dist

Date: 08-Sep-22

Dear BARLA SOUMY,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

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 **Oct to Nov'22.** As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **campus.career@csscorp.com** 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
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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 Color Photographs

i) Passport size photographs – 4 Numbers for self
ii) Stamp size photographs – 2 Numbers for self

3. From previous employment(s)

i) Last 3 months salary slips and/or copy of last salary revision2
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.

This is a computer-generated offer and does not require any signature

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Avanthi Institute of Engg. & Tech
Cuntihapally (V), Abdullapurmet (Mdl) R.R.Dist

Date: 08-Sep-22

Dear MEKAPOTHULA SOUMYA,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,37,500/-** (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **12,500/-** (Rupees Twelve Thousand Five Hundred Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Hyderabad**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.

7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic

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intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

9. **Relocation**: If you are stationed outside of **Hyderabad**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Hyderabad** from your current location as per the details enclosed in Annexure 1.

10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) months notice in writing or Two (2) months of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Ninety (90) days' written notice or Three (3) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

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Gunthapally (V), Abdullapurmet (Mdl.), R.R. Dist.

16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Non-compliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not

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Gunthapally (V), Abdullapurmet (Mdl.), R.R. Dist.

to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board between **Oct to Nov'22.** As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **campus.career@csscorp.com** before **3 business days** else, this Offer letter stands void.

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist

The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

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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Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl.), R.R. Dt.

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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Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl.), R.R. Dist.

Annexure 2

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:

i) Degree certificates and those of other professional qualifications ii) Photocopies of Certifications if any

2. Recent Color Photographs

i) Passport size photographs – 4 Numbers for self
ii) Stamp size photographs – 2 Numbers for self

3. From previous employment(s)

i) Last 3 months salary slips and/or copy of last salary revision2
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.

This is a computer-generated offer and does not require any signature

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

Date: 08-Sep-22

Dear MOGULOJU DIVYA,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,37,500/-** (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **12,500/-** (Rupees Twelve Thousand Five Hundred Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Hyderabad**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.

7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic

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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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23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

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PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl.), R.R. D

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
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Hospitalization Insurance for Self, Spouse & 2 Dependent children				200,000
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Leave Encashment upon exit upto	60 days	Basic		
Deductions				
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules				
*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution				
**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.				
** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.				
**** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.				

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Annexure 2

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:

i) Degree certificates and those of other professional qualifications ii) Photocopies of Certifications if any

2. Recent Color Photographs

i) Passport size photographs – 4 Numbers for self
ii) Stamp size photographs – 2 Numbers for self

3. From previous employment(s)

i) Last 3 months salary slips and/or copy of last salary revision2
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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.

This is a computer-generated offer and does not require any signature

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V). Abdullapurmet (Mdl) R.R.Dist

Date: 08-Sep-22

Dear PULIPATI SOUNDARYA,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,37,500/-** (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **12,500/-** (Rupees Twelve Thousand Five Hundred Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Hyderabad**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.

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intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

9. **Relocation**: If you are stationed outside of **Hyderabad**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Hyderabad** from your current location as per the details enclosed in Annexure 1.

10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) months notice in writing or Two (2) months of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Ninety (90) days' written notice or Three (3) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

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Gunthapally (V), Abdullapurmet (Mdl.), R.R. Dist.

16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.

17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 23 of the terms of this offer and policies of the Company then in force.

18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Non-compliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not

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to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board between **Oct to Nov'22.** As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **campus.career@csscorp.com** 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 Color Photographs

i) Passport size photographs – 4 Numbers for self
ii) Stamp size photographs – 2 Numbers for self

3. From previous employment(s)

i) Last 3 months salary slips and/or copy of last salary revision2
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.

This is a computer-generated offer and does not require any signature

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Date: 08-Sep-22

Dear SARIKONDA DORYA SHIVANANDI RAJU,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **2,50,000**/- (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,37,500**/- (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **12,500**/- (Rupees Twelve Thousand Five Hundred Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Hyderabad**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.

7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic

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intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.

9. **Relocation**: If you are stationed outside of **Hyderabad**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Hyderabad** from your current location as per the details enclosed in Annexure 1.

10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.

11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 14.

12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving Two (2) months notice in writing or Two (2) months of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Ninety (90) days' written notice or Three (3) months gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

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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 **Oct to Nov'22.** As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **campus.career@csscorp.com** 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 Color Photographs

i) Passport size photographs – 4 Numbers for self
ii) Stamp size photographs – 2 Numbers for self

3. From previous employment(s)

i) Last 3 months salary slips and/or copy of last salary revision2
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.

This is a computer-generated offer and does not require any signature

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Date: 08-Sep-22

Dear BHUKYA VISHNU VARDHAN,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

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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Gunthapally (V), Abdullapurmet (Mdl.), R.R. Dis

to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.

22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.

23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board between **Oct to Nov'22.** As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **campus.career@csscorp.com** 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 Color Photographs

i) Passport size photographs – 4 Numbers for self
ii) Stamp size photographs – 2 Numbers for self

3. From previous employment(s)

i) Last 3 months salary slips and/or copy of last salary revision2
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.

This is a computer-generated offer and does not require any signature

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Date: 08-Sep-22

Dear RAMAVATH KUMAR,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,37,500**/- (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **12,500**/- (Rupees Twelve Thousand Five Hundred Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Hyderabad**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.

7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic

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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 **Oct to Nov'22.** As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **campus.career@csscorp.com** before **3 business days** else, this Offer letter stands void.

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Gunthapally (V), Abdullapurmet(Mdl),

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 Color Photographs

i) Passport size photographs – 4 Numbers for self
ii) Stamp size photographs – 2 Numbers for self

3. From previous employment(s)

i) Last 3 months salary slips and/or copy of last salary revision2
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.

This is a computer-generated offer and does not require any signature

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Gantihapally (V), Abdullapurmet (Mdl) R.R.Dist

Date: 08-Sep-22

Dear BOYA RAJASHEKAR,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,37,500**/- (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).

3. **Annual Variable Compensation**. Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **12,500**/- (Rupees Twelve Thousand Five Hundred Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.

5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.

6. **Location:** Your initial place of work will be **Hyderabad**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.

7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic

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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 **Oct to Nov'22.** As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **campus.career@csscorp.com** 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 Color Photographs

i) Passport size photographs – 4 Numbers for self
ii) Stamp size photographs – 2 Numbers for self

3. From previous employment(s)

i) Last 3 months salary slips and/or copy of last salary revision2
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.

This is a computer-generated offer and does not require any signature

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Date: 08-Sep-22

Dear SHAIK USMAN SHAREEF,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be Rs. **2,37,500**/- (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).

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5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1

6. **Location:** Your initial place of work will be **Hyderabad**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.

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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 **Oct to Nov'22.** As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to **campus.career@csscorp.com** before **3 business days** else, this Office 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.				

Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl.), R.R. D

Annexure 2

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:

i) Degree certificates and those of other professional qualifications ii) Photocopies of Certifications if any

2. Recent Color Photographs

i) Passport size photographs – 4 Numbers for self
ii) Stamp size photographs – 2 Numbers for self

3. From previous employment(s)

i) Last 3 months salary slips and/or copy of last salary revision2
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.

This is a computer-generated offer and does not require any signature

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

Date : 14 April 2022

Dear **Bommakanti Mounika**

Welcome to CSS Corp Private limited (the "Company"). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

PRIMARY TERMS AND CONDITIONS:

1. Please be specifically informed that this offer of employment is specific to projects that the Company may get from time to time from its existing or prospective clients, details of client and the project are confidential that shall be disclosed to you at the time of you joining the Company and subject to execution of appropriate Service Agreement, Confidentiality Agreement, and such other documents as part of on-boarding formalities.

2. **Training**: You are required to attend a *mandatory* classroom training/instructor led virtual training program for the initial 6 months, which term may be extended for further period(s), if required and at the sole discretion of the Company. Such training program includes soft skills, Technology, Product, Process and Tools training.

   During training, there would be continuous assessments to evaluate your learning curve. All trainees are required to meet the passing thresholds in order to move ahead with the training. Failing in 2 consecutive assessments will lead to termination of employment. On successful completion of entire training program, those who qualify in the mid assessments and final assessments will be confirmed. This would also be subject to your completion of Graduation and necessary HR formalities (BGV).

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of **Rs 3,60,000** per annum, before deductions, as explained further in Annexure 1. Subject to and on your successful completion of the mandatory training(s), completion of probationary period and clearance of assessment on your progress by the Company and/or client(s), as the case may be, your annual compensation may be increased by the Company, at its sole discretion which shall be communicated at appropriate time.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be **Rs 3,42,000**

3. **Annual Variable Compensation**. Depending on your and Company's performance, you would be entitled for an Annual Variable Compensation maximum of **Rs. Eighteen Thousand-** (in words). 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 Handbook which you can access in Company's Intranet portal 'HIVE'. On your joining the Company, you undertake to go through Company's intranet and get familiar with all the applicable policies and processes of the Company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Trainee in the Company

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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 Annexure1.

6. **Location:** Your initial place of work will be Chennai However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.

7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

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) email 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. **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.

10. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have willfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 13.

11. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving two (2) months' notice in writing or two (2) months of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

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12. **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.

13. **Return of benefits:** For any reason, should you cease to be an employee of the Company within two (2) years of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost**, relocation expenses**, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

14. **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.

15. **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.

16. **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 22 of the terms of this offer and policies of the Company then in force.

17. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Noncompliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

18. **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

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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.

19. **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 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.

20. **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.

21. **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.

22. **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.

23. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notices. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

24. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

25. **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

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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.

26. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board on or before Aug '22. As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to srimagesh.srinivasarao@csscorp.com before 16th April 2022 else, this Offer letter stands void.

The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

Full Name Date

For CSS Corp Private Limited

Name:
Title:

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:**	**JL1B**
	Explanatory Notes		**Monthly**	**Annual**
Guaranteed Compensation				
Basic Pay	30%	On TGC	8,550	1,02,600
House Rent Allowance	50%	On Basic	4,275	51,300
Statutory Bonus	As per the Act		1,710	20,520
Special Allowance*	Balancing Component		12,165	1,45,980
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
Total Guaranteed Compensation (TGC)			**28,500**	**3,42,000**
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		18,000
Total Variable Compensation**				**18,000**
Gross Cost to Company (CTC)				**3,60,000**
Benefits				
Hospitalization Insurance for Self, Spouse & 2 Dependent children				2,00,000
Employee Direct Linked Insurance Cover				7,05,000
Group Term Life Insurance Cover				15,00,000
Group Personal Accidental Death Cover (GPA)				15,00,000
Group Personal Accident Disability Cover				50% of GPA
Gratuity as per prevailing rules				
Leave Encashment upon exit upto	60 days	Basic		
Deductions				
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules				
*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution				
*Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.				
** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.				
** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.				

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Annexure 2

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials:

i) Degree certificates and those of other professional qualifications ii) Photocopies of Certifications if any

2. Recent Color Photographs

i) Passport size photographs – 4 Numbers for self
ii) Stamp size photographs – 2 Numbers for self

3. From previous employment(s)

i) Last 3 months salary slips and/or copy of last salary revision2
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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.

This is a computer-generated offer and does not require any signature

PRINCIPAL
...anthi Institute of Engg. & Tech
...ntihapally (V), Abdullapurmet (Mdl) R.R.Dist

Date : 14 April 2022

Dear **Neelakantam Sai Pavan Kumar**

Welcome to CSS Corp Private limited (the "Company"). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

PRIMARY TERMS AND CONDITIONS:

3. Please be specifically informed that this offer of employment is specific to projects that the Company may get from time to time from its existing or prospective clients, details of client and the project are confidential that shall be disclosed to you at the time of you joining the Company and subject to execution of appropriate Service Agreement, Confidentiality Agreement, and such other documents as part of on-boarding formalities.

4. **Training**: You are required to attend a *mandatory* classroom training/instructor led virtual training program for the initial 6 months, which term may be extended for further period(s), if required and at the sole discretion of the Company. Such training program includes soft skills, Technology, Product, Process and Tools training.

   During training, there would be continuous assessments to evaluate your learning curve. All trainees are required to meet the passing thresholds in order to move ahead with the training. Failing in 2 consecutive assessments will lead to termination of employment. On successful completion of entire training program, those who qualify in the mid assessments and final assessments will be confirmed. This would also be subject to your completion of Graduation and necessary HR formalities (BGV).

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of **Rs 3,60,000** per annum, before deductions, as explained further in Annexure 1. Subject to and on your successful completion of the mandatory training(s), completion of probationary period and clearance of assessment on your progress by the Company and/or client(s), as the case may be, your annual compensation may be increased by the Company, at its sole discretion which shall be communicated at appropriate time.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be **Rs 3,42,000**

3. **Annual Variable Compensation**. Depending on your and Company's performance, you would be entitled for an Annual Variable Compensation maximum of **Rs. Eighteen Thousand-** (in words). 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 Handbook which you can access in Company's Intranet portal 'HIVE'. On your joining the Company, you undertake to go through Company's intranet and get familiar with all the applicable policies and processes of the Company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Trainee in the Company

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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 Annexure1.

6. **Location:** Your initial place of work will be Chennai However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.

7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

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) email 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. **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.

10. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have willfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 13.

11. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving two (2) months' notice in writing or two (2) months of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

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12. **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.

13. **Return of benefits:** For any reason, should you cease to be an employee of the Company within two (2) years of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, **relocation expenses**, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

14. **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.

15. **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.

16. **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 22 of the terms of this offer and policies of the Company then in force.

17. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Noncompliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

18. **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

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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.

19. **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 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.

20. **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.

21. **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.

22. **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.

23. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notices. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

24. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

25. **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

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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.

26. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board on or before Aug '22. As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to srimagesh.srinivasarao@csscorp.com before 16th April 2022 else, this Offer letter stands void.

The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

Full Name Date

For CSS Corp Private Limited

Name:
Title:

3. Annexure 1 – Salary Working & Benefits
4. Annexure 2 – Mandatory Documents to be produced on Joining Day & Reporting Details

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Annexure – 1				
Salary Working				
Designation:	**Trainee**		**Grade:**	**JL1B**
	Explanatory Notes		**Monthly**	**Annual**
Guaranteed Compensation				
Basic Pay	30%	On TGC	8,550	1,02,600
House Rent Allowance	50%	On Basic	4,275	51,300
Statutory Bonus	As per the Act		1,710	20,520
Special Allowance*	Balancing Component		12,165	1,45,980
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
Total Guaranteed Compensation (TGC)			**28,500**	**3,42,000**
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		18,000
Total Variable Compensation**				**18,000**
Gross Cost to Company (CTC)				**3,60,000**
Benefits				
Hospitalization Insurance for Self, Spouse & 2 Dependent children				2,00,000
Employee Direct Linked Insurance Cover				7,05,000
Group Term Life Insurance Cover				15,00,000
Group Personal Accidental Death Cover (GPA)				15,00,000
Group Personal Accident Disability Cover				50% of GPA
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.

6. Copies of academic credentials:

i) Degree certificates and those of other professional qualifications ii) Photocopies of Certifications if any

7. Recent Color Photographs

iii) Passport size photographs – 4 Numbers for self
iv)Stamp size photographs – 2 Numbers for self

8. From previous employment(s)

v) Last 3 months salary slips and/or copy of last salary revision2
vi) Relieving letter from last employer
vii) Service certificates
viii) References of two people with whom you have worked.
v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year

9. Personal details

v) Copy of Valid Passport and Valid Visas
vi) Copy of PAN Card
vii) Copy of Ration card / address proof
viii) Details of immediate family members(name and Date of birth) for Medical Insurance

10. 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:-

7. Employer's name.
8. Date of joining and leaving service with them.
9. Name and address of the Regional Provident Fund Office.
10. Personal PF account No.
11. UAN no.
12. Names and Date of Birth of Family members you would want to mention as nominees for Provident FundScheme.

This is a computer-generated offer and does not require any signature

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Date : 14 April 2022

Dear **Kortalwar Sumasvi**

Welcome to CSS Corp Private limited (the "Company"). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

PRIMARY TERMS AND CONDITIONS:

5. Please be specifically informed that this offer of employment is specific to projects that the Company may get from time to time from its existing or prospective clients, details of client and the project are confidential that shall be disclosed to you at the time of you joining the Company and subject to execution of appropriate Service Agreement, Confidentiality Agreement, and such other documents as part of on-boarding formalities.

6. **Training**: You are required to attend a *mandatory* classroom training/instructor led virtual training program for the initial 6 months, which term may be extended for further period(s), if required and at the sole discretion of the Company. Such training program includes soft skills, Technology, Product, Process and Tools training.

   During training, there would be continuous assessments to evaluate your learning curve. All trainees are required to meet the passing thresholds in order to move ahead with the training. Failing in 2 consecutive assessments will lead to termination of employment. On successful completion of entire training program, those who qualify in the mid assessments and final assessments will be confirmed. This would also be subject to your completion of Graduation and necessary HR formalities (BGV).

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of **Rs 3,60,000** per annum, before deductions, as explained further in Annexure 1. Subject to and on your successful completion of the mandatory training(s), completion of probationary period and clearance of assessment on your progress by the Company and/or client(s), as the case may be, your annual compensation may be increased by the Company, at its sole discretion which shall be communicated at appropriate time.

2. **Annual Guaranteed Compensation**. Your Annual Guaranteed Compensation will be **Rs 3,42,000**

3. **Annual Variable Compensation**. Depending on your and Company's performance, you would be entitled for an Annual Variable Compensation maximum of **Rs. Eighteen Thousand-** (in words). 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 Handbook which you can access in Company's Intranet portal 'HIVE'. On your joining the Company, you undertake to go through Company's intranet and get familiar with all the applicable policies and processes of the Company.

4. **Other Benefits**. Upon you joining the Company, you will be positioned as Trainee in the Company

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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 Annexure1.

6. **Location:** Your initial place of work will be Chennai However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.

7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

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) email 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. **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.

10. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have willfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 13.

11. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving two (2) months' notice in writing or two (2) months of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

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12. **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.

13. **Return of benefits:** For any reason, should you cease to be an employee of the Company within two (2) years of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, **relocation expenses**, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

14. **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.

15. **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.

16. **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 22 of the terms of this offer and policies of the Company then in force.

17. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Noncompliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

18. **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

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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.

19. **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 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.

20. **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.

21. **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.

22. **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.

23. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notices. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

24. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

25. **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

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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.

26. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board on or before Aug '22. As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to srimagesh.srinivasarao@csscorp.com before 16th April 2022 else, this Offer letter stands void.

The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

Full Name Date

For CSS Corp Private Limited

Name:
Title:

5. Annexure 1 – Salary Working & Benefits
6. Annexure 2 – Mandatory Documents to be produced on Joining Day & Reporting Details

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Annexure – 1				
Salary Working				
Designation:	**Trainee**		**Grade:**	**JL1B**
	Explanatory Notes		**Monthly**	**Annual**
Guaranteed Compensation				
Basic Pay	30%	On TGC	8,550	1,02,600
House Rent Allowance	50%	On Basic	4,275	51,300
Statutory Bonus	As per the Act		1,710	20,520
Special Allowance*	Balancing Component		12,165	1,45,980
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
Total Guaranteed Compensation (TGC)			**28,500**	**3,42,000**
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		18,000
Total Variable Compensation**				**18,000**
Gross Cost to Company (CTC)				**3,60,000**
Benefits				
Hospitalization Insurance for Self, Spouse & 2 Dependent children				2,00,000
Employee Direct Linked Insurance Cover				7,05,000
Group Term Life Insurance Cover				15,00,000
Group Personal Accidental Death Cover (GPA)				15,00,000
Group Personal Accident Disability Cover				50% of GPA
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.

11. Copies of academic credentials:

i) Degree certificates and those of other professional qualifications ii) Photocopies of Certifications if any

12. Recent Color Photographs

v) Passport size photographs – 4 Numbers for self
vi)Stamp size photographs – 2 Numbers for self

13. From previous employment(s)

ix) Last 3 months salary slips and/or copy of last salary revision2
x) Relieving letter from last employer
xi) Service certificates
xii) References of two people with whom you have worked.
v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year

14. Personal details

ix) Copy of Valid Passport and Valid Visas
x) Copy of PAN Card
xi) Copy of Ration card / address proof
xii) Details of immediate family members(name and Date of birth) for Medical Insurance

15. 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:-

13. Employer's name.
14. Date of joining and leaving service with them.
15. Name and address of the Regional Provident Fund Office.
16. Personal PF account No.
17. UAN no.
18. Names and Date of Birth of Family members you would want to mention as nominees for Provident FundScheme.

This is a computer-generated offer and does not require any signature

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Date : 14 April 2022

Dear **Gundeboina Santhoshini**

Welcome to CSS Corp Private limited (the "Company"). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

PRIMARY TERMS AND CONDITIONS:

7. Please be specifically informed that this offer of employment is specific to projects that the Company may get from time to time from its existing or prospective clients, details of client and the project are confidential that shall be disclosed to you at the time of you joining the Company and subject to execution of appropriate Service Agreement, Confidentiality Agreement, and such other documents as part of on-boarding formalities.

8. **Training**: You are required to attend a *mandatory* classroom training/instructor led virtual training program for the initial 6 months, which term may be extended for further period(s), if required and at the sole discretion of the Company. Such training program includes soft skills, Technology, Product, Process and Tools training.

   During training, there would be continuous assessments to evaluate your learning curve. All trainees are required to meet the passing thresholds in order to move ahead with the training. Failing in 2 consecutive assessments will lead to termination of employment. On successful completion of entire training program, those who qualify in the mid assessments and final assessments will be confirmed. This would also be subject to your completion of Graduation and necessary HR formalities (BGV).

TERMS AND CONDITIONS:

1. **Gross Cost to Company**: The position includes a gross CTC of **Rs 3,60,000** per annum, before deductions, as explained further in Annexure 1. Subject to and on your successful completion of the mandatory training(s), completion of probationary period and clearance of assessment on your progress by the Company and/or client(s), as the case may be, your annual compensation may be increased by the Company, at its sole discretion which shall be communicated at appropriate time.

2. **Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be **Rs 3,42,000**

3. **Annual Variable Compensation.** Depending on your and Company's performance, you would be entitled for an Annual Variable Compensation maximum of **Rs. Eighteen Thousand-** (in words). 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 Handbook which you can access in Company's Intranet portal 'HIVE'. On your joining the Company, you undertake to go through Company's intranet and get familiar with all the applicable policies and processes of the Company.

4. **Other Benefits.** Upon you joining the Company, you will be positioned as Trainee in the Company

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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 Annexure1.

6. **Location:** Your initial place of work will be Chennai However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.

7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

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) email 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. **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.

10. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have willfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 13.

11. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving two (2) months' notice in writing or two (2) months of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

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12. **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.

13. **Return of benefits:** For any reason, should you cease to be an employee of the Company within two (2) years of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost**, relocation expenses**, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

14. **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.

15. **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.

16. **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 22 of the terms of this offer and policies of the Company then in force.

17. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Noncompliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.

18. **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

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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.

19. **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 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.

20. **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.

21. **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.

22. **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.

23. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notices. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.

24. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.

25. **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

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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.

26. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board on or before Aug '22. As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your acceptance by e-mail to srimagesh.srinivasarao@csscorp.com before 16th April 2022 else, this Offer letter stands void.

The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

Full Name Date

For CSS Corp Private Limited

Name:
Title:

7. Annexure 1 – Salary Working & Benefits
8. Annexure 2 – Mandatory Documents to be produced on Joining Day & Reporting Details

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Annexure – 1				
Salary Working				
Designation:	**Trainee**		**Grade:**	**JL1B**
	Explanatory Notes		**Monthly**	**Annual**
Guaranteed Compensation				
Basic Pay	30%	On TGC	8,550	1,02,600
House Rent Allowance	50%	On Basic	4,275	51,300
Statutory Bonus	As per the Act		1,710	20,520
Special Allowance*	Balancing Component		12,165	1,45,980
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,800	21,600
Total Guaranteed Compensation (TGC)			**28,500**	**3,42,000**
Variable Compensation				
Variable Performance Pay (VPP)	5%	On CTC		18,000
Total Variable Compensation**				**18,000**
Gross Cost to Company (CTC)				**3,60,000**
Benefits				
Hospitalization Insurance for Self, Spouse & 2 Dependent children				2,00,000
Employee Direct Linked Insurance Cover				7,05,000
Group Term Life Insurance Cover				15,00,000
Group Personal Accidental Death Cover (GPA)				15,00,000
Group Personal Accident Disability Cover				50% of GPA
Gratuity as per prevailing rules				
Leave Encashment upon exit upto	60 days	Basic		
Deductions				
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules				
*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution				
*Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.				
** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.				
** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance.				

Annexure 2

CSS Corp Private Limited
CIN:U72900TN2000PTC115034
Regd Address :Plot No-32 A&B, 6th ,9th&10th Floor, Ambit IT Park, Industrial Estate,

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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.

16. Copies of academic credentials:

i) Degree certificates and those of other professional qualifications ii) Photocopies of Certifications if any

17. Recent Color Photographs

vii) Passport size photographs – 4 Numbers for self
viii) Stamp size photographs – 2 Numbers for self

18. From previous employment(s)

xiii) Last 3 months salary slips and/or copy of last salary revision2
xiv) Relieving letter from last employer
xv) Service certificates
xvi) References of two people with whom you have worked.
v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year

19. Personal details

xiii) Copy of Valid Passport and Valid Visas
xiv) Copy of PAN Card
xv) Copy of Ration card / address proof
xvi) Details of immediate family members(name and Date of birth) for Medical Insurance

20. 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:-

19. Employer's name.

20. Date of joining and leaving service with them.

21. Name and address of the Regional Provident Fund Office.

22. Personal PF account No.

23. UAN no.

24. Names and Date of Birth of Family members you would want to mention as nominees for Provident FundScheme.

This is a computer-generated offer and does not require any signature

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FIXITY TECHNOLOGIES PRIVATE LIMITED

23-June- 2022

Mr/Ms. Kolla Prashanth,

Sub: Offer of Intern

Dear Kolla Prashanth,

Congratulations!

We are pleased to extend this offer of employment to you to join our growing company The details of this offer are outlined below (unless otherwise specified, all monetary amounts are in local currency, INR):

1. **The Position & Place**
   Your job title will be "**Trainee Software Developer**", you will be a member of our Fixity
   Technologies Pvt Ltd.

2. **Compensation**
   In this regard, we are proposing a compensation package and benefits, the details of whichare outlined in Annexure I to this letter.

3. **Training Period**
   The duration of the internship will be from 1st August 2022 to 1st November 2022. During this period, Fixity shall Evaluate your performance unless Fixity extends the period of internship, in writing, exclusively at its discretion, your internship shall automatically stand terminated at the expiry of the internship period.

4. **Background Verification Check**
   This offer is contingent upon you successfully passing a background investigation by applicable laws. As lawfully permitted, this background investigation includes an investigation of previous education and previous employment history. The results of this investigation may result in employment being terminated by applicable law.

333, Workfella Business Centre, Cyber Crown, Sec-II, Village, HUDA Techno Enclave, Madhapur, Hyderabad, Telangana - 500081.
CIN: U72900TG2020PTC147265

Info@fixitytech.com, 040-40148862

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1. Probation

Under the mutual agreement, you will be on probation for 3 months from the date of commencement of your employment. Upon completion of the 3 months of probation,you shall be deemed to be confirmed without any further notice from the Company. However, the Company may, at its sole discretion, and having regard to your performance during probation, extend your probation period by giving you notice of such extension in writing. During the probation period, your employment with the Company may be terminated by the company by providing two (2) weeks prior writtennotice or immediate termination.

2. Travel

The nature of your employment may require you to travel across various geographies(both domestic & international) in line with the project/organizational requirements.Your travel expenses will be covered as per company policies.

3. Posting

During your training period, you are liable to be transferred or assigned to training in any division/department/establishment or location at which Fixity or its associate companies have their offices or operation and whether at present existing or which maybe set up in future at any time and any place in India, without any increase in stipend.

4. Obligations and Responsibilities

a. During your internship period, Fixity expects you to undergo training in any department/section in which you are placed with a high standard of initiative and efficiency. You shall devote yourself exclusively to undergoing training. You shall not take up any other work for remuneration (part-time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business (except as shareholder or debenture holder) during the training period without obtaining permission in writing from the appointing authority at Fixity. You will be governed by the service rules/standing orders, policies, and regulations as may be promulgated by Fixity from time to time about conduct, discipline, and other matters. You will not seek membership in any local or public bodies without first attaining specific permission from the appointing authority at Fixity. You are expected to comply with the policies of Fixity including the Code of Business Conduct and other policies of Fixity as they form an integral part of the terms of your training with Fixity.

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Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated/modified periodically, and new Policies may be introduced and notified to employees/trainees from time to time and you will be required to could potentially result, or has resulted, in any violation of the Policies or theterms of your employment, shall immediately be brought to the notice of Fixity and appropriate disciplinary action will be initiated.

b. During the training period, if you conceive any new or advanced method of improving processes/formulae/systems about the Business or Trade of Fixity, such developments will be fully communicated to Fixity and will be the sole property of Fixity. In consideration of the opportunities, training, and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Fixity. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Fixity, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under the obligation of law or as may be required by Fixity and in the course of your training. This covenant shall endure during your training and beyond the cessation of your training with Fixity.

c. During the training period and thereafter, you will not pass onto anyone in writing or by word of mouth or otherwise, particulars or details of work, processes, technical know-how, research carried out, security arrangements,administrative and organizational matters of confidential or secret nature, which you may come across during your training period or become known to you by your undergoing training in Fixity or otherwise.

d. In connection with your internship and during the term of your internship, upon conception or creation, you shall disclose and assign to Fixity as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software, and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Fixity about Intellectual Property.

5. Termination

The Company reserves the right to terminate your employment summarily without notice if it has reasonable grounds to believe that you are guilty of misconduct or negligence or have committed any breach of this agreement.

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6. **Training Hours and Holidays**
As an intern, you will be called upon to undergo training during the hours and days asmay be fixed by Fixity. You will be entitled to holidays and leave rules as per the Company's policies.
After completion/termination of the internship, you will immediately surrender to Fixity Fixity or relating to its Businesses and shall not take or retain any copies of the said items. posting, you will be governed by the policies, rules, and regulations as applicablein that Unit / Branch / Establishment.

7. **Arbitration**
Your Term of employment will be for Two (2) years from the date of your joining date. youneed to abide by the clauses mentioned in the employment agreement in case you decideto leave the company within 24 months from the start date.
The trainee is hereby undertaking and has full knowledge the expenditure comes for the training period Amount 2,00,000/- (Two Lakhs Only). In the event of if the trainee breaks thebond, he/she along with a guarantee should be ready to pay the expenditure amount to occur along with the interest and he/she should execute all necessary bonds in any further dispute, the same will be referred to sole arbitrator advocate and his award is final.

8. **Caution**
If the trainee without prior permission makes any bold allegations, against the company the company will initiate defamation cases and appropriate legal proceedings against the trainee and the consultant person.

9. **Agreement and Acknowledgements**
This offer is contingent upon your signing and returning this offer letter and completing all new employee orientation requirements. You acknowledge that the terms in this letter accurately and completely describe your employment with and supersede any other oral orwritten agreements or promises made to you. You also acknowledge that all information contained in this offer and related offer documents are strictly confidential as permitted bylaw. If the terms of this offer are acceptable to you, please initial each page, sign your name below and return the original signed and dated document to the HR Department.
This offer will remain open until, 1st July 2022. If you have any questions, please feel free tocontact us.

Fixity Technologies

Quality Matters

FIXITY TECHNOLOGIES PRIVATE LIMITED

We welcome you to our team and look forward to having you as a part of the Fixity family.

for Fixity Technologies Pvt. Ltd.,

Keerthi Addanki
HR Manager

I, **Kolla Prashanth,** have read and understood the terms and conditions governing my services/ employment with the company.

Signature_____

Date _____

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Avanthi Institute of Engg. & Tech

333, Workfella Business Centre, Cyber Crown, Sec-II, Village, HUDA Techno Enclave, Madhapur, Hyderabad, Telangana - 500081.
CIN: U72900TG2020PTC147265

Info@fixitytech.com, 040-40148862

Fixity Technologies

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ANNEXURE I

Mr/Ms. Kolla Prashanth,

You will be under Training for Three (3) months from your date of joining Fixity. During this period, you are eligible to get a stipend amount of **7000/-** per month**. After your successful completion of training and probation, your all-inclusive annual target compensation (on a cost-to-company basis) will be revised to INR 3,00,000/- To 6,00,000 depending on your final performance assessment evaluation.** Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment.

Yours sincerely,
For Fixity Technologies Pvt Ltd,

Keerthi Addanki

HR Manager

PRINCIPAL
Avanthi Institute of Engg. & Tech
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Fixity Technologies

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FIXITY TECHNOLOGIES PRIVATE LIMITED

23-June- 2022

Mr/Ms. Sirigadha Anudeep,

Sub: Offer of Intern

Dear Sirigadha Anudeep,

Congratulations!

We are pleased to extend this offer of employment to you to join our growing company The details of this offer are outlined below (unless otherwise specified, all monetary amounts are in local currency, INR):

1. **The Position & Place**
   Your job title will be "**Trainee Software Developer**", you will be a member of our Fixity
   Technologies Pvt Ltd.

2. **Compensation**
   In this regard, we are proposing a compensation package and benefits, the details of whichare outlined in Annexure I to this letter.

3. **Training Period**
   The duration of the internship will be from 1st August 2022 to 1st November 2022. During this period, Fixity shall Evaluate your performance unless Fixity extends the period of internship, in writing, exclusively at its discretion, your internship shall automatically stand terminated at the expiry of the internship period.

4. **Background Verification Check**
   This offer is contingent upon you successfully passing a background investigation by applicable laws. As lawfully permitted, this background investigation includes an investigation of previous education and previous employment history. The results of this investigation may result in employment being terminated by applicable law.

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CIN: U72900TG2020PTC147265
Info@fixitytech.com, 040-40148862

1. Probation

Under the mutual agreement, you will be on probation for 3 months from the date of commencement of your employment. Upon completion of the 3 months of probation,you shall be deemed to be confirmed without any further notice from the Company. However, the Company may, at its sole discretion, and having regard to your performance during probation, extend your probation period by giving you notice of such extension in writing. During the probation period, your employment with the Company may be terminated by the company by providing two (2) weeks prior writtennotice or immediate termination.

2. Travel

The nature of your employment may require you to travel across various geographies(both domestic & international) in line with the project/organizational requirements.Your travel expenses will be covered as per company policies.

3. Posting

During your training period, you are liable to be transferred or assigned to training in any division/department/establishment or location at which Fixity or its associate companies have their offices or operation and whether at present existing or which maybe set up in future at any time and any place in India, without any increase in stipend.

4. Obligations and Responsibilities

a. During your internship period, Fixity expects you to undergo training in any department/section in which you are placed with a high standard of initiative and efficiency. You shall devote yourself exclusively to undergoing training. You shall not take up any other work for remuneration (part-time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business (except as shareholder or debenture holder) during the training period without obtaining permission in writing from the appointing authority at Fixity. You will be governed by the service rules/standing orders, policies, and regulations as may be promulgated by Fixity from time to time about conduct, discipline, and other matters. You will not seek membership in any local or public bodies without first attaining specific permission from the appointing authority at Fixity. You are expected to comply with the policies of Fixity including the Code of Business Conduct and other policies of Fixity as they form an integral part of the terms of your training with Fixity.

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Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated/modified periodically, and new Policies may be introduced and notified to employees/trainees from time to time and you will be required to could potentially result, or has resulted, in any violation of the Policies or theterms of your employment, shall immediately be brought to the notice of Fixity and appropriate disciplinary action will be initiated.

b. During the training period, if you conceive any new or advanced method of improving processes/formulae/systems about the Business or Trade of Fixity, such developments will be fully communicated to Fixity and will be the sole property of Fixity. In consideration of the opportunities, training, and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Fixity. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Fixity, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under the obligation of law or as may be required by Fixity and in the course of your training. This covenant shall endure during your training and beyond the cessation of your training with Fixity.

c. During the training period and thereafter, you will not pass onto anyone in writing or by word of mouth or otherwise, particulars or details of work, processes, technical know-how, research carried out, security arrangements,administrative and organizational matters of confidential or secret nature, which you may come across during your training period or become known to you by your undergoing training in Fixity or otherwise.

d. In connection with your internship and during the term of your internship, upon conception or creation, you shall disclose and assign to Fixity as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software, and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Fixity about Intellectual Property.

5. Termination

The Company reserves the right to terminate your employment summarily without notice if it has reasonable grounds to believe that you are guilty of misconduct or negligence or have committed any breach of this agreement.

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6. **Training Hours and Holidays**

As an intern, you will be called upon to undergo training during the hours and days asmay be fixed by Fixity. You will be entitled to holidays and leave rules as per the Company's policies.

After completion/termination of the internship, you will immediately surrender to Fixity Fixity or relating to its Businesses and shall not take or retain any copies of the said items. posting, you will be governed by the policies, rules, and regulations as applicablein that Unit / Branch / Establishment.

7. **Arbitration**

Your Term of employment will be for Two (2) years from the date of your joining date. youneed to abide by the clauses mentioned in the employment agreement in case you decideto leave the company within 24 months from the start date.

The trainee is hereby undertaking and has full knowledge the expenditure comes for the training period Amount 2,00,000/- (Two Lakhs Only). In the event of if the trainee breaks thebond, he/she along with a guarantee should be ready to pay the expenditure amount to occur along with the interest and he/she should execute all necessary bonds in any further dispute, the same will be referred to sole arbitrator advocate and his award is final.

8. **Caution**

If the trainee without prior permission makes any bold allegations, against the company the company will initiate defamation cases and appropriate legal proceedings against the trainee and the consultant person.

9. **Agreement and Acknowledgements**

This offer is contingent upon your signing and returning this offer letter and completing all new employee orientation requirements. You acknowledge that the terms in this letter accurately and completely describe your employment with and supersede any other oral orwritten agreements or promises made to you. You also acknowledge that all information contained in this offer and related offer documents are strictly confidential as permitted bylaw. If the terms of this offer are acceptable to you, please initial each page, sign your name below and return the original signed and dated document to the HR Department.

This offer will remain open until, 1st July 2022. If you have any questions, please feel free tocontact us.

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FIXITY TECHNOLOGIES PRIVATE LIMITED

We welcome you to our team and look forward to having you as a part of the Fixity family.

for Fixity Technologies Pvt. Ltd.,

Keerthi Addanki
HR Manager

I, **Sirigadha Anudeep**, have read and understood the terms and conditions governing my services/employment with the company.

Signature_____

Date _____

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333, Workfella Business Centre, Cyber Crown, Sec-II, Village, HUDA Techno Enclave, Madhapur, Hyderabad, Telangana - 500081.
CIN: U72900TG2020PTC147265

Info@fixitytech.com, 040-40148862

Fixity Technologies

Quality Matters

FIXITY TECHNOLOGIES PRIVATE LIMITED

ANNEXURE I

Mr/Ms. Sirigadha Anudeep,

You will be under Training for Three (3) months from your date of joining Fixity. During this period, you are eligible to get a stipend amount of **7000/-** per month. **After your successful completion of training and probation, your all-inclusive annual target compensation (on a cost-to-company basis) will be revised to INR 3,00,000/- To 6,00,000 depending on your final performance assessment evaluation.** Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment.

Yours sincerely,
For Fixity Technologies Pvt Ltd,

Keerthi Addanki

HR Manager

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nthapally (V), Hayathnagar (Mdl) R.R.Dist

333, Workfella Business Centre, Cyber Crown, Sec-II, Village, HUDA Techno Enclave, Madhapur, Hyderabad, Telangana - 500081.
CIN: U72900TG2020PTC147265

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23-June- 2022

Mr/Ms. Boya Mohit,

Sub: Offer of Intern

Dear Boya Mohit,

Congratulations!

We are pleased to extend this offer of employment to you to join our growing company The details of this offer are outlined below (unless otherwise specified, all monetary amounts are in local currency, INR):

1. **The Position & Place**
   Your job title will be "**Trainee Software Developer**", you will be a member of our Fixity
   Technologies Pvt Ltd.

2. **Compensation**
   In this regard, we are proposing a compensation package and benefits, the details of whichare outlined in Annexure I to this letter.

3. **Training Period**
   The duration of the internship will be from 1st August 2022 to 1st November 2022. During this period, Fixity shall Evaluate your performance unless Fixity extends the period of internship, in writing, exclusively at its discretion, your internship shall automatically stand terminated at the expiry of the internship period.

4. **Background Verification Check**
   This offer is contingent upon you successfully passing a background investigation by applicable laws. As lawfully permitted, this background investigation includes an investigation of previous education and previous employment history. The results of this investigation may result in employment being terminated by applicable law.

PRINCIPAL
Avanthi Institute of Engg. & Tech

333, Workfella Business Centre, Cyber Crown, Sec-II, Village, HUDA Techno Enclave, Madhapur, Hyderabad, Telangana - 500081.
CIN: U72900TG2020PTC147265
Info@fixitytech.com, 040-40148862

1. Probation

Under the mutual agreement, you will be on probation for 3 months from the date of commencement of your employment. Upon completion of the 3 months of probation,you shall be deemed to be confirmed without any further notice from the Company. However, the Company may, at its sole discretion, and having regard to your performance during probation, extend your probation period by giving you notice of such extension in writing. During the probation period, your employment with the Company may be terminated by the company by providing two (2) weeks prior writtennotice or immediate termination.

2. Travel

The nature of your employment may require you to travel across various geographies(both domestic & international) in line with the project/organizational requirements.Your travel expenses will be covered as per company policies.

3. Posting

During your training period, you are liable to be transferred or assigned to training in any division/department/establishment or location at which Fixity or its associate companies have their offices or operation and whether at present existing or which maybe set up in future at any time and any place in India, without any increase in stipend.

4. Obligations and Responsibilities

a. During your internship period, Fixity expects you to undergo training in any department/section in which you are placed with a high standard of initiative and efficiency. You shall devote yourself exclusively to undergoing training. You shall not take up any other work for remuneration (part-time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business (except as shareholder or debenture holder) during the training period without obtaining permission in writing from the appointing authority at Fixity. You will be governed by the service rules/standing orders, policies, and regulations as may be promulgated by Fixity from time to time about conduct, discipline, and other matters. You will not seek membership in any local or public bodies without first attaining specific permission from the appointing authority at Fixity. You are expected to comply with the policies of Fixity including the Code of Business Conduct and other policies of Fixity as they form an integral part of the terms of your training with Fixity.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated/modified periodically, and new Policies may be introduced and notified to employees/trainees from time to time and you will be required to could potentially result, or has resulted, in any violation of the Policies or theterms of your employment, shall immediately be brought to the notice of Fixity and appropriate disciplinary action will be initiated.

b. During the training period, if you conceive any new or advanced method of improving processes/formulae/systems about the Business or Trade of Fixity, such developments will be fully communicated to Fixity and will be the sole property of Fixity. In consideration of the opportunities, training, and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Fixity. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Fixity, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under the obligation of law or as may be required by Fixity and in the course of your training. This covenant shall endure during your training and beyond the cessation of your training with Fixity.

c. During the training period and thereafter, you will not pass onto anyone in writing or by word of mouth or otherwise, particulars or details of work, processes, technical know-how, research carried out, security arrangements,administrative and organizational matters of confidential or secret nature, which you may come across during your training period or become known to you by your undergoing training in Fixity or otherwise.

d. In connection with your internship and during the term of your internship, upon conception or creation, you shall disclose and assign to Fixity as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software, and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Fixity about Intellectual Property.

5. Termination

The Company reserves the right to terminate your employment summarily without notice if it has reasonable grounds to believe that you are guilty of misconduct or negligence or have committed any breach of this agreement.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

6. **Training Hours and Holidays**

As an intern, you will be called upon to undergo training during the hours and days asmay be fixed by Fixity. You will be entitled to holidays and leave rules as per the Company's policies.

After completion/termination of the internship, you will immediately surrender to Fixity Fixity or relating to its Businesses and shall not take or retain any copies of the said items. posting, you will be governed by the policies, rules, and regulations as applicablein that Unit / Branch / Establishment.

7. **Arbitration**

Your Term of employment will be for Two (2) years from the date of your joining date. youneed to abide by the clauses mentioned in the employment agreement in case you decideto leave the company within 24 months from the start date.

The trainee is hereby undertaking and has full knowledge the expenditure comes for the training period Amount 2,00,000/- (Two Lakhs Only). In the event of if the trainee breaks thebond, he/she along with a guarantee should be ready to pay the expenditure amount to occur along with the interest and he/she should execute all necessary bonds in any further dispute, the same will be referred to sole arbitrator advocate and his award is final.

8. **Caution**

If the trainee without prior permission makes any bold allegations, against the company the company will initiate defamation cases and appropriate legal proceedings against the trainee and the consultant person.

9. **Agreement and Acknowledgements**

This offer is contingent upon your signing and returning this offer letter and completing all new employee orientation requirements. You acknowledge that the terms in this letter accurately and completely describe your employment with and supersede any other oral orwritten agreements or promises made to you. You also acknowledge that all information contained in this offer and related offer documents are strictly confidential as permitted bylaw. If the terms of this offer are acceptable to you, please initial each page, sign your name below and return the original signed and dated document to the HR Department.

This offer will remain open until, 1st July 2022. If you have any questions, please feel free tocontact us.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntithapally (V), Abdullapurmet (Mdl) R.R.Dist

We welcome you to our team and look forward to having you as a part of the Fixity family.

for Fixity Technologies Pvt. Ltd.,

Keerthi Addanki
HR Manager

I, **Boya Mohit**, have read and understood the terms and conditions governing my services/ employment with the company.

Signature_____

Date _____

PRINCIPAL
Avanthi Institute of Engg. & Tech

ANNEXURE I

Mr/Ms. Boya Mohit,

You will be under Training for Three (3) months from your date of joining Fixity. During this period, you are eligible to get a stipend amount of **7000/-** per month**. After your successful completion of training and probation, your all-inclusive annual target compensation (on a cost-to-company basis) will be revised to INR 3,00,000/- To 6,00,000 depending on your final performance assessment evaluation.** Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment.

Yours sincerely,
For Fixity Technologies Pvt Ltd,

Keerthi Addanki

HR Manager

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

Fixity Technologies

Quality Matters

FIXITY TECHNOLOGIES PRIVATE LIMITED

23-June- 2022

Mr/Ms. Dulgunde

Vikas,

Sub: Offer of Intern

Dear Dulgunde Vikas,

Congratulations!

We are pleased to extend this offer of employment to you to join our growing company The details of this offer are outlined below (unless otherwise specified, all monetary amounts are in local currency, INR):

1. The Position & Place

Your job title will be "**Trainee Software Developer**", you will be a member of our Fixity
Technologies Pvt Ltd.

2. Compensation

In this regard, we are proposing a compensation package and benefits, the details of whichare outlined in Annexure I to this letter.

3. Training Period

The duration of the internship will be from 1st August 2022 to 1st November 2022. During this period, Fixity shall Evaluate your performance unless Fixity extends the period of internship, in writing, exclusively at its discretion, your internship shall automatically stand terminated at the expiry of the internship period.

4. Background Verification Check

This offer is contingent upon you successfully passing a background investigation by applicable laws. As lawfully permitted, this background investigation includes an investigation of previous education and previous employment history. The results of this investigation may result in employment being terminated by applicable law.

PRINCIPAL
Institute of Engg. & Tech.

Enclave, Madhapur, Hyderabad, Telangana - 500081.
CIN: U72900TG2020PTC147265

Info@fixitytech.com, 040-40148862

1. Probation

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2. Travel

The nature of your employment may require you to travel across various geographies(both domestic & international) in line with the project/organizational requirements.Your travel expenses will be covered as per company policies.

3. Posting

During your training period, you are liable to be transferred or assigned to training in any division/department/establishment or location at which Fixity or its associate companies have their offices or operation and whether at present existing or which maybe set up in future at any time and any place in India, without any increase in stipend.

4. Obligations and Responsibilities

a. During your internship period, Fixity expects you to undergo training in any department/section in which you are placed with a high standard of initiative and efficiency. You shall devote yourself exclusively to undergoing training. You shall not take up any other work for remuneration (part-time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business (except as shareholder or debenture holder) during the training period without obtaining permission in writing from the appointing authority at Fixity. You will be governed by the service rules/standing orders, policies, and regulations as may be promulgated by Fixity from time to time about conduct, discipline, and other matters. You will not seek membership in any local or public bodies without first attaining specific permission from the appointing authority at Fixity. You are expected to comply with the policies of Fixity including the Code of Business Conduct and other policies of Fixity as they form an integral part of the terms of your training with Fixity.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (M), R.R.Dist.

Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated/modified periodically, and new Policies may be introduced and notified to employees/trainees from time to time and you will be required to could potentially result, or has resulted, in any violation of the Policies or theterms of your employment, shall immediately be brought to the notice of Fixity and appropriate disciplinary action will be initiated.

b. During the training period, if you conceive any new or advanced method of improving processes/formulae/systems about the Business or Trade of Fixity, such developments will be fully communicated to Fixity and will be the sole property of Fixity. In consideration of the opportunities, training, and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Fixity. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Fixity, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under the obligation of law or as may be required by Fixity and in the course of your training. This covenant shall endure during your training and beyond the cessation of your training with Fixity.

c. During the training period and thereafter, you will not pass onto anyone in writing or by word of mouth or otherwise, particulars or details of work, processes, technical know-how, research carried out, security arrangements,administrative and organizational matters of confidential or secret nature, which you may come across during your training period or become known to you by your undergoing training in Fixity or otherwise.

d. In connection with your internship and during the term of your internship, upon conception or creation, you shall disclose and assign to Fixity as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software, and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Fixity about Intellectual Property.

5. Termination

The Company reserves the right to terminate your employment summarily without notice if it has reasonable grounds to believe that you are guilty of misconduct or negligence or have committed any breach of this agreement.

PRINCIPAL
Avanthi Institute of Engg. & Tech

6. **Training Hours and Holidays**

As an intern, you will be called upon to undergo training during the hours and days asmay be fixed by Fixity. You will be entitled to holidays and leave rules as per the Company's policies.

After completion/termination of the internship, you will immediately surrender to Fixity Fixity or relating to its Businesses and shall not take or retain any copies of the said items. posting, you will be governed by the policies, rules, and regulations as applicablein that Unit / Branch / Establishment.

7. **Arbitration**

Your Term of employment will be for Two (2) years from the date of your joining date. youneed to abide by the clauses mentioned in the employment agreement in case you decideto leave the company within 24 months from the start date.

The trainee is hereby undertaking and has full knowledge the expenditure comes for the training period Amount 2,00,000/- (Two Lakhs Only). In the event of if the trainee breaks thebond, he/she along with a guarantee should be ready to pay the expenditure amount to occur along with the interest and he/she should execute all necessary bonds in any further dispute, the same will be referred to sole arbitrator advocate and his award is final.

8. **Caution**

If the trainee without prior permission makes any bold allegations, against the company the company will initiate defamation cases and appropriate legal proceedings against the trainee and the consultant person.

9. **Agreement and Acknowledgements**

This offer is contingent upon your signing and returning this offer letter and completing all new employee orientation requirements. You acknowledge that the terms in this letter accurately and completely describe your employment with and supersede any other oral orwritten agreements or promises made to you. You also acknowledge that all information contained in this offer and related offer documents are strictly confidential as permitted bylaw. If the terms of this offer are acceptable to you, please initial each page, sign your name below and return the original signed and dated document to the HR Department.

This offer will remain open until, 1st July 2022. If you have any questions, please feel free tocontact us.

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

Fixity Technologies
Quality Matters
FIXITY TECHNOLOGIES PRIVATE LIMITED

We welcome you to our team and look forward to having you as a part of the Fixity family.

for Fixity Technologies Pvt. Ltd.,

Keerthi Addanki
HR Manager

I, **Dulgunde Vikas**, have read and understood the terms and conditions governing my services/ employment with the company.

Signature_____

Date _____

PRINCIPAL
Avanthi Institute of Engg. & Tech
Abdullapurmet (Mdl) R.R.Dist

Fixity
Technologies
Quality Matters

FIXITY TECHNOLOGIES PRIVATE LIMITED

ANNEXURE I

Mr/Ms. Dulgunde Vikas,

You will be under Training for Three (3) months from your date of joining Fixity. During this period, you are eligible to get a stipend amount of **7000/-** per month**. After your successful completion of training and probation, your all-inclusive annual target compensation (on a cost-to-company basis) will be revised to INR 3,00,000/- To 6,00,000 depending on your final performance assessment evaluation.** Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment.

Yours sincerely,
For Fixity Technologies Pvt Ltd,

Keerthi Addanki

HR Manager

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R.Dist.

333, Workfella Business Centre, Cyber Crown, Sec-II, Village, HUDA Techno Enclave, Madhapur, Hyderabad, Telangana - 500081.
CIN: U72900TG2020PTC147265

Info@fixitytech.com, 040-40148862

Fixity Technologies

Quality Matters

FIXITY TECHNOLOGIES PRIVATE LIMITED

23-June- 2022

Mr/Ms. Kudire

Manasa,

Sub: Offer of Intern

Dear Kudire Manasa,

Congratulations!

We are pleased to extend this offer of employment to you to join our growing company The details of this offer are outlined below (unless otherwise specified, all monetary amounts are in local currency, INR):

1. **The Position & Place**
   Your job title will be "**Trainee Software Developer**", you will be a member of our Fixity
   Technologies Pvt Ltd.

2. **Compensation**
   In this regard, we are proposing a compensation package and benefits, the details of whichare outlined in Annexure I to this letter.

3. **Training Period**
   The duration of the internship will be from 1st August 2022 to 1st November 2022. During this period, Fixity shall Evaluate your performance unless Fixity extends the period of internship, in writing, exclusively at its discretion, your internship shall automatically stand terminated at the expiry of the internship period.

4. **Background Verification Check**
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PRINCIPAL
Aravinthi Institute of Engg. & Tech
Guntthapally (V), Abdullapurmet (M), RR Dist

Enclave, Madhapur, Hyderabad, Telangana - 500081
CIN: U72900TG2020PTC147265

Info@fixitytech.com, 040-40148862

1. Probation

Under the mutual agreement, you will be on probation for 3 months from the date of commencement of your employment. Upon completion of the 3 months of probation,you shall be deemed to be confirmed without any further notice from the Company. However, the Company may, at its sole discretion, and having regard to your performance during probation, extend your probation period by giving you notice of such extension in writing. During the probation period, your employment with the Company may be terminated by the company by providing two (2) weeks prior writtennotice or immediate termination.

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PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (M), R.R.Dist

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5. Termination

The Company reserves the right to terminate your employment summarily without notice if it has reasonable grounds to believe that you are guilty of misconduct or negligence or have committed any breach of this agreement.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl), R.R.Dist

6. Training Hours and Holidays

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7. Arbitration

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The trainee is hereby undertaking and has full knowledge the expenditure comes for the training period Amount 2,00,000/- (Two Lakhs Only). In the event of if the trainee breaks thebond, he/she along with a guarantee should be ready to pay the expenditure amount to occur along with the interest and he/she should execute all necessary bonds in any further dispute, the same will be referred to sole arbitrator advocate and his award is final.

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This offer will remain open until, 1st July 2022. If you have any questions, please feel free tocontact us.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R.Dist

Fixity
Technologies
Quality Matters

FIXITY TECHNOLOGIES PRIVATE LIMITED

We welcome you to our team and look forward to having you as a part of the Fixity family.

for Fixity Technologies Pvt. Ltd.,

Keerthi Addanki
HR Manager

I, **Kudire Manasa**, have read and understood the terms and conditions governing my services/ employment with the company.

Signature_____

Date _____

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

333, Workfella Business Centre, Cyber Crown, Sec-II, Village, HUDA Techno Enclave, Madhapur, Hyderabad, Telangana - 500081.
CIN: U72900TG2020PTC147265

Info@fixitytech.com, 040-40148862

Fixity
Technologies
Quality Matters

FIXITY TECHNOLOGIES PRIVATE LIMITED

ANNEXURE I

Mr/Ms. Kudire Manasa,

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Yours sincerely,
For Fixity Technologies Pvt Ltd,

Keerthi Addanki

HR Manager

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

333, Workfella Business Centre, Cyber Crown, Phase-II, Village, HUDA Techno Enclave, Madhapur, Hyderabad, Telangana - 500081.
CIN: U72900TG2020PTC147265

Info@fixitytech.com, 040-40148862

Fixity Technologies

Quality Matters

FIXITY TECHNOLOGIES PRIVATE LIMITED

23-June- 2022

Mr/Ms. Rudra Bhanusri,

Sub: Offer of Intern

Dear Rudra Bhanusri,

Congratulations!

We are pleased to extend this offer of employment to you to join our growing company The details of this offer are outlined below (unless otherwise specified, all monetary amounts are in local currency, INR):

1. **The Position & Place**
   Your job title will be "**Trainee Software Developer**", you will be a member of our Fixity
   Technologies Pvt Ltd.

2. **Compensation**
   In this regard, we are proposing a compensation package and benefits, the details of whichare outlined in Annexure I to this letter.

3. **Training Period**
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Info@fixitytech.com, 040-40148862

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet Main Road

333, Workfella Business Centre, Cyber Crown, Sec-II, Village, HUDA Techno Enclave, Madhapur, Hyderabad, Telangana - 500081.
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Info@fixitytech.com, 040-40148862

1. Probation

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PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated/modified periodically, and new Policies may be introduced and notified to employees/trainees from time to time and you will be required to could potentially result, or has resulted, in any violation of the Policies or theterms of your employment, shall immediately be brought to the notice of Fixity and appropriate disciplinary action will be initiated.

b. During the training period, if you conceive any new or advanced method of improving processes/formulae/systems about the Business or Trade of Fixity, such developments will be fully communicated to Fixity and will be the sole property of Fixity. In consideration of the opportunities, training, and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Fixity. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Fixity, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under the obligation of law or as may be required by Fixity and in the course of your training. This covenant shall endure during your training and beyond the cessation of your training with Fixity.

c. During the training period and thereafter, you will not pass onto anyone in writing or by word of mouth or otherwise, particulars or details of work, processes, technical know-how, research carried out, security arrangements,administrative and organizational matters of confidential or secret nature, which you may come across during your training period or become known to you by your undergoing training in Fixity or otherwise.

d. In connection with your internship and during the term of your internship, upon conception or creation, you shall disclose and assign to Fixity as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software, and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Fixity about Intellectual Property.

5. Termination

The Company reserves the right to terminate your employment summarily without notice if it has reasonable grounds to believe that you are guilty of misconduct or negligence or have committed any breach of this agreement.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R.Dist

6. **Training Hours and Holidays**

As an intern, you will be called upon to undergo training during the hours and days asmay be fixed by Fixity. You will be entitled to holidays and leave rules as per the Company's policies.

After completion/termination of the internship, you will immediately surrender to Fixity Fixity or relating to its Businesses and shall not take or retain any copies of the said items. posting, you will be governed by the policies, rules, and regulations as applicablein that Unit / Branch / Establishment.

7. **Arbitration**

Your Term of employment will be for Two (2) years from the date of your joining date. youneed to abide by the clauses mentioned in the employment agreement in case you decideto leave the company within 24 months from the start date.

The trainee is hereby undertaking and has full knowledge the expenditure comes for the training period Amount 2,00,000/- (Two Lakhs Only). In the event of if the trainee breaks thebond, he/she along with a guarantee should be ready to pay the expenditure amount to occur along with the interest and he/she should execute all necessary bonds in any further dispute, the same will be referred to sole arbitrator advocate and his award is final.

8. **Caution**

If the trainee without prior permission makes any bold allegations, against the company the company will initiate defamation cases and appropriate legal proceedings against the trainee and the consultant person.

9. **Agreement and Acknowledgements**

This offer is contingent upon your signing and returning this offer letter and completing all new employee orientation requirements. You acknowledge that the terms in this letter accurately and completely describe your employment with and supersede any other oral orwritten agreements or promises made to you. You also acknowledge that all information contained in this offer and related offer documents are strictly confidential as permitted bylaw. If the terms of this offer are acceptable to you, please initial each page, sign your name below and return the original signed and dated document to the HR Department.

This offer will remain open until, 1st July 2022. If you have any questions, please feel free tocontact us.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

Fixity
Technologies
Quality Matters

FIXITY TECHNOLOGIES PRIVATE LIMITED

We welcome you to our team and look forward to having you as a part of the Fixity family.

for Fixity Technologies Pvt. Ltd.,

Keerthi Addanki
HR Manager

I, **Rudra Bhanusri,** have read and understood the terms and conditions governing my services/ employment with the company.

Signature_____

Date _____

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R.Dist

333, Workfella Business Centre, Cyber Crown, Sec-II, Village, HUDA Techno Enclave, Madhapur, Hyderabad, Telangana - 500081.
CIN: U72900TG2020PTC147265

Info@fixitytech.com, 040-40148862

Fixity Technologies

Quality Matters

FIXITY TECHNOLOGIES PRIVATE LIMITED

ANNEXURE I

Mr/Ms. Rudra Bhanusri,

You will be under Training for Three (3) months from your date of joining Fixity. During this period, you are eligible to get a stipend amount of **7000/-** per month. **After your successful completion of training and probation, your all-inclusive annual target compensation (on a cost-to-company basis) will be revised to INR 3,00,000/- To 6,00,000 depending on your final performance assessment evaluation.** Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment.

Yours sincerely,
For Fixity Technologies Pvt Ltd,

Keerthi Addanki

HR Manager

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

333, Workfella Business Centre, Cyber Crown, Sec-II, Village, HUDA Techno Enclave, Madhapur, Hyderabad, Telangana - 500081.
CIN: U72900TG2020PTC147265

Info@fixitytech.com, 040-40148862

Fixity Technologies

Quality Matters

FIXITY TECHNOLOGIES PRIVATE LIMITED

23-June- 2022

Mr/Ms. K Nikitha,

Sub: Offer of Intern

Dear K Nikitha,

Congratulations!

We are pleased to extend this offer of employment to you to join our growing company The details of this offer are outlined below (unless otherwise specified, all monetary amounts are in local currency, INR):

1. **The Position & Place**
   Your job title will be "**Trainee Software Developer**", you will be a member of our Fixity
   Technologies Pvt Ltd.

2. **Compensation**
   In this regard, we are proposing a compensation package and benefits, the details of whichare outlined in Annexure I to this letter.

3. **Training Period**
   The duration of the internship will be from 1st August 2022 to 1st November 2022. During this period, Fixity shall Evaluate your performance unless Fixity extends the period of internship, in writing, exclusively at its discretion, your internship shall automatically stand terminated at the expiry of the internship period.

4. **Background Verification Check**
   This offer is contingent upon you successfully passing a background investigation by applicable laws. As lawfully permitted, this background investigation includes an investigation of previous education and previous employment history. The results of this investigation may result in employment being terminated by applicable law.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R.Dist

333, Workfella Business Centre, Cyber Crown, Sec-II, Village, HUDA Techno Enclave, Madhapur, Hyderabad, Telangana - 500081.
CIN: U72900TG2020PTC147265
Info@fixitytech.com, 040-40148862

1. Probation

Under the mutual agreement, you will be on probation for 3 months from the date of commencement of your employment. Upon completion of the 3 months of probation,you shall be deemed to be confirmed without any further notice from the Company. However, the Company may, at its sole discretion, and having regard to your performance during probation, extend your probation period by giving you notice of such extension in writing. During the probation period, your employment with the Company may be terminated by the company by providing two (2) weeks prior writtennotice or immediate termination.

2. Travel

The nature of your employment may require you to travel across various geographies(both domestic & international) in line with the project/organizational requirements.Your travel expenses will be covered as per company policies.

3. Posting

During your training period, you are liable to be transferred or assigned to training in any division/department/establishment or location at which Fixity or its associate companies have their offices or operation and whether at present existing or which maybe set up in future at any time and any place in India, without any increase in stipend.

4. Obligations and Responsibilities

a. During your internship period, Fixity expects you to undergo training in any department/section in which you are placed with a high standard of initiative and efficiency. You shall devote yourself exclusively to undergoing training. You shall not take up any other work for remuneration (part-time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business (except as shareholder or debenture holder) during the training period without obtaining permission in writing from the appointing authority at Fixity. You will be governed by the service rules/standing orders, policies, and regulations as may be promulgated by Fixity from time to time about conduct, discipline, and other matters. You will not seek membership in any local or public bodies without first attaining specific permission from the appointing authority at Fixity. You are expected to comply with the policies of Fixity including the Code of Business Conduct and other policies of Fixity as they form an integral part of the terms of your training with Fixity.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated/modified periodically, and new Policies may be introduced and notified to employees/trainees from time to time and you will be required to could potentially result, or has resulted, in any violation of the Policies or theterms of your employment, shall immediately be brought to the notice of Fixity and appropriate disciplinary action will be initiated.

b. During the training period, if you conceive any new or advanced method of improving processes/formulae/systems about the Business or Trade of Fixity, such developments will be fully communicated to Fixity and will be the sole property of Fixity. In consideration of the opportunities, training, and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Fixity. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Fixity, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under the obligation of law or as may be required by Fixity and in the course of your training. This covenant shall endure during your training and beyond the cessation of your training with Fixity.

c. During the training period and thereafter, you will not pass onto anyone in writing or by word of mouth or otherwise, particulars or details of work, processes, technical know-how, research carried out, security arrangements,administrative and organizational matters of confidential or secret nature, which you may come across during your training period or become known to you by your undergoing training in Fixity or otherwise.

d. In connection with your internship and during the term of your internship, upon conception or creation, you shall disclose and assign to Fixity as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software, and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Fixity about Intellectual Property.

5. Termination

The Company reserves the right to terminate your employment summarily without notice if it has reasonable grounds to believe that you are guilty of misconduct or negligence or have committed any breach of this agreement.

PRINCIPAL
Vignana Bharathi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Md), R.R. Dist.

6. **Training Hours and Holidays**
As an intern, you will be called upon to undergo training during the hours and days asmay be fixed by Fixity. You will be entitled to holidays and leave rules as per the Company's policies.
After completion/termination of the internship, you will immediately surrender to Fixity Fixity or relating to its Businesses and shall not take or retain any copies of the said items. posting, you will be governed by the policies, rules, and regulations as applicablein that Unit / Branch / Establishment.

7. **Arbitration**
Your Term of employment will be for Two (2) years from the date of your joining date. youneed to abide by the clauses mentioned in the employment agreement in case you decideto leave the company within 24 months from the start date.
The trainee is hereby undertaking and has full knowledge the expenditure comes for the training period Amount 2,00,000/- (Two Lakhs Only). In the event of if the trainee breaks thebond, he/she along with a guarantee should be ready to pay the expenditure amount to occur along with the interest and he/she should execute all necessary bonds in any further dispute, the same will be referred to sole arbitrator advocate and his award is final.

8. **Caution**
If the trainee without prior permission makes any bold allegations, against the company the company will initiate defamation cases and appropriate legal proceedings against the trainee and the consultant person.

9. **Agreement and Acknowledgements**
This offer is contingent upon your signing and returning this offer letter and completing all new employee orientation requirements. You acknowledge that the terms in this letter accurately and completely describe your employment with and supersede any other oral orwritten agreements or promises made to you. You also acknowledge that all information contained in this offer and related offer documents are strictly confidential as permitted bylaw. If the terms of this offer are acceptable to you, please initial each page, sign your name below and return the original signed and dated document to the HR Department.
This offer will remain open until, 1st July 2022. If you have any questions, please feel free tocontact us.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

Fixity Technologies

Quality Matters

FIXITY TECHNOLOGIES PRIVATE LIMITED

We welcome you to our team and look forward to having you as a part of the Fixity family.

for Fixity Technologies Pvt. Ltd.,

Keerthi Addanki
HR Manager

I, **K Nikitha,** have read and understood the terms and conditions governing my services/ employment with the company.

Signature_____

Date _____

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

333, Workfella Business Centre, Cyber Crown, Sec-II, Village, HUDA Techno Enclave, Madhapur, Hyderabad, Telangana - 500081.
CIN: U72900TG2020PTC147265

Info@fixitytech.com, 040-40148862

Fixity Technologies

Quality Matters

FIXITY TECHNOLOGIES PRIVATE LIMITED

ANNEXURE I

Mr/Ms. K Nikitha,

You will be under Training for Three (3) months from your date of joining Fixity. During this period, you are eligible to get a stipend amount of **7000/-** per month**. After your successful completion of training and probation, your all-inclusive annual target compensation (on a cost-to-company basis) will be revised to INR 3,00,000/- To 6,00,000 depending on your final performance assessment evaluation.** Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment.

Yours sincerely,
For Fixity Technologies Pvt Ltd,

Keerthi Addanki

HR Manager

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

333, Workfella Business Centre, Cyber Crown, Sec-II, Village, HUDA Techno Enclave, Madhapur, Hyderabad, Telangana - 500081.
CIN: U72900TG2020PTC147265

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Fixity Technologies

Quality Matters

FIXITY TECHNOLOGIES PRIVATE LIMITED

23-June- 2022

Mr/Ms. Jinkala Anil

Kumar Reddy,

Sub: Offer of Intern

Dear Jinkala Anil Kumar Reddy,

Congratulations!

We are pleased to extend this offer of employment to you to join our growing company The details of this offer are outlined below (unless otherwise specified, all monetary amounts are in local currency, INR):

1. **The Position & Place**
   Your job title will be "**Trainee Software Developer**", you will be a member of our Fixity
   Technologies Pvt Ltd.

2. **Compensation**
   In this regard, we are proposing a compensation package and benefits, the details of whichare outlined in Annexure I to this letter.

3. **Training Period**
   The duration of the internship will be from 1st August 2022 to 1st November 2022. During this period, Fixity shall Evaluate your performance unless Fixity extends the period of internship, in writing, exclusively at its discretion, your internship shall automatically stand terminated at the expiry of the internship period.

4. **Background Verification Check**
   This offer is contingent upon you successfully passing a background investigation by applicable laws. As lawfully permitted, this background investigation includes an investigation of previous education and previous employment history. The results of this investigation may result in employment being terminated by applicable law.

PRINCIPAL
Avanthi Institute of Engg. & Tech

Enclave, Madhapur, Hyderabad, Telangana - 500081.
CIN: U72900TG2020PTC147265
Info@fixitytech.com, 040-40148862

1. Probation

Under the mutual agreement, you will be on probation for 3 months from the date of commencement of your employment. Upon completion of the 3 months of probation,you shall be deemed to be confirmed without any further notice from the Company. However, the Company may, at its sole discretion, and having regard to your performance during probation, extend your probation period by giving you notice of such extension in writing. During the probation period, your employment with the Company may be terminated by the company by providing two (2) weeks prior writtennotice or immediate termination.

2. Travel

The nature of your employment may require you to travel across various geographies(both domestic & international) in line with the project/organizational requirements.Your travel expenses will be covered as per company policies.

3. Posting

During your training period, you are liable to be transferred or assigned to training in any division/department/establishment or location at which Fixity or its associate companies have their offices or operation and whether at present existing or which maybe set up in future at any time and any place in India, without any increase in stipend.

4. Obligations and Responsibilities

a. During your internship period, Fixity expects you to undergo training in any department/section in which you are placed with a high standard of initiative and efficiency. You shall devote yourself exclusively to undergoing training. You shall not take up any other work for remuneration (part-time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business (except as shareholder or debenture holder) during the training period without obtaining permission in writing from the appointing authority at Fixity. You will be governed by the service rules/standing orders, policies, and regulations as may be promulgated by Fixity from time to time about conduct, discipline, and other matters. You will not seek membership in any local or public bodies without first attaining specific permission from the appointing authority at Fixity. You are expected to comply with the policies of Fixity including the Code of Business Conduct and other policies of Fixity as they form an integral part of the terms of your training with Fixity.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated/modified periodically, and new Policies may be introduced and notified to employees/trainees from time to time and you will be required to could potentially result, or has resulted, in any violation of the Policies or theterms of your employment, shall immediately be brought to the notice of Fixity and appropriate disciplinary action will be initiated.

b. During the training period, if you conceive any new or advanced method of improving processes/formulae/systems about the Business or Trade of Fixity, such developments will be fully communicated to Fixity and will be the sole property of Fixity. In consideration of the opportunities, training, and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Fixity. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Fixity, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under the obligation of law or as may be required by Fixity and in the course of your training. This covenant shall endure during your training and beyond the cessation of your training with Fixity.

c. During the training period and thereafter, you will not pass onto anyone in writing or by word of mouth or otherwise, particulars or details of work, processes, technical know-how, research carried out, security arrangements,administrative and organizational matters of confidential or secret nature, which you may come across during your training period or become known to you by your undergoing training in Fixity or otherwise.

d. In connection with your internship and during the term of your internship, upon conception or creation, you shall disclose and assign to Fixity as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software, and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Fixity about Intellectual Property.

5. Termination

The Company reserves the right to terminate your employment summarily without notice if it has reasonable grounds to believe that you are guilty of misconduct or negligence or have committed any breach of this agreement.

PRINCIPAL
Avanthi Institute of Engg. & Tech

6. **Training Hours and Holidays**

As an intern, you will be called upon to undergo training during the hours and days asmay be fixed by Fixity. You will be entitled to holidays and leave rules as per the Company's policies.

After completion/termination of the internship, you will immediately surrender to Fixity Fixity or relating to its Businesses and shall not take or retain any copies of the said items. posting, you will be governed by the policies, rules, and regulations as applicablein that Unit / Branch / Establishment.

7. **Arbitration**

Your Term of employment will be for Two (2) years from the date of your joining date. youneed to abide by the clauses mentioned in the employment agreement in case you decideto leave the company within 24 months from the start date.

The trainee is hereby undertaking and has full knowledge the expenditure comes for the training period Amount 2,00,000/- (Two Lakhs Only). In the event of if the trainee breaks thebond, he/she along with a guarantee should be ready to pay the expenditure amount to occur along with the interest and he/she should execute all necessary bonds in any further dispute, the same will be referred to sole arbitrator advocate and his award is final.

8. **Caution**

If the trainee without prior permission makes any bold allegations, against the company the company will initiate defamation cases and appropriate legal proceedings against the trainee and the consultant person.

9. **Agreement and Acknowledgements**

This offer is contingent upon your signing and returning this offer letter and completing all new employee orientation requirements. You acknowledge that the terms in this letter accurately and completely describe your employment with and supersede any other oral orwritten agreements or promises made to you. You also acknowledge that all information contained in this offer and related offer documents are strictly confidential as permitted bylaw. If the terms of this offer are acceptable to you, please initial each page, sign your name below and return the original signed and dated document to the HR Department.

This offer will remain open until, 1st July 2022. If you have any questions, please feel free tocontact us.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

Fixity
Technologies
Quality Matters

FIXITY TECHNOLOGIES PRIVATE LIMITED

We welcome you to our team and look forward to having you as a part of the Fixity family.

for Fixity Technologies Pvt. Ltd.,



Keerthi Addanki
HR Manager

I, **Jinkala Anil Kumar Reddy,** have read and understood the terms and conditions governing my services/employment with the company.

Signature_____

Date _____

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

333, Workfella Business Centre, Cyber Crown, Sec-II, Village, HUDA Techno Enclave, Madhapur, Hyderabad, Telangana - 500081.
CIN: U72900TG2020PTC147265

Info@fixitytech.com, 040-40148862

ANNEXURE I

Mr/Ms. Jinkala Anil Kumar Reddy,

You will be under Training for Three (3) months from your date of joining Fixity. During this period, you are eligible to get a stipend amount of **7000/-** per month**. After your successful completion of training and probation, your all-inclusive annual target compensation (on a cost-to-company basis) will be revised to INR 3,00,000/- To 6,00,000 depending on your final performance assessment evaluation.** Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment.

Yours sincerely,
For Fixity Technologies Pvt Ltd,

Keerthi Addanki

HR Manager

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntlhapally (V), Abdullapurmet (Md), R.R.Dist.

Fixity Technologies

Quality Matters

FIXITY TECHNOLOGIES PRIVATE LIMITED

23-June- 2022

Mr/Ms. Kammadanam Nandini,

Sub: Offer of Intern

Dear Kammadanam Nandini,

Congratulations!

We are pleased to extend this offer of employment to you to join our growing company The details of this offer are outlined below (unless otherwise specified, all monetary amounts are in local currency, INR):

1. **The Position & Place**
   Your job title will be "**Trainee Software Developer**", you will be a member of our Fixity
   Technologies Pvt Ltd.

2. **Compensation**
   In this regard, we are proposing a compensation package and benefits, the details of whichare outlined in Annexure I to this letter.

3. **Training Period**
   The duration of the internship will be from 1st August 2022 to 1st November 2022. During this period, Fixity shall Evaluate your performance unless Fixity extends the period of internship, in writing, exclusively at its discretion, your internship shall automatically stand terminated at the expiry of the internship period.

4. **Background Verification Check**
   This offer is contingent upon you successfully passing a background investigation by applicable laws. As lawfully permitted, this background investigation includes an investigation of previous education and previous employment history. The results of this investigation may result in employment being terminated by applicable law.

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CIN: U72900TG2020PTC147265

Info@fixitytech.com, 040-40148862

1. Probation

Under the mutual agreement, you will be on probation for 3 months from the date of commencement of your employment. Upon completion of the 3 months of probation,you shall be deemed to be confirmed without any further notice from the Company. However, the Company may, at its sole discretion, and having regard to your performance during probation, extend your probation period by giving you notice of such extension in writing. During the probation period, your employment with the Company may be terminated by the company by providing two (2) weeks prior writtennotice or immediate termination.

2. Travel

The nature of your employment may require you to travel across various geographies(both domestic & international) in line with the project/organizational requirements.Your travel expenses will be covered as per company policies.

3. Posting

During your training period, you are liable to be transferred or assigned to training in any division/department/establishment or location at which Fixity or its associate companies have their offices or operation and whether at present existing or which maybe set up in future at any time and any place in India, without any increase in stipend.

4. Obligations and Responsibilities

a. During your internship period, Fixity expects you to undergo training in any department/section in which you are placed with a high standard of initiative and efficiency. You shall devote yourself exclusively to undergoing training. You shall not take up any other work for remuneration (part-time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business (except as shareholder or debenture holder) during the training period without obtaining permission in writing from the appointing authority at Fixity. You will be governed by the service rules/standing orders, policies, and regulations as may be promulgated by Fixity from time to time about conduct, discipline, and other matters. You will not seek membership in any local or public bodies without first attaining specific permission from the appointing authority at Fixity. You are expected to comply with the policies of Fixity including the Code of Business Conduct and other policies of Fixity as they form an integral part of the terms of your training with Fixity.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated/modified periodically, and new Policies may be introduced and notified to employees/trainees from time to time and you will be required to could potentially result, or has resulted, in any violation of the Policies or theterms of your employment, shall immediately be brought to the notice of Fixity and appropriate disciplinary action will be initiated.

b. During the training period, if you conceive any new or advanced method of improving processes/formulae/systems about the Business or Trade of Fixity, such developments will be fully communicated to Fixity and will be the sole property of Fixity. In consideration of the opportunities, training, and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Fixity. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Fixity, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under the obligation of law or as may be required by Fixity and in the course of your training. This covenant shall endure during your training and beyond the cessation of your training with Fixity.

c. During the training period and thereafter, you will not pass onto anyone in writing or by word of mouth or otherwise, particulars or details of work, processes, technical know-how, research carried out, security arrangements,administrative and organizational matters of confidential or secret nature, which you may come across during your training period or become known to you by your undergoing training in Fixity or otherwise.

d. In connection with your internship and during the term of your internship, upon conception or creation, you shall disclose and assign to Fixity as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software, and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Fixity about Intellectual Property.

5. Termination

The Company reserves the right to terminate your employment summarily without notice if it has reasonable grounds to believe that you are guilty of misconduct or negligence or have committed any breach of this agreement.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R.Dist

6. **Training Hours and Holidays**

As an intern, you will be called upon to undergo training during the hours and days asmay be fixed by Fixity. You will be entitled to holidays and leave rules as per the Company's policies.

After completion/termination of the internship, you will immediately surrender to Fixity Fixity or relating to its Businesses and shall not take or retain any copies of the said items. posting, you will be governed by the policies, rules, and regulations as applicablein that Unit / Branch / Establishment.

7. **Arbitration**

Your Term of employment will be for Two (2) years from the date of your joining date. youneed to abide by the clauses mentioned in the employment agreement in case you decideto leave the company within 24 months from the start date.

The trainee is hereby undertaking and has full knowledge the expenditure comes for the training period Amount 2,00,000/- (Two Lakhs Only). In the event of if the trainee breaks thebond, he/she along with a guarantee should be ready to pay the expenditure amount to occur along with the interest and he/she should execute all necessary bonds in any further dispute, the same will be referred to sole arbitrator advocate and his award is final.

8. **Caution**

If the trainee without prior permission makes any bold allegations, against the company the company will initiate defamation cases and appropriate legal proceedings against the trainee and the consultant person.

9. **Agreement and Acknowledgements**

This offer is contingent upon your signing and returning this offer letter and completing all new employee orientation requirements. You acknowledge that the terms in this letter accurately and completely describe your employment with and supersede any other oral orwritten agreements or promises made to you. You also acknowledge that all information contained in this offer and related offer documents are strictly confidential as permitted bylaw. If the terms of this offer are acceptable to you, please initial each page, sign your name below and return the original signed and dated document to the HR Department.

This offer will remain open until, 1st July 2022. If you have any questions, please feel free tocontact us.

PRINCIPAL
Avanthi Institute of Engg. & Tech

Fixity
Technologies
Quality Matters

FIXITY TECHNOLOGIES PRIVATE LIMITED

We welcome you to our team and look forward to having you as a part of the Fixity family.

for Fixity Technologies Pvt. Ltd.,



Keerthi Addanki
HR Manager

I, **Kammadanam Nandini**, have read and understood the terms and conditions governing my services/employment with the company.

Signature_____

Date _____

333, Workfella Business Centre, Cyber Crown, Sec-II, Village, HUDA Techno Enclave, Madhapur, Hyderabad, Telangana - 500081.
CIN: U72900TG2020PTC147265

Info@fixitytech.com, 040-40148862

Fixity Technologies

Quality Matters

FIXITY TECHNOLOGIES PRIVATE LIMITED

ANNEXURE I

Mr/Ms. Kammadanam Nandini,

You will be under Training for Three (3) months from your date of joining Fixity. During this period, you are eligible to get a stipend amount of **7000/-** per month**. After your successful completion of training and probation, your all-inclusive annual target compensation (on a cost-to-company basis) will be revised to INR 3,00,000/- To 6,00,000 depending on your final performance assessment evaluation.** Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment.

Yours sincerely,
For Fixity Technologies Pvt Ltd,

Keerthi Addanki

HR Manager

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntlhapally (V), Abdullapurmet (Mdl) R.R.Dist

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Fixity Technologies

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FIXITY TECHNOLOGIES PRIVATE LIMITE

23-June- 2022

Mr/Ms. Vislavath Bhaskar Naik,

Sub: Offer of Intern

Dear Vislavath Bhaskar Naik,

Congratulations!

We are pleased to extend this offer of employment to you to join our growing company The details of this offer are outlined below (unless otherwise specified, all monetary amounts are in local currency, INR):

1. **The Position & Place**
   Your job title will be "**Trainee Software Developer**", you will be a member of our Fixity
   Technologies Pvt Ltd.

2. **Compensation**
   In this regard, we are proposing a compensation package and benefits, the details of whichare outlined in Annexure I to this letter.

3. **Training Period**
   The duration of the internship will be from 1st August 2022 to 1st November 2022. During this period, Fixity shall Evaluate your performance unless Fixity extends the period of internship, in writing, exclusively at its discretion, your internship shall automatically stand terminated at the expiry of the internship period.

4. **Background Verification Check**
   This offer is contingent upon you successfully passing a background investigation by applicable laws. As lawfully permitted, this background investigation includes an investigation of previous education and previous employment history. The results of this investigation may result in employment being terminated by applicable law.

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CIN: U72900TG2020PTC147265

Info@fixitytech.com, 040-40148862

1. Probation

Under the mutual agreement, you will be on probation for 3 months from the date of commencement of your employment. Upon completion of the 3 months of probation,you shall be deemed to be confirmed without any further notice from the Company. However, the Company may, at its sole discretion, and having regard to your performance during probation, extend your probation period by giving you notice of such extension in writing. During the probation period, your employment with the Company may be terminated by the company by providing two (2) weeks prior writtennotice or immediate termination.

2. Travel

The nature of your employment may require you to travel across various geographies(both domestic & international) in line with the project/organizational requirements.Your travel expenses will be covered as per company policies.

3. Posting

During your training period, you are liable to be transferred or assigned to training in any division/department/establishment or location at which Fixity or its associate companies have their offices or operation and whether at present existing or which maybe set up in future at any time and any place in India, without any increase in stipend.

4. Obligations and Responsibilities

a. During your internship period, Fixity expects you to undergo training in any department/section in which you are placed with a high standard of initiative and efficiency. You shall devote yourself exclusively to undergoing training. You shall not take up any other work for remuneration (part-time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business (except as shareholder or debenture holder) during the training period without obtaining permission in writing from the appointing authority at Fixity. You will be governed by the service rules/standing orders, policies, and regulations as may be promulgated by Fixity from time to time about conduct, discipline, and other matters. You will not seek membership in any local or public bodies without first attaining specific permission from the appointing authority at Fixity. You are expected to comply with the policies of Fixity including the Code of Business Conduct and other policies of Fixity as they form an integral part of the terms of your training with Fixity.

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Gunthlapally (V), Abdullapurmet (Mdl), R.R.Dist

Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated/modified periodically, and new Policies may be introduced and notified to employees/trainees from time to time and you will be required to could potentially result, or has resulted, in any violation of the Policies or theterms of your employment, shall immediately be brought to the notice of Fixity and appropriate disciplinary action will be initiated.

b. During the training period, if you conceive any new or advanced method of improving processes/formulae/systems about the Business or Trade of Fixity, such developments will be fully communicated to Fixity and will be the sole property of Fixity. In consideration of the opportunities, training, and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Fixity. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Fixity, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under the obligation of law or as may be required by Fixity and in the course of your training. This covenant shall endure during your training and beyond the cessation of your training with Fixity.

c. During the training period and thereafter, you will not pass onto anyone in writing or by word of mouth or otherwise, particulars or details of work, processes, technical know-how, research carried out, security arrangements,administrative and organizational matters of confidential or secret nature, which you may come across during your training period or become known to you by your undergoing training in Fixity or otherwise.

d. In connection with your internship and during the term of your internship, upon conception or creation, you shall disclose and assign to Fixity as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software, and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Fixity about Intellectual Property.

5. Termination

The Company reserves the right to terminate your employment summarily without notice if it has reasonable grounds to believe that you are guilty of misconduct or negligence or have committed any breach of this agreement.

PRINCIPAL
Avanthi Institute of Engg & Tech

6. **Training Hours and Holidays**

As an intern, you will be called upon to undergo training during the hours and days asmay be fixed by Fixity. You will be entitled to holidays and leave rules as per the Company's policies.

After completion/termination of the internship, you will immediately surrender to Fixity Fixity or relating to its Businesses and shall not take or retain any copies of the said items. posting, you will be governed by the policies, rules, and regulations as applicablein that Unit / Branch / Establishment.

7. **Arbitration**

Your Term of employment will be for Two (2) years from the date of your joining date. youneed to abide by the clauses mentioned in the employment agreement in case you decideto leave the company within 24 months from the start date.

The trainee is hereby undertaking and has full knowledge the expenditure comes for the training period Amount 2,00,000/- (Two Lakhs Only). In the event of if the trainee breaks thebond, he/she along with a guarantee should be ready to pay the expenditure amount to occur along with the interest and he/she should execute all necessary bonds in any further dispute, the same will be referred to sole arbitrator advocate and his award is final.

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This offer will remain open until, 1st July 2022. If you have any questions, please feel free tocontact us.

PRINCIPAL
Ayanthi Institute of Engg. & Tec
Guntihapally (V), Abdullapurmet (Mdl) R.R.Di

Fixity
Technologies
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FIXITY TECHNOLOGIES PRIVATE LIMITED

We welcome you to our team and look forward to having you as a part of the Fixity family.

for Fixity Technologies Pvt. Ltd.,

Keerthi Addanki
HR Manager

I, **Vislavath Bhaskar Naik**, have read and understood the terms and conditions governing my services/employment with the company.

Signature_____

Date _____

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntlhapally (V), Abdullapurmet (Mdl) R.R.Dist

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CIN: U72900TG2020PTC147265

Info@fixitytech.com, 040-40148862

Fixity Technologies

Quality Matters

FIXITY TECHNOLOGIES PRIVATE LIMITED

ANNEXURE I

Mr/Ms. Vislavath Bhaskar Naik,

You will be under Training for Three (3) months from your date of joining Fixity. During this period, you are eligible to get a stipend amount of **7000/-** per month**. After your successful completion of training and probation, your all-inclusive annual target compensation (on a cost-to-company basis) will be revised to INR 3,00,000/- To 6,00,000 depending on your final performance assessment evaluation.** Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment.

Yours sincerely,
For Fixity Technologies Pvt Ltd,

Keerthi Addanki

HR Manager

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (M), R.R.D.

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Fixity Technologies

Quality Matters

FIXITY TECHNOLOGIES PRIVATE LIMITED

23-June- 2022

Mr/Ms. Duba Srilakshmi,

Sub: Offer of Intern

Dear Duba Srilakshmi,

Congratulations!

We are pleased to extend this offer of employment to you to join our growing company The details of this offer are outlined below (unless otherwise specified, all monetary amounts are in local currency, INR):

1. **The Position & Place**
   Your job title will be "**Trainee Software Developer**", you will be a member of our Fixity
   Technologies Pvt Ltd.

2. **Compensation**
   In this regard, we are proposing a compensation package and benefits, the details of whichare outlined in Annexure I to this letter.

3. **Training Period**
   The duration of the internship will be from 1st August 2022 to 1st November 2022. During this period, Fixity shall Evaluate your performance unless Fixity extends the period of internship, in writing, exclusively at its discretion, your internship shall automatically stand terminated at the expiry of the internship period.

4. **Background Verification Check**
   This offer is contingent upon you successfully passing a background investigation by applicable laws. As lawfully permitted, this background investigation includes an investigation of previous education and previous employment history. The results of this investigation may result in employment being terminated by applicable law.

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CIN: U72900TG2020PTC147265

Info@fixitytech.com, 040-40148862

1. Probation

Under the mutual agreement, you will be on probation for 3 months from the date of commencement of your employment. Upon completion of the 3 months of probation,you shall be deemed to be confirmed without any further notice from the Company. However, the Company may, at its sole discretion, and having regard to your performance during probation, extend your probation period by giving you notice of such extension in writing. During the probation period, your employment with the Company may be terminated by the company by providing two (2) weeks prior writtennotice or immediate termination.

2. Travel

The nature of your employment may require you to travel across various geographies(both domestic & international) in line with the project/organizational requirements.Your travel expenses will be covered as per company policies.

3. Posting

During your training period, you are liable to be transferred or assigned to training in any division/department/establishment or location at which Fixity or its associate companies have their offices or operation and whether at present existing or which maybe set up in future at any time and any place in India, without any increase in stipend.

4. Obligations and Responsibilities

a. During your internship period, Fixity expects you to undergo training in any department/section in which you are placed with a high standard of initiative and efficiency. You shall devote yourself exclusively to undergoing training. You shall not take up any other work for remuneration (part-time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business (except as shareholder or debenture holder) during the training period without obtaining permission in writing from the appointing authority at Fixity. You will be governed by the service rules/standing orders, policies, and regulations as may be promulgated by Fixity from time to time about conduct, discipline, and other matters. You will not seek membership in any local or public bodies without first attaining specific permission from the appointing authority at Fixity. You are expected to comply with the policies of Fixity including the Code of Business Conduct and other policies of Fixity as they form an integral part of the terms of your training with Fixity.

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Avanthi Institute of Engg. & Tech
Gangapally (V), Abdullapurmet (Mdl) R.R.Dist

Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated/modified periodically, and new Policies may be introduced and notified to employees/trainees from time to time and you will be required to could potentially result, or has resulted, in any violation of the Policies or theterms of your employment, shall immediately be brought to the notice of Fixity and appropriate disciplinary action will be initiated.

b. During the training period, if you conceive any new or advanced method of improving processes/formulae/systems about the Business or Trade of Fixity, such developments will be fully communicated to Fixity and will be the sole property of Fixity. In consideration of the opportunities, training, and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Fixity. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Fixity, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under the obligation of law or as may be required by Fixity and in the course of your training. This covenant shall endure during your training and beyond the cessation of your training with Fixity.

c. During the training period and thereafter, you will not pass onto anyone in writing or by word of mouth or otherwise, particulars or details of work, processes, technical know-how, research carried out, security arrangements,administrative and organizational matters of confidential or secret nature, which you may come across during your training period or become known to you by your undergoing training in Fixity or otherwise.

d. In connection with your internship and during the term of your internship, upon conception or creation, you shall disclose and assign to Fixity as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software, and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Fixity about Intellectual Property.

5. Termination

The Company reserves the right to terminate your employment summarily without notice if it has reasonable grounds to believe that you are guilty of misconduct or negligence or have committed any breach of this agreement.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthipalli (V), Abdullapurmet (Mdl) R.R.Dist

6. Training Hours and Holidays

As an intern, you will be called upon to undergo training during the hours and days asmay be fixed by Fixity. You will be entitled to holidays and leave rules as per the Company's policies.

After completion/termination of the internship, you will immediately surrender to Fixity Fixity or relating to its Businesses and shall not take or retain any copies of the said items. posting, you will be governed by the policies, rules, and regulations as applicablein that Unit / Branch / Establishment.

7. Arbitration

Your Term of employment will be for Two (2) years from the date of your joining date. youneed to abide by the clauses mentioned in the employment agreement in case you decideto leave the company within 24 months from the start date.

The trainee is hereby undertaking and has full knowledge the expenditure comes for the training period Amount 2,00,000/- (Two Lakhs Only). In the event of if the trainee breaks thebond, he/she along with a guarantee should be ready to pay the expenditure amount to occur along with the interest and he/she should execute all necessary bonds in any further dispute, the same will be referred to sole arbitrator advocate and his award is final.

8. Caution

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This offer will remain open until, 1st July 2022. If you have any questions, please feel free tocontact us.

PRINCIPAL
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Gunthanally (V), Abdullapurmet (Mdl), R.R.Dist.

Fixity
Technologies
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FIXITY TECHNOLOGIES PRIVATE LIMITED

We welcome you to our team and look forward to having you as a part of the Fixity family.

for Fixity Technologies Pvt. Ltd.,

Keerthi Addanki
HR Manager

I, **Duba Srilakshmi**, have read and understood the terms and conditions governing my services/ employment with the company.

Signature_____

Date _____

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gantipally (V), Abdullapurmet (Mdl) R.R.Dist

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Fixity Technologies

Quality Matters

FIXITY TECHNOLOGIES PRIVATE LIMITED

ANNEXURE I

Mr/Ms. Duba Srilakshmi,

You will be under Training for Three (3) months from your date of joining Fixity. During this period, you are eligible to get a stipend amount of **7000/-** per month**. After your successful completion of training and probation, your all-inclusive annual target compensation (on a cost-to-company basis) will be revised to INR 3,00,000/- To 6,00,000 depending on your final performance assessment evaluation.** Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment.

Yours sincerely,
For Fixity Technologies Pvt Ltd,

Keerthi Addanki

HR Manager

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Fixity Technologies

Quality Matters

FIXITY TECHNOLOGIES PRIVATE LIMITED

23-June- 2022

Mr/Ms. Gunda Dileep,

Sub: Offer of Intern

Dear Gunda Dileep,

Congratulations!

We are pleased to extend this offer of employment to you to join our growing company The details of this offer are outlined below (unless otherwise specified, all monetary amounts are in local currency, INR):

1. **The Position & Place**
   Your job title will be "**Trainee Software Developer**", you will be a member of our Fixity
   Technologies Pvt Ltd.

2. **Compensation**
   In this regard, we are proposing a compensation package and benefits, the details of whichare outlined in Annexure I to this letter.

3. **Training Period**
   The duration of the internship will be from 1st August 2022 to 1st November 2022. During this period, Fixity shall Evaluate your performance unless Fixity extends the period of internship, in writing, exclusively at its discretion, your internship shall automatically stand terminated at the expiry of the internship period.

4. **Background Verification Check**
   This offer is contingent upon you successfully passing a background investigation by applicable laws. As lawfully permitted, this background investigation includes an investigation of previous education and previous employment history. The results of this investigation may result in employment being terminated by applicable law.

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CIN: U72900TG2020PTC147265
Info@fixitytech.com, 040-40148862

1. Probation

Under the mutual agreement, you will be on probation for 3 months from the date of commencement of your employment. Upon completion of the 3 months of probation,you shall be deemed to be confirmed without any further notice from the Company. However, the Company may, at its sole discretion, and having regard to your performance during probation, extend your probation period by giving you notice of such extension in writing. During the probation period, your employment with the Company may be terminated by the company by providing two (2) weeks prior writtennotice or immediate termination.

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3. Posting

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4. Obligations and Responsibilities

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PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated/modified periodically, and new Policies may be introduced and notified to employees/trainees from time to time and you will be required to could potentially result, or has resulted, in any violation of the Policies or theterms of your employment, shall immediately be brought to the notice of Fixity and appropriate disciplinary action will be initiated.

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5. Termination

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PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntthapally (V), Abdullapurmet (Mdl) R.R.Dist

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This offer will remain open until, 1st July 2022. If you have any questions, please feel free tocontact us.

PRINCIPAL
Vaagdhi Institute of Engg. & Tech
Sunthapally (V), Abdullapurmet (M), R.R. Dist

Fixity
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FIXITY TECHNOLOGIES PRIVATE LIMITE

We welcome you to our team and look forward to having you as a part of the Fixity family.

for Fixity Technologies Pvt. Ltd.,

Keerthi Addanki
HR Manager

I, **Gunda Dileep**, have read and understood the terms and conditions governing my services/ employment with the company.

Signature_____

Date _____

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

333, Workfella Business Centre, Cyber Crown, Sec-II, Village, HUDA Techno Enclave, Madhapur, Hyderabad, Telangana - 500081.
CIN: U72900TG2020PTC147265

Info@fixitytech.com, 040-40148862

ANNEXURE I

Mr/Ms. Gunda Dileep,

You will be under Training for Three (3) months from your date of joining Fixity. During this period, you are eligible to get a stipend amount of **7000/-** per month**. After your successful completion of training and probation, your all-inclusive annual target compensation (on a cost-to-company basis) will be revised to INR 3,00,000/- To 6,00,000 depending on your final performance assessment evaluation.** Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment.

Yours sincerely,
For Fixity Technologies Pvt Ltd,

Keerthi Addanki

HR Manager

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihanally (V), Abdullapurmet (Mdl) R.R.Dist

Fixity
Technologies
Quality Matters

FIXITY TECHNOLOGIES PRIVATE LIMITE

23-June- 2022

Mr/Ms. Chimadaboina Shiva Kumar,

Sub: Offer of Intern

Dear Chimadaboina Shiva Kumar,

Congratulations!

We are pleased to extend this offer of employment to you to join our growing company The details of this offer are outlined below (unless otherwise specified, all monetary amounts are in local currency, INR):

1. **The Position & Place**
   Your job title will be "**Trainee Software Developer**", you will be a member of our Fixity
   Technologies Pvt Ltd.

2. **Compensation**
   In this regard, we are proposing a compensation package and benefits, the details of whichare outlined in Annexure I to this letter.

3. **Training Period**
   The duration of the internship will be from 1st August 2022 to 1st November 2022. During this period, Fixity shall Evaluate your performance unless Fixity extends the period of internship, in writing, exclusively at its discretion, your internship shall automatically stand terminated at the expiry of the internship period.

4. **Background Verification Check**
   This offer is contingent upon you successfully passing a background investigation by applicable laws. As lawfully permitted, this background investigation includes an investigation of previous education and previous employment history. The results of this investigation may result in employment being terminated by applicable law.

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

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CIN: U72900TG2020PTC147265
Info@fixitytech.com, 040-40148862

1. Probation

Under the mutual agreement, you will be on probation for 3 months from the date of commencement of your employment. Upon completion of the 3 months of probation,you shall be deemed to be confirmed without any further notice from the Company. However, the Company may, at its sole discretion, and having regard to your performance during probation, extend your probation period by giving you notice of such extension in writing. During the probation period, your employment with the Company may be terminated by the company by providing two (2) weeks prior writtennotice or immediate termination.

2. Travel

The nature of your employment may require you to travel across various geographies(both domestic & international) in line with the project/organizational requirements.Your travel expenses will be covered as per company policies.

3. Posting

During your training period, you are liable to be transferred or assigned to training in any division/department/establishment or location at which Fixity or its associate companies have their offices or operation and whether at present existing or which maybe set up in future at any time and any place in India, without any increase in stipend.

4. Obligations and Responsibilities

a. During your internship period, Fixity expects you to undergo training in any department/section in which you are placed with a high standard of initiative and efficiency. You shall devote yourself exclusively to undergoing training. You shall not take up any other work for remuneration (part-time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business (except as shareholder or debenture holder) during the training period without obtaining permission in writing from the appointing authority at Fixity. You will be governed by the service rules/standing orders, policies, and regulations as may be promulgated by Fixity from time to time about conduct, discipline, and other matters. You will not seek membership in any local or public bodies without first attaining specific permission from the appointing authority at Fixity. You are expected to comply with the policies of Fixity including the Code of Business Conduct and other policies of Fixity as they form an integral part of the terms of your training with Fixity.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl) R.R.Dist

Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated/modified periodically, and new Policies may be introduced and notified to employees/trainees from time to time and you will be required to could potentially result, or has resulted, in any violation of the Policies or theterms of your employment, shall immediately be brought to the notice of Fixity and appropriate disciplinary action will be initiated.

b. During the training period, if you conceive any new or advanced method of improving processes/formulae/systems about the Business or Trade of Fixity, such developments will be fully communicated to Fixity and will be the sole property of Fixity. In consideration of the opportunities, training, and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Fixity. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Fixity, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under the obligation of law or as may be required by Fixity and in the course of your training. This covenant shall endure during your training and beyond the cessation of your training with Fixity.

c. During the training period and thereafter, you will not pass onto anyone in writing or by word of mouth or otherwise, particulars or details of work, processes, technical know-how, research carried out, security arrangements,administrative and organizational matters of confidential or secret nature, which you may come across during your training period or become known to you by your undergoing training in Fixity or otherwise.

d. In connection with your internship and during the term of your internship, upon conception or creation, you shall disclose and assign to Fixity as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software, and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Fixity about Intellectual Property.

5. Termination

The Company reserves the right to terminate your employment summarily without notice if it has reasonable grounds to believe that you are guilty of misconduct or negligence or have committed any breach of this agreement.

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Chittapally (V), Abdullapurmet (Mdl) R.R.Dist.

6. Training Hours and Holidays

As an intern, you will be called upon to undergo training during the hours and days asmay be fixed by Fixity. You will be entitled to holidays and leave rules as per the Company's policies.

After completion/termination of the internship, you will immediately surrender to Fixity Fixity or relating to its Businesses and shall not take or retain any copies of the said items. posting, you will be governed by the policies, rules, and regulations as applicablein that Unit / Branch / Establishment.

7. Arbitration

Your Term of employment will be for Two (2) years from the date of your joining date. youneed to abide by the clauses mentioned in the employment agreement in case you decideto leave the company within 24 months from the start date.

The trainee is hereby undertaking and has full knowledge the expenditure comes for the training period Amount 2,00,000/- (Two Lakhs Only). In the event of if the trainee breaks thebond, he/she along with a guarantee should be ready to pay the expenditure amount to occur along with the interest and he/she should execute all necessary bonds in any further dispute, the same will be referred to sole arbitrator advocate and his award is final.

8. Caution

If the trainee without prior permission makes any bold allegations, against the company the company will initiate defamation cases and appropriate legal proceedings against the trainee and the consultant person.

9. Agreement and Acknowledgements

This offer is contingent upon your signing and returning this offer letter and completing all new employee orientation requirements. You acknowledge that the terms in this letter accurately and completely describe your employment with and supersede any other oral orwritten agreements or promises made to you. You also acknowledge that all information contained in this offer and related offer documents are strictly confidential as permitted bylaw. If the terms of this offer are acceptable to you, please initial each page, sign your name below and return the original signed and dated document to the HR Department.

This offer will remain open until, 1st July 2022. If you have any questions, please feel free tocontact us.

PRINCIPAL

Gunthapally (V), Abdullapurmet (M), R.R.Dist.

We welcome you to our team and look forward to having you as a part of the Fixity family.

for Fixity Technologies Pvt. Ltd.,

Keerthi Addanki
HR Manager

I, **Chimadaboina Shiva Kumar**, have read and understood the terms and conditions governing my services/employment with the company.

Signature_____

Date _____

PRINCIPAL

ANNEXURE I

Mr/Ms. Chimadaboina Shiva Kumar,

You will be under Training for Three (3) months from your date of joining Fixity. During this period, you are eligible to get a stipend amount of **7000/-** per month**. After your successful completion of training and probation, your all-inclusive annual target compensation (on a cost-to-company basis) will be revised to INR 3,00,000/- To 6,00,000 depending on your final performance assessment evaluation.** Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment.

Yours sincerely,
For Fixity Technologies Pvt Ltd,

Keerthi Addanki

HR Manager

Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

Fixity Technologies

Quality Matters

FIXITY TECHNOLOGIES PRIVATE LIMITE

23-June- 2022

Mr/Ms. Kambampati Vamshinadh,

Sub: Offer of Intern

Dear Kambampati Vamshinadh,

Congratulations!

We are pleased to extend this offer of employment to you to join our growing company The details of this offer are outlined below (unless otherwise specified, all monetary amounts are in local currency, INR):

1. **The Position & Place**
   Your job title will be "**Trainee Software Developer**", you will be a member of our Fixity
   Technologies Pvt Ltd.

2. **Compensation**
   In this regard, we are proposing a compensation package and benefits, the details of whichare outlined in Annexure I to this letter.

3. **Training Period**
   The duration of the internship will be from 1st August 2022 to 1st November 2022. During this period, Fixity shall Evaluate your performance unless Fixity extends the period of internship, in writing, exclusively at its discretion, your internship shall automatically stand terminated at the expiry of the internship period.

4. **Background Verification Check**
   This offer is contingent upon you successfully passing a background investigation by applicable laws. As lawfully permitted, this background investigation includes an investigation of previous education and previous employment history. The results of this investigation may result in employment being terminated by applicable law.

Avanthi Institute of Engg. & Tech

333, Workfella Business Centre, Cyber Crown, Sec-II, Village, HUDA Techno Enclave, Madhapur, Hyderabad, Telangana - 500081.
CIN: U72900TG2020PTC147265

Info@fixitytech.com, 040-40148862

1. Probation

Under the mutual agreement, you will be on probation for 3 months from the date of commencement of your employment. Upon completion of the 3 months of probation,you shall be deemed to be confirmed without any further notice from the Company. However, the Company may, at its sole discretion, and having regard to your performance during probation, extend your probation period by giving you notice of such extension in writing. During the probation period, your employment with the Company may be terminated by the company by providing two (2) weeks prior writtennotice or immediate termination.

2. Travel

The nature of your employment may require you to travel across various geographies(both domestic & international) in line with the project/organizational requirements.Your travel expenses will be covered as per company policies.

3. Posting

During your training period, you are liable to be transferred or assigned to training in any division/department/establishment or location at which Fixity or its associate companies have their offices or operation and whether at present existing or which maybe set up in future at any time and any place in India, without any increase in stipend.

4. Obligations and Responsibilities

a. During your internship period, Fixity expects you to undergo training in any department/section in which you are placed with a high standard of initiative and efficiency. You shall devote yourself exclusively to undergoing training. You shall not take up any other work for remuneration (part-time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business (except as shareholder or debenture holder) during the training period without obtaining permission in writing from the appointing authority at Fixity. You will be governed by the service rules/standing orders, policies, and regulations as may be promulgated by Fixity from time to time about conduct, discipline, and other matters. You will not seek membership in any local or public bodies without first attaining specific permission from the appointing authority at Fixity. You are expected to comply with the policies of Fixity including the Code of Business Conduct and other policies of Fixity as they form an integral part of the terms of your training with Fixity.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (M), R.R.Dist

Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated/modified periodically, and new Policies may be introduced and notified to employees/trainees from time to time and you will be required to could potentially result, or has resulted, in any violation of the Policies or theterms of your employment, shall immediately be brought to the notice of Fixity and appropriate disciplinary action will be initiated.

b. During the training period, if you conceive any new or advanced method of improving processes/formulae/systems about the Business or Trade of Fixity, such developments will be fully communicated to Fixity and will be the sole property of Fixity. In consideration of the opportunities, training, and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Fixity. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Fixity, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under the obligation of law or as may be required by Fixity and in the course of your training. This covenant shall endure during your training and beyond the cessation of your training with Fixity.

c. During the training period and thereafter, you will not pass onto anyone in writing or by word of mouth or otherwise, particulars or details of work, processes, technical know-how, research carried out, security arrangements,administrative and organizational matters of confidential or secret nature, which you may come across during your training period or become known to you by your undergoing training in Fixity or otherwise.

d. In connection with your internship and during the term of your internship, upon conception or creation, you shall disclose and assign to Fixity as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software, and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Fixity about Intellectual Property.

5. Termination

The Company reserves the right to terminate your employment summarily without notice if it has reasonable grounds to believe that you are guilty of misconduct or negligence or have committed any breach of this agreement.

PRINCIPAL

6. **Training Hours and Holidays**

As an intern, you will be called upon to undergo training during the hours and days asmay be fixed by Fixity. You will be entitled to holidays and leave rules as per the Company's policies.

After completion/termination of the internship, you will immediately surrender to Fixity Fixity or relating to its Businesses and shall not take or retain any copies of the said items. posting, you will be governed by the policies, rules, and regulations as applicablein that Unit / Branch / Establishment.

7. **Arbitration**

Your Term of employment will be for Two (2) years from the date of your joining date. youneed to abide by the clauses mentioned in the employment agreement in case you decideto leave the company within 24 months from the start date.

The trainee is hereby undertaking and has full knowledge the expenditure comes for the training period Amount 2,00,000/- (Two Lakhs Only). In the event of if the trainee breaks thebond, he/she along with a guarantee should be ready to pay the expenditure amount to occur along with the interest and he/she should execute all necessary bonds in any further dispute, the same will be referred to sole arbitrator advocate and his award is final.

8. **Caution**

If the trainee without prior permission makes any bold allegations, against the company the company will initiate defamation cases and appropriate legal proceedings against the trainee and the consultant person.

9. **Agreement and Acknowledgements**

This offer is contingent upon your signing and returning this offer letter and completing all new employee orientation requirements. You acknowledge that the terms in this letter accurately and completely describe your employment with and supersede any other oral orwritten agreements or promises made to you. You also acknowledge that all information contained in this offer and related offer documents are strictly confidential as permitted bylaw. If the terms of this offer are acceptable to you, please initial each page, sign your name below and return the original signed and dated document to the HR Department.

This offer will remain open until, 1st July 2022. If you have any questions, please feel free tocontact us.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthadally (V), Abdullapurmet (Mdl) R.R.Dist

We welcome you to our team and look forward to having you as a part of the Fixity family.

for Fixity Technologies Pvt. Ltd.,



Keerthi Addanki
HR Manager

I, **Kambampati Vamshinadh**, have read and understood the terms and conditions governing my services/employment with the company.

Signature_____

Date _____



PRINCIPAL
Sri Vasavi Institute of Engg. & Tech
Nandamuru, Abbaipalem (Md) R.R.Dist

ANNEXURE I

Mr/Ms. Kambampati Vamshinadh,

You will be under Training for Three (3) months from your date of joining Fixity. During this period, you are eligible to get a stipend amount of **7000/-** per month. **After your successful completion of training and probation, your all-inclusive annual target compensation (on a cost-to-company basis) will be revised to INR 3,00,000/- To 6,00,000 depending on your final performance assessment evaluation.** Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment.

Yours sincerely,
For Fixity Technologies Pvt Ltd,

Keerthi Addanki

HR Manager

PRINCIPAL
Avanthi Institute of Engg. & Tech
Affiliated to JNTU, Abdullapurmet (Mdl), R.R.Dist.

Fixity Technologies

Quality Matters

FIXITY TECHNOLOGIES PRIVATE LIMITED

23-June- 2022

Mr/Ms. Kankanala Vamsi,

Sub: Offer of Intern

Dear Kankanala Vamsi,

Congratulations!

We are pleased to extend this offer of employment to you to join our growing company The details of this offer are outlined below (unless otherwise specified, all monetary amounts are in local currency, INR):

1. **The Position & Place**
   Your job title will be "**Trainee Software Developer**", you will be a member of our Fixity
   Technologies Pvt Ltd.

2. **Compensation**
   In this regard, we are proposing a compensation package and benefits, the details of which are outlined in Annexure I to this letter.

3. **Training Period**
   The duration of the internship will be from 1st August 2022 to 1st November 2022. During this period, Fixity shall Evaluate your performance unless Fixity extends the period of internship, in writing, exclusively at its discretion, your internship shall automatically stand terminated at the expiry of the internship period.

4. **Background Verification Check**
   This offer is contingent upon you successfully passing a background investigation by applicable laws. As lawfully permitted, this background investigation includes an investigation of previous education and previous employment history. The results of this investigation may result in employment being terminated by applicable law.

PRINCIPAL
Avanthi Institute of Engg. & Te
ally (V), Abdullapurmet (Mdl), R.R. D

1. **Probation**

Under the mutual agreement, you will be on probation for 3 months from the date of commencement of your employment. Upon completion of the 3 months of probation, you shall be deemed to be confirmed without any further notice from the Company. However, the Company may, at its sole discretion, and having regard to your performance during probation, extend your probation period by giving you notice of such extension in writing. During the probation period, your employment with the Company may be terminated by the company by providing two (2) weeks prior written notice or immediate termination.

2. **Travel**

The nature of your employment may require you to travel across various geographies(both domestic & international) in line with the project/organizational requirements. Your travel expenses will be covered as per company policies.

3. **Posting**

During your training period, you are liable to be transferred or assigned to training in any division/department/establishment or location at which Fixity or its associate companies have their offices or operation and whether at present existing or which maybe set up in future at any time and any place in India, without any increase in stipend.

4. **Obligations and Responsibilities**

a. During your internship period, Fixity expects you to undergo training in any department/section in which you are placed with a high standard of initiative and efficiency. You shall devote yourself exclusively to undergoing training. You shall not take up any other work for remuneration (part-time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business (except as shareholder or debenture holder) during the training period without obtaining permission in writing from the appointing authority at Fixity. You will be governed by the service rules/standing orders, policies, and regulations as may be promulgated by Fixity from time to time about conduct, discipline, and other matters. You will not seek membership in any local or public bodies without first attaining specific permission from the appointing authority at Fixity. You are expected to comply with the policies of Fixity including the Code of Business Conduct and other policies of Fixity as they form an integral part of the terms of your training with Fixity.

PRINCIPAL
Avanthi Institute of Engg. & Tech
...ally (V), Abdullapurmet (Mdl), R.R. Dist

Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated/modified periodically, and new Policies may be introduced and notified to employees/trainees from time to time and you will be required to could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of Fixity and appropriate disciplinary action will be initiated.

b. During the training period, if you conceive any new or advanced method of improving processes/formulae/systems about the Business or Trade of Fixity, such developments will be fully communicated to Fixity and will be the sole property of Fixity. In consideration of the opportunities, training, and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Fixity. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Fixity, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under the obligation of law or as may be required by Fixity and in the course of your training. This covenant shall endure during your training and beyond the cessation of your training with Fixity.

c. During the training period and thereafter, you will not pass onto anyone in writing or by word of mouth or otherwise, particulars or details of work, processes, technical know-how, research carried out, security arrangements, administrative and organizational matters of confidential or secret nature, which you may come across during your training period or become known to you by your undergoing training in Fixity or otherwise.

d. In connection with your internship and during the term of your internship, upon conception or creation, you shall disclose and assign to Fixity as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software, and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Fixity about Intellectual Property.

5. Termination

The Company reserves the right to terminate your employment summarily without notice if it has reasonable grounds to believe that you are guilty of misconduct or negligence or have committed any breach of this agreement.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Tummaly (V), Abdullapurmet (Mdl), R.R. Dist

6. **Training Hours and Holidays**

As an intern, you will be called upon to undergo training during the hours and days as may be fixed by Fixity. You will be entitled to holidays and leave rules as per the Company's policies.

After completion/termination of the internship, you will immediately surrender to Fixity Fixity or relating to its Businesses and shall not take or retain any copies of the said items. posting, you will be governed by the policies, rules, and regulations as applicable in that Unit / Branch / Establishment.

7. **Arbitration**

Your Term of employment will be for Two (2) years from the date of your joining date. You need to abide by the clauses mentioned in the employment agreement in case you decide to leave the company within 24 months from the start date.

The trainee is hereby undertaking and has full knowledge the expenditure comes for the training period Amount 2,00,000/- (Two Lakhs Only). In the event of if the trainee breaks the bond, he/she along with a guarantee should be ready to pay the expenditure amountto occur along with the interest and he/she should execute all necessary bonds in any further dispute, the same will be referred to sole arbitrator advocate and his award is final.

8. **Caution**

If the trainee without prior permission makes any bold allegations, against the company the company will initiate defamation cases and appropriate legal proceedings against the trainee and the consultant person.

9. **Agreement and Acknowledgements**

This offer is contingent upon your signing and returning this offer letter and completing all new employee orientation requirements. You acknowledge that the terms in this letter accurately and completely describe your employment with and supersede any other oral or written agreements or promises made to you. You also acknowledge that all information contained in this offer and related offer documents are strictly confidential as permitted bylaw. If the terms of this offer are acceptable to you, please initial each page, sign your name below and return the original signed and dated document to the HR Department.

This offer will remain open until, 1st July 2022. If you have any questions, please feel free to contact us.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

Fixity Technologies

Quality Matters

FIXITY TECHNOLOGIES PRIVATE LIMITED

We welcome you to our team and look forward to having you as a part of the Fixity family.

for Fixity Technologies Pvt. Ltd.,

Keerthi Addanki
HR Manager

I, **Kankanala Vamsi**, have read and understood the terms and conditions governing my services/employment with the company.

Signature_____

Date _____

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Cheripally (V), Abdullapurmet (Mdl), R.R. Dist.

333, Workfella Business Centre, Cyber Crown, Sec-II, Village, HUDA Techno Enclave, Madhapur, Hyderabad, Telangana - 500081.
CIN: U72900TG2020PTC147265

Info@fixitytech.com, 040-40148862

Fixity
Technologies
Quality Matters

FIXITY TECHNOLOGIES PRIVATE LIMITED

ANNEXURE I

Mr/Ms. Kankanala Vamsi,

You will be under Training for Three (3) months from your date of joining Fixity. During this period, you are eligible to get a stipend amount of **7000/-** per month**. After your successful completion of training and probation, your all-inclusive annual target compensation (on a cost-to-company basis) will be revised to INR 3,00,000/- To 6,00,000 depending on your final performance assessment evaluation.** Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment.

Yours sincerely,
For Fixity Technologies Pvt Ltd,

Keerthi Addanki

HR Manager

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

333, Workfella Business Centre, Cyber Crown, Sec-II, Village, HUDA Techno Enclave, Madhapur, Hyderabad, Telangana - 500081.
CIN: U72900TG2020PTC147265

Info@fixitytech.com, 040-40148862

APPOINTMENT LETTER

March 24, 2022

Dear **Alumalla Shirisha**,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. **mywipro.wipro.com**

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict-of-Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

   i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
   ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
   iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

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6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

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Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall ***be* liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre-Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre-Joining Program (PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions

herein. I shall be reporting for duty on

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ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict-of-interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company, you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need-to-know basis. Employees are strictly prohibited from the following:

a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need-to-know basis.

b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others

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3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I **Alumalla Shirisha**, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

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ANNEXURE III

SALARY OFFER SHEET

Name: Alumalla Shirisha

Position: Project Engineer **Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two-wheeler
b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs 2lac per annum.

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ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

   a. you being "active" in the services of the company through to retention date as applicable

   b. your employment has not been terminated for poor performance or for cause prior to retention date

   c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above-mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above-mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

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ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW Variable

Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable.
Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

   New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. **Telephone/Mobile Phone Allowances:**

   The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

   An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

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4. **Education Allowance:**

   An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

   You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm

b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location changes after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

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SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

   Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. 15,000 x 20 x 2.7%* x 80% = Rs. 6,480 per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

   Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

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The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ **Signature** Alumalla Shirisha 24/3/2022 10:15 PM
(checking the checkbox above is equivalent to a handwritten signature)

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Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

APPOINTMENT LETTER

March 24, 2022

Dear **Narra Ajitha**,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

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3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. **mywipro.wipro.com**

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict-of-Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head to understand the Company's position on this and resolve the conflict.

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6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company,

as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

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Please note that at any stage, whether during your online test and/or interview process, or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall ***be* liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre-Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre-Joining Program (PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions

herein. I shall be reporting for duty on

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ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict-of-interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company, you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need-to-know basis. Employees are strictly prohibited from the following:

a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need-to-know basis.

b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others

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3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I **Narra Ajitha**, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

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ANNEXURE III

SALARY OFFER SHEET

Name: Narra Ajitha

Position: Project Engineer **Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two-wheeler
b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs 2lac per annum.

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ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

   a. you being "active" in the services of the company through to retention date as applicable

   b. your employment has not been terminated for poor performance or for cause prior to retention date

   c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above-mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above-mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

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ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW Variable

Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable.
Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

   New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. **Telephone/Mobile Phone Allowances:**

   The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

   An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

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4. **Education Allowance:**

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm

b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location changes after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

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SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

   Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. 15,000 x 20 x 2.7%* x 80% = Rs. 6,480 per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

   Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

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The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ **Signature** Narra Ajitha 24/3/2022 10:15 PM
(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

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E :info@wipro.com
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APPOINTMENT LETTER

March 24, 2022

Dear **Surkanti Navjeevan Reddy**,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

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You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. **mywipro.wipro.com**

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict-of-Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

   i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
   ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
   iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

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6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

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d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.

ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.

iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.

iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.

v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall ***be* liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre-Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre-Joining Program (PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions

herein. I shall be reporting for duty on

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ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict-of-interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company, you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need-to-know basis. Employees are strictly prohibited from the following:

a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need-to-know basis.

b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others

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3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I **Surkanti Navjeevan Reddy**, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

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ANNEXURE III

SALARY OFFER SHEET

Name: Surkanti Navjeevan Reddy

Position: Project Engineer **Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two-wheeler
b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs 2lac per annum.

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ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

a. you being "active" in the services of the company through to retention date as applicable

b. your employment has not been terminated for poor performance or for cause prior to retention date

c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above-mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above-mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

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ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW Variable

Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable.
Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

   New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. **Telephone/Mobile Phone Allowances:**

   The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

   An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

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4. **Education Allowance:**

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm

b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location changes after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

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SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

   Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. 15,000 x 20 x 2.7%* x 80% = Rs. 6,480 per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

   Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

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The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ **Signature** Surkanti Navjeevan Reddy 24/3/2022 10:15 PM
(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited
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India

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APPOINTMENT LETTER

March 24, 2022

Dear **Sripathi Naveen,**

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

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3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. **mywipro.wipro.com**

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict-of-Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

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6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

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i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall ***be liable to*** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre-Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre-Joining Program (PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions

herein. I shall be reporting for duty on

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ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict-of-interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company, you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need-to-know basis. Employees are strictly prohibited from the following:

a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need-to-know basis.

b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others

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3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I **Sripathi Naveen**, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

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ANNEXURE III

SALARY OFFER SHEET

Name: Sripathi Naveen

Position: Project Engineer **Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two-wheeler
b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs 2lac per annum.

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ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

   a. you being "active" in the services of the company through to retention date as applicable

   b. your employment has not been terminated for poor performance or for cause prior to retention date

   c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above-mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above-mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

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ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW Variable

Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable.
Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

   New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. **Telephone/Mobile Phone Allowances:**

   The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

   An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

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4. **Education Allowance:**

   An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

   You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm

b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location changes after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

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SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

   Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. 15,000 x 20 x 2.7%* x 80% = Rs. 6,480 per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

   Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

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The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ **Signature** Sripathi Naveen 24/3/2022 10:15 PM
(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

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APPOINTMENT LETTER

March 24, 2022

Dear **Batthu Chandu,**

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

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3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. **mywipro.wipro.com**

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict-of-Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

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6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
v. You have any pending backlogs/ arrears on the date of appointment.

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Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall ***be* liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company. .

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre-Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre-Joining Program (PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions

herein. I shall be reporting for duty on

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ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict-of-interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company, you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need-to-know basis. Employees are strictly prohibited from the following:

a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need-to-know basis.

b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others

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3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I **Batthu Chandu**, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

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ANNEXURE III

SALARY OFFER SHEET

Name: Batthu Chandu

Position: Project Engineer **Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two-wheeler
b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs 2lac per annum.

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ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

a. you being "active" in the services of the company through to retention date as applicable

b. your employment has not been terminated for poor performance or for cause prior to retention date

c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above-mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above-mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

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ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW Variable

Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable.
Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

   New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. **Telephone/Mobile Phone Allowances:**

   The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

   An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

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4. **Education Allowance:**

   An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

   You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm

b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location changes after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

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SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

   Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. 15,000 x 20 x 2.7%* x 80% = Rs. 6,480 per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

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b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

   Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ **Signature** Batthu Chandu 24/3/2022 10:15 PM
(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

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APPOINTMENT LETTER

March 24, 2022

Dear **Sindi Nikhil,**

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

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3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. **mywipro.wipro.com**

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict-of-Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

   i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
   ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
   iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

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6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.

ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.

iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.

iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.

v. You have any pending backlogs/ arrears on the date of appointment.

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Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall ***be* liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre-Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre-Joining Program (PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein. I shall be reporting for duty on

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ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict-of-interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company, you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need-to-know basis. Employees are strictly prohibited from the following:

a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need-to-know basis.

b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others

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3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I **Sindi Nikhil**, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

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ANNEXURE III

SALARY OFFER SHEET

Name: Sindi Nikhil

Position: Project Engineer **Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two-wheeler
b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs 2lac per annum.

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ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

a. you being "active" in the services of the company through to retention date as applicable

b. your employment has not been terminated for poor performance or for cause prior to retention date

c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above-mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above-mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

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ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW Variable

Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable.
Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

   New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. **Telephone/Mobile Phone Allowances:**

   The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

   An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

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4. **Education Allowance:**

   An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

   You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm

b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location changes after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

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SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

   Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. 15,000 x 20 x 2.7%* x 80% = Rs. 6,480 per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

   Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

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The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ **Signature** Sindi Nikhil 24/3/2022 10:15 PM
(checking the checkbox above is equivalent to a handwritten signature)

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APPOINTMENT LETTER

March 24, 2022

Dear **Chintapalli Ramyasri,**

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

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3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. **mywipro.wipro.com**

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict-of-Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

   i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
   ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
   iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

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6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.

ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.

iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.

iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.

v. You have any pending backlogs/ arrears on the date of appointment.

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Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall ***be*** **liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre-Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre-Joining Program (PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions

herein. I shall be reporting for duty on

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ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict-of-interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company, you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need-to-know basis. Employees are strictly prohibited from the following:

a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need-to-know basis.

b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others

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3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I **Chintapalli Ramyasri**, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

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ANNEXURE III

SALARY OFFER SHEET

Name: Chintapalli Ramyasri

Position: Project Engineer **Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two-wheeler
b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs 2lac per annum.

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ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

a. you being "active" in the services of the company through to retention date as applicable

b. your employment has not been terminated for poor performance or for cause prior to retention date

c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above-mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above-mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

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ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW Variable

Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable.
Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

   New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. **Telephone/Mobile Phone Allowances:**

   The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

   An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

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4. **Education Allowance:**

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm

b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location changes after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

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SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

   Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. 15,000 x 20 x 2.7%* x 80% = Rs. 6,480 per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

   Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

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The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ **Signature** Chintapalli Ramyasri 24/3/2022 10:15 PM
(checking the checkbox above is equivalent to a handwritten signature)

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APPOINTMENT LETTER

March 24, 2022

Dear **Nomula Vijaya Rama Raju,**

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.

b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.

c. The retirement age is 58 years.

d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.

d. Your salary will be reviewed periodically as per Company policy.

e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

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3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the Company's policy.

e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.

f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

g. Please refer to the detailed policies in the Company's intranet portal i.e. **mywipro.wipro.com**

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. The Conflict-of-Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

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6. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.

ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.

iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.

iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.

v. You have any pending backlogs/ arrears on the date of appointment.

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Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall ***be* liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre-Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre-Joining Program (PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited,**

Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions

herein. I shall be reporting for duty on

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Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict-of-interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company, you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need-to-know basis. Employees are strictly prohibited from the following:

a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need-to-know basis.

b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others

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3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I **Nomula Vijaya Rama Raju**, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

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ANNEXURE III

SALARY OFFER SHEET

Name: Nomula Vijaya Rama Raju

Position: Project Engineer **Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	**29,167**
Total Cost to Company per annum	**3,50,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two-wheeler
b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
d. Medical Insurance Coverage up to Rs 2lac per annum.

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ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

a. you being "active" in the services of the company through to retention date as applicable

b. your employment has not been terminated for poor performance or for cause prior to retention date

c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above-mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above-mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

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ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW Variable

Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable.
Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

   New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. **Telephone/Mobile Phone Allowances:**

   The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

   An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

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4. **Education Allowance:**

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm

b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.

b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Any location changes after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

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SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

   If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

   Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. 15,000 x 20 x 2.7%* x 80% = Rs. 6,480 per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

   Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

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The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☑ Accept ☐ Decline

☑ **Signature** Nomula Vijaya Rama Raju 24/3/2022 10:15 PM
(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com
C :L32102KA1945PLC020800

24106816

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QuEST
BORN TO ENGINEER

Letter of Intent

Doc Ref. No.:QC20220039

Date of Issue: 12th April 2022

Dear **MARAM NAGARJUNA REDDY**,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

Total Cost to Company (TCTC): INR 3.00 LPA
One-time Retention Bonus: INR 25000 (On completion of one year from the date of joining)
Location: Any of the QuEST Global offices (as per business requirement)
Working Hours: As per Location Norms
Probation Period: 6 months from the date of joining
Service Agreement: 2 years

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

Background Verification Check.
Completion of your course program with an aggregate of 65% and no standing arrears on the Date of Joining

As per QuEST's hiring process we would conduct a detailed background verification check of all the information & documents submitted by you.

For any clarifications, offer acceptance, joining confirmation & BGC form please write back to : university.relations@quest-global.com

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: _____

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Gunthapally (V), Abdullapurmet (Md.), 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.

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QUEST

BORN TO ENGINEER

Your monthly deduction from salary towards Medical Insurance premium would be INR **625**. This is as per your current Band; the amount will change accordingly in case of Band change.

You are eligible for benefits coverage as per QuEST Band. For your current Band the coverages shall be:
Group Medical Insurance cover of INR **300000**

Group Personal Accident Insurance cover of INR **1000000**

Group Term Life Insurance cover of INR **1500000**

Employee Deposit Linked Insurance cover as per statutory requirement

Note: Income tax liability of allowances / reimbursements will be considered in light of the existing tax laws. In case any tax has to be recovered for any allowances / reimbursements, either because of changes made to the law by the Govt. of India or pursuant to an order by an Income Tax Officer or any responsible officer of the Income Tax Department, then the same will be recovered from employee's salary, either with retrospective or prospective effect, as the case may be.

Declaration: All aspects of QuEST policies provided in this document are intended to provide indicative details. For Policy details, please refer to QuEST QMS on intranet. The ownership and right for implementation of these policies rests with QuEST alone. QuEST reserves the right to make changes to the policies, including but not limited to withdrawal of the same, from time to time with or without prior notice.

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Guntihapally (V), Abdullapurmet (Mdl.), R.R. Dist.

QUEST
BORN TO ENGINEER

Letter of Intent

Doc Ref. No.:QC20220040

Date of Issue: 12th April 2022

Dear **V T N S ADHI NARAYANA REDDY**,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

Total Cost to Company (TCTC): INR 3.00 LPA
One-time Retention Bonus: INR 25000 (On completion of one year from the date of joining)
Location: Any of the QuEST Global offices (as per business requirement)
Working Hours: As per Location Norms
Probation Period: 6 months from the date of joining
Service Agreement: 2 years

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

Background Verification Check.
Completion of your course program with an aggregate of 65% and no standing arrears on the Date of Joining

As per QuEST's hiring process we would conduct a detailed background verification check of all the information & documents submitted by you.

For any clarifications, offer acceptance, joining confirmation & BGC form please write back to : university.relations@quest-global.com

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: _____

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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.***

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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**
(P) TOTAL COST TO COMPANY (TCC)		**3,00,000**

A one-time joining bonus of **INR 25,000** shall be paid upon successful completion of one-year service with QuEST.

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl.), R.R. Dist.

QuEST

BORN TO ENGINEER

Your monthly deduction from salary towards Medical Insurance premium would be INR **625**. This is as per your current Band; the amount will change accordingly in case of Band change.

You are eligible for benefits coverage as per QuEST Band. For your current Band the coverages shall be:
Group Medical Insurance cover of INR **300000**

Group Personal Accident Insurance cover of INR **1000000**

Group Term Life Insurance cover of INR **1500000**

Employee Deposit Linked Insurance cover as per statutory requirement

Note: Income tax liability of allowances / reimbursements will be considered in light of the existing tax laws. In case any tax has to be recovered for any allowances / reimbursements, either because of changes made to the law by the Govt. of India or pursuant to an order by an Income Tax Officer or any responsible officer of the Income Tax Department, then the same will be recovered from employee's salary, either with retrospective or prospective effect, as the case may be.

Declaration: All aspects of QuEST policies provided in this document are intended to provide indicative details. For Policy details, please refer to QuEST QMS on intranet. The ownership and right for implementation of these policies rests with QuEST alone. QuEST reserves the right to make changes to the policies, including but not limited to withdrawal of the same, from time to time with or without prior notice.

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl.), R.R. Dist.

QUEST
BORN TO ENGINEER

Letter of Intent

Doc Ref. No.:QC20220041

Date of Issue: 12th April 2022

Dear **BOINAPALLY VENKATESH,**

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

Total Cost to Company (TCTC): INR 3.00 LPA
One-time Retention Bonus: INR 25000 (On completion of one year from the date of joining)
Location: Any of the QuEST Global offices (as per business requirement)
Working Hours: As per Location Norms
Probation Period: 6 months from the date of joining
Service Agreement: 2 years

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

Background Verification Check.
Completion of your course program with an aggregate of 65% and no standing arrears on the Date of Joining

As per QuEST's hiring process we would conduct a detailed background verification check of all the information & documents submitted by you.

For any clarifications, offer acceptance, joining confirmation & BGC form please write back to : university.relations@quest-global.com

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.
Gunthapally (V), Abdullapurmet (Mdl.), R.R. Dist.

QuEST
BORN TO ENGINEER

*Disclaimer: ***The salary package and structure will be subject to changes on business situation at the time of onboarding. This is a letter of intent to offer Employment and not a formal offer of employment. The detailed terms and conditions of employment with QuEST will be shared separately as a formal offer one month prior to your date of joining.***

Annexure - I
Compensation & Benefit Details

Items	Monthly Salary (Amount in INR)	Annual Salary (Amount in INR)
Monthly Salary Components		
(A) Basic Salary	15,000	1,80,000
(B) House Rent Allowance	2,250	27,000
(C) Conveyance Allowance	-	-
(D) Leave Travel Allowance (LTA)	-	-
(E) Food Coupon	-	-
(F) Telephone/Internet Allowance	-	-
(G) Other Allowance*	3,155	37,860
(H) MONTHLY GROSS SALARY: (H = A+B+C+D+E+F+G)	20,405	2,44,860
Retirement Benefits		
(I) PF	1,800	21,600
(J) Gratuity	722	8,664
(K) RETIREMENT BENEFITS: (K = I+J)	**2,522**	**30,264**
Benefits		
(L) Medical Insurance Premium	673	8,076
(M) BONUS/Ex.GRATIA	1,400	16,800
(N) Fixed Compensation: (N = H+K+L+M)	**25,000**	**3,00,000**
(P) TOTAL COST TO COMPANY (TCC)		**3,00,000**

A one-time joining bonus of **INR 25,000** shall be paid upon successful completion of one-year service with QuEST.

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl.), R.R. Dist.

QuEST

BORN TO ENGINEER

Your monthly deduction from salary towards Medical Insurance premium would be INR **625**. This is as per your current Band; the amount will change accordingly in case of Band change.

You are eligible for benefits coverage as per QuEST Band. For your current Band the coverages shall be:
Group Medical Insurance cover of INR **300000**

Group Personal Accident Insurance cover of INR **1000000**

Group Term Life Insurance cover of INR **1500000**

Employee Deposit Linked Insurance cover as per statutory requirement

Note: Income tax liability of allowances / reimbursements will be considered in light of the existing tax laws. In case any tax has to be recovered for any allowances / reimbursements, either because of changes made to the law by the Govt. of India or pursuant to an order by an Income Tax Officer or any responsible officer of the Income Tax Department, then the same will be recovered from employee's salary, either with retrospective or prospective effect, as the case may be.

Declaration: All aspects of QuEST policies provided in this document are intended to provide indicative details. For Policy details, please refer to QuEST QMS on intranet. The ownership and right for implementation of these policies rests with QuEST alone. QuEST reserves the right to make changes to the policies, including but not limited to withdrawal of the same, from time to time with or without prior notice.

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Guntihapally (V), Abdullapurmet (Mdl.), R.R. Dist.

QuEST
BORN TO ENGINEER

Letter of Intent

Doc Ref. No.:QC20220042

Date of Issue: 12th April 2022

Dear **BOBBALA DEEPA,**

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

Total Cost to Company (TCTC): INR 3.00 LPA
One-time Retention Bonus: INR 25000 (On completion of one year from the date of joining)
Location: Any of the QuEST Global offices (as per business requirement)
Working Hours: As per Location Norms
Probation Period: 6 months from the date of joining
Service Agreement: 2 years

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

Background Verification Check.
Completion of your course program with an aggregate of 65% and no standing arrears on the Date of Joining

As per QuEST's hiring process we would conduct a detailed background verification check of all the information & documents submitted by you.

For any clarifications, offer acceptance, joining confirmation & BGC form please write back to : university.relations@quest-global.com

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.
Gunthapally (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
Institute of Engg. & Tech.
(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

Doc Ref. No.:QC20220043

Date of Issue: 12th April 2022

Dear **MAMIDALA SREEJA**,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

Total Cost to Company (TCTC): INR 3.00 LPA
One-time Retention Bonus: INR 25000 (On completion of one year from the date of joining)
Location: Any of the QuEST Global offices (as per business requirement)
Working Hours: As per Location Norms
Probation Period: 6 months from the date of joining
Service Agreement: 2 years

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

Background Verification Check.
Completion of your course program with an aggregate of 65% and no standing arrears on the Date of Joining

As per QuEST's hiring process we would conduct a detailed background verification check of all the information & documents submitted by you.

For any clarifications, offer acceptance, joining confirmation & BGC form please write back to : university.relations@quest-global.com

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.
Gunthapally (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.
Guntlhapally (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

Doc Ref. No.:QC20220044

Date of Issue: 12th April 2022

Dear **A KUPENDER REDDY**,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

Total Cost to Company (TCTC): INR 3.00 LPA
One-time Retention Bonus: INR 25000 (On completion of one year from the date of joining)
Location: Any of the QuEST Global offices (as per business requirement)
Working Hours: As per Location Norms
Probation Period: 6 months from the date of joining
Service Agreement: 2 years

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

Background Verification Check.
Completion of your course program with an aggregate of 65% and no standing arrears on the Date of Joining

As per QuEST's hiring process we would conduct a detailed background verification check of all the information & documents submitted by you.

For any clarifications, offer acceptance, joining confirmation & BGC form please write back to : university.relations@quest-global.com

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.
Guntlhapally (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

Doc Ref. No.:QC20220045

Date of Issue: 12th April 2022

Dear **VADDEPALLI JAGADEESH,**

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

Total Cost to Company (TCTC): INR 3.00 LPA
One-time Retention Bonus: INR 25000 (On completion of one year from the date of joining)
Location: Any of the QuEST Global offices (as per business requirement)
Working Hours: As per Location Norms
Probation Period: 6 months from the date of joining
Service Agreement: 2 years

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

Background Verification Check.
Completion of your course program with an aggregate of 65% and no standing arrears on the Date of Joining

As per QuEST's hiring process we would conduct a detailed background verification check of all the information & documents submitted by you.

For any clarifications, offer acceptance, joining confirmation & BGC form please write back to : university.relations@quest-global.com

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,
Gunthapally (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.
Guntihapally (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. & T...
Gunthapally (V), Abdullapurmet (Mdl.), R.R. D...

QUEST
BORN TO ENGINEER

Letter of Intent

Doc Ref. No.:QC20220046 Date of Issue: 12th April 2022

Dear **DODLAPATI SRIKANTH**,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

Total Cost to Company (TCTC): INR 3.00 LPA
One-time Retention Bonus: INR 25000 (On completion of one year from the date of joining)
Location: Any of the QuEST Global offices (as per business requirement)
Working Hours: As per Location Norms
Probation Period: 6 months from the date of joining
Service Agreement: 2 years

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

Background Verification Check.
Completion of your course program with an aggregate of 65% and no standing arrears on the Date of Joining

As per QuEST's hiring process we would conduct a detailed background verification check of all the information & documents submitted by you.

For any clarifications, offer acceptance, joining confirmation & BGC form please write back to : university.relations@quest-global.com

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. & Tec
Gunthapally (V), Abdullapurmet (Md.), R.R. D

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. D.

QuEST

BORN TO ENGINEER

Your monthly deduction from salary towards Medical Insurance premium would be INR **625**. This is as per your current Band; the amount will change accordingly in case of Band change.

You are eligible for benefits coverage as per QuEST Band. For your current Band the coverages shall be:
Group Medical Insurance cover of INR **300000**

Group Personal Accident Insurance cover of INR **1000000**

Group Term Life Insurance cover of INR **1500000**

Employee Deposit Linked Insurance cover as per statutory requirement

Note: Income tax liability of allowances / reimbursements will be considered in light of the existing tax laws. In case any tax has to be recovered for any allowances / reimbursements, either because of changes made to the law by the Govt. of India or pursuant to an order by an Income Tax Officer or any responsible officer of the Income Tax Department, then the same will be recovered from employee's salary, either with retrospective or prospective effect, as the case may be.

Declaration: All aspects of QuEST policies provided in this document are intended to provide indicative details. For Policy details, please refer to QuEST QMS on intranet. The ownership and right for implementation of these policies rests with QuEST alone. QuEST reserves the right to make changes to the policies, including but not limited to withdrawal of the same, from time to time with or without prior notice.

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Guntihapally (V), Abdullapurmet (Mdl.), R.R. Dt.

QuEST
BORN TO ENGINEER

Letter of Intent

Doc Ref. No.:QC20220047

Date of Issue: 12th April 2022

Dear **TANGELLA AISHWARYA,**

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

Total Cost to Company (TCTC): INR 3.00 LPA
One-time Retention Bonus: INR 25000 (On completion of one year from the date of joining)
Location: Any of the QuEST Global offices (as per business requirement)
Working Hours: As per Location Norms
Probation Period: 6 months from the date of joining
Service Agreement: 2 years

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

Background Verification Check.
Completion of your course program with an aggregate of 65% and no standing arrears on the Date of Joining

As per QuEST's hiring process we would conduct a detailed background verification check of all the information & documents submitted by you.

For any clarifications, offer acceptance, joining confirmation & BGC form please write back to : university.relations@quest-global.com

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

Doc Ref. No.:QC20220048

Date of Issue: 12th April 2022

Dear **JOSHI ANIRUDH CHARY**,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

Total Cost to Company (TCTC): INR 3.00 LPA
One-time Retention Bonus: INR 25000 (On completion of one year from the date of joining)
Location: Any of the QuEST Global offices (as per business requirement)
Working Hours: As per Location Norms
Probation Period: 6 months from the date of joining
Service Agreement: 2 years

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

Background Verification Check.
Completion of your course program with an aggregate of 65% and no standing arrears on the Date of Joining

As per QuEST's hiring process we would conduct a detailed background verification check of all the information & documents submitted by you.

For any clarifications, offer acceptance, joining confirmation & BGC form please write back to : university.relations@quest-global.com

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.
Gunthapally (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

Doc Ref. No.:QC20220049

Date of Issue: 12th April 2022

Dear **BHUKYA KALYAN**,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

Total Cost to Company (TCTC): INR 3.00 LPA
One-time Retention Bonus: INR 25000 (On completion of one year from the date of joining)
Location: Any of the QuEST Global offices (as per business requirement)
Working Hours: As per Location Norms
Probation Period: 6 months from the date of joining
Service Agreement: 2 years

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

Background Verification Check.
Completion of your course program with an aggregate of 65% and no standing arrears on the Date of Joining

As per QuEST's hiring process we would conduct a detailed background verification check of all the information & documents submitted by you.

For any clarifications, offer acceptance, joining confirmation & BGC form please write back to : university.relations@quest-global.com

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.
Guntlhapally (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 (M), Hyd...

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

Doc Ref. No.:QC20220050

Date of Issue: 12th April 2022

Dear **P RITHVIK KUMAR**,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

Total Cost to Company (TCTC): INR 3.00 LPA
One-time Retention Bonus: INR 25000 (On completion of one year from the date of joining)
Location: Any of the QuEST Global offices (as per business requirement)
Working Hours: As per Location Norms
Probation Period: 6 months from the date of joining
Service Agreement: 2 years

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

Background Verification Check.
Completion of your course program with an aggregate of 65% and no standing arrears on the Date of Joining

As per QuEST's hiring process we would conduct a detailed background verification check of all the information & documents submitted by you.

For any clarifications, offer acceptance, joining confirmation & BGC form please write back to : university.relations@quest-global.com

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.
Gunthapally (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.

QuEST Global Engineering Services Private Limited
Reg. off. Address: AEQUS Special Economic Zone, No.437/A, Plot No.2 Hattaragi Village, Hukkeri Taluk, Belgaum KA 591245INCIN:U74900KA2014PTC076219

Communication address: Embassy Tech Village, Building 7B, Primrose, Outer ring Road, Devarabeesanahalli, Varthur Hobli, Bangalore East Taluk, Bangalore - 560 103 Ph: +91-80-67090000; Fax: +91-80-67093200; Email: info@quest-global.com
www.quest-global.com

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Guntihapally (V), Aragulapur, Nagaram 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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Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl.), R.R. Dist.

QUEST
BORN TO ENGINEER

Letter of Intent

Doc Ref. No.:QC20220051

Date of Issue: 12th April 2022

Dear **MEKALA NARENDER,**

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

Total Cost to Company (TCTC): INR 3.00 LPA
One-time Retention Bonus: INR 25000 (On completion of one year from the date of joining)
Location: Any of the QuEST Global offices (as per business requirement)
Working Hours: As per Location Norms
Probation Period: 6 months from the date of joining
Service Agreement: 2 years

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

Background Verification Check.
Completion of your course program with an aggregate of 65% and no standing arrears on the Date of Joining

As per QuEST's hiring process we would conduct a detailed background verification check of all the information & documents submitted by you.

For any clarifications, offer acceptance, joining confirmation & BGC form please write back to : university.relations@quest-global.com

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.
Guntihapally (V), Abdullapurmet (Mdl.), R.R. Dist.

QUEST

BORN TO ENGINEER

Your monthly deduction from salary towards Medical Insurance premium would be INR **625**. This is as per your current Band; the amount will change accordingly in case of Band change.

You are eligible for benefits coverage as per QuEST Band. For your current Band the coverages shall be:
Group Medical Insurance cover of INR **300000**

Group Personal Accident Insurance cover of INR **1000000**

Group Term Life Insurance cover of INR **1500000**

Employee Deposit Linked Insurance cover as per statutory requirement

Note: Income tax liability of allowances / reimbursements will be considered in light of the existing tax laws. In case any tax has to be recovered for any allowances / reimbursements, either because of changes made to the law by the Govt. of India or pursuant to an order by an Income Tax Officer or any responsible officer of the Income Tax Department, then the same will be recovered from employee's salary, either with retrospective or prospective effect, as the case may be.

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PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl.), R.R. Dist.

QUEST
BORN TO ENGINEER

Letter of Intent

Doc Ref. No.:QC20220052

Date of Issue: 12th April 2022

Dear **GOGULA DIVYA,**

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

Total Cost to Company (TCTC): INR 3.00 LPA
One-time Retention Bonus: INR 25000 (On completion of one year from the date of joining)
Location: Any of the QuEST Global offices (as per business requirement)
Working Hours: As per Location Norms
Probation Period: 6 months from the date of joining
Service Agreement: 2 years

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

Background Verification Check.
Completion of your course program with an aggregate of 65% and no standing arrears on the Date of Joining

As per QuEST's hiring process we would conduct a detailed background verification check of all the information & documents submitted by you.

For any clarifications, offer acceptance, joining confirmation & BGC form please write back to : university.relations@quest-global.com

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
Gunthapally (V), Abdullapurmet (Mdl.), R.R. Dt.

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.
Guntlhapally (V), Abdullapurmet (Mdl.), R.R. Dist.

QUEST

BORN TO ENGINEER

Your monthly deduction from salary towards Medical Insurance premium would be INR **625**. This is as per your current Band; the amount will change accordingly in case of Band change.

You are eligible for benefits coverage as per QuEST Band. For your current Band the coverages shall be:
Group Medical Insurance cover of INR **300000**

Group Personal Accident Insurance cover of INR **1000000**

Group Term Life Insurance cover of INR **1500000**

Employee Deposit Linked Insurance cover as per statutory requirement

Note: Income tax liability of allowances / reimbursements will be considered in light of the existing tax laws. In case any tax has to be recovered for any allowances / reimbursements, either because of changes made to the law by the Govt. of India or pursuant to an order by an Income Tax Officer or any responsible officer of the Income Tax Department, then the same will be recovered from employee's salary, either with retrospective or prospective effect, as the case may be.

Declaration: All aspects of QuEST policies provided in this document are intended to provide indicative details. For Policy details, please refer to QuEST QMS on intranet. The ownership and right for implementation of these policies rests with QuEST alone. QuEST reserves the right to make changes to the policies, including but not limited to withdrawal of the same, from time to time with or without prior notice.

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl.), R.R. Dist.

QUEST
BORN TO ENGINEER

Letter of Intent

Doc Ref. No.:QC20220053 Date of Issue: 12th April 2022

Dear **SADEEDA ULFAT AARA**,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.
We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

Total Cost to Company (TCTC): INR 3.00 LPA
One-time Retention Bonus: INR 25000 (On completion of one year from the date of joining)
Location: Any of the QuEST Global offices (as per business requirement)
Working Hours: As per Location Norms
Probation Period: 6 months from the date of joining
Service Agreement: 2 years

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

Background Verification Check.
Completion of your course program with an aggregate of 65% and no standing arrears on the Date of Joining

As per QuEST's hiring process we would conduct a detailed background verification check of all the information & documents submitted by you.

For any clarifications, offer acceptance, joining confirmation & BGC form please write back to : university.relations@quest-global.com

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.
Cherlapally (V), Ankushapur (Mdl.), R.R. Dist.

QUEST

BORN TO ENGINEER

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Group Medical Insurance cover of INR **300000**

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Employee Deposit Linked Insurance cover as per statutory requirement

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PRINCIPAL
Avanthi Institute of Engg. & Tech.

IBeON INFOTECH

Email: info@ibeoninfotech.in
Website: www.ibeoninfotech.in

Date: 13/04/2022

Letter Of Intent

Dear RITIKA NITIN KULKARNI,

Avanthi Institute of Engineering & Technology, Hyderabad

Greetings from IBeON Infotech PVT LTD!!!

Thank you for attending the interview process at "IBeON Infotech" for the profile of "Desktop Support Engineer".

As communicated, we cordially invite you for training at our Office for the Period of 45 days training program which is specially designed for aspiring software developers. Your training will take place at our Bangalore branch office and the date of commencement of such training programme will be starting on 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 Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

IBeON INFOTECH

Email: info@ibeoninfotech.in
Website: www.ibeoninfotech.in

Date: 13/04/2022

Letter Of Intent

Dear BANALA VINAYKUMAR,

Avanthi Institute of Engineering & Technology, Hyderabad

Greetings from IBeON Infotech PVT LTD!!!

Thank you for attending the interview process at "IBeON Infotech" for the profile of "Desktop Support Engineer".

As communicated, we cordially invite you for training at our Office for the Period of 45 days training program which is specially designed for aspiring software developers. Your training will take place at our Bangalore branch office and the date of commencement of such training programme will be starting on 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 Engineering & Technology
Gunthapilly (V), Hayathnagar,
Ranga Reddy (Dist.)

IBeON INFOTECH

Email: info@ibeoninfotech.in
Website: www.ibeoninfotech.in

Date: 13/04/2022

Letter Of Intent

Dear RAMIDI MANOJ REDDY,

Avanthi Institute of Engineering & Technology, Hyderabad

Greetings from IBeON Infotech PVT LTD!!!

Thank you for attending the interview process at "IBeON Infotech" for the profile of "Desktop Support Engineer".

As communicated, we cordially invite you for training at our Office for the Period of 45 days training program which is specially designed for aspiring software developers. Your training will take place at our Bangalore branch office and the date of commencement of such training programme will be starting on 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 Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

IBeON INFOTECH

Email: info@ibeoninfotech.in
Website: www.ibeoninfotech.in

Date: 13/04/2022

Letter Of Intent

Dear CHITLA PRATHYUSHA,

Avanthi Institute of Engineering & Technology, Hyderabad

Greetings from IBeON Infotech PVT LTD!!!

Thank you for attending the interview process at "IBeON Infotech" for the profile of "Desktop Support Engineer".

As communicated, we cordially invite you for training at our Office for the Period of 45 days training program which is specially designed for aspiring software developers. Your training will take place at our Bangalore branch office and the date of commencement of such training programme will be starting on 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 Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

IBeON INFOTECH

Email: info@ibeoninfotech.in
Website: www.ibeoninfotech.in

Date: 13/04/2022

Letter Of Intent

Dear KORIPALLY NIKHILA,

Avanthi Institute of Engineering & Technology, Hyderabad

Greetings from IBeON Infotech PVT LTD!!!

Thank you for attending the interview process at "IBeON Infotech" for the profile of "Desktop Support Engineer".

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For IBeON INFOTECH

IBeON INFOTECH BANGALORE

Authorized Signatory

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

IBeON INFOTECH

Email: info@ibeoninfotech.in
Website: www.ibeoninfotech.in

Date: 13/04/2022

Letter Of Intent

Dear KAKKUNURU PRATHYUSHA,

Avanthi Institute of Engineering & Technology, Hyderabad

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For IBeON INFOTECH

IBEON INFOTECH BANGALORE

Authorized Signatory

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapilly (V), Hayathnagar,
Ranga Reddy (Dist.)

IBeON INFOTECH

Email: info@ibeoninfotech.in
Website: www.ibeoninfotech.in

Date: 13/04/2022

Letter Of Intent

Dear VANGARI RAM TEJA,

Avanthi Institute of Engineering & Technology, Hyderabad

Greetings from IBeON Infotech PVT LTD!!!

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For IBeON INFOTECH

IBEON INFOTECH BANGALORE

Authorized Signatory

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

IBeON INFOTECH

Email: info@ibeoninfotech.in
Website: www.ibeoninfotech.in

Date: 13/04/2022

Letter Of Intent

Dear MASNA GANESH,

Avanthi Institute of Engineering & Technology, Hyderabad

Greetings from IBeON Infotech PVT LTD!!!

Thank you for attending the interview process at "IBeON Infotech" for the profile of "Desktop Support Engineer".

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For IBeON INFOTECH

IBeON INFOTECH BANGALORE

Authorized Signatory

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapilly (V), Hayathnagar,
Ranga Reddy (Dist.)

IBeON INFOTECH

Email: info@ibeoninfotech.in
Website: www.ibeoninfotech.in

Date: 13/04/2022

Letter Of Intent

Dear L YASHWANTH,

Avanthi Institute of Engineering & Technology, Hyderabad

Greetings from IBeON Infotech PVT LTD!!!

Thank you for attending the interview process at "IBeON Infotech" for the profile of "Desktop Support Engineer".

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For IBeON INFOTECH

IBEON INFOTECH BANGALORE

Authorized Signatory

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

IBeON INFOTECH

Email: info@ibeoninfotech.in
Website: www.ibeoninfotech.in

Date: 13/04/2022

Letter Of Intent

Dear NAMPALLY NARESH,

Avanthi Institute of Engineering & Technology, Hyderabad

Greetings from IBeON Infotech PVT LTD!!!

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For IBeON INFOTECH

IBEON INFOTECH BANGALORE

Authorized Signatory

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Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

IBeON INFOTECH

Email: info@ibeoninfotech.in
Website: www.ibeoninfotech.in

Date: 13/04/2022

Letter Of Intent

Dear KASI THARUNTEJA,

Avanthi Institute of Engineering & Technology, Hyderabad

Greetings from IBeON Infotech PVT LTD!!!

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For IBeON INFOTECH

IBEON INFOTECH BANGALORE

Authorized Signatory

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapilly (V), Hayathnagar,
Ranga Reddy (Dist.)

IBeON INFOTECH

Email: info@ibeoninfotech.in
Website: www.ibeoninfotech.in

Date: 13/04/2022

Letter Of Intent

Dear BHEEMANABOINA RENUKA,

Avanthi Institute of Engineering & Technology, Hyderabad

Greetings from IBeON Infotech PVT LTD!!!

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4. Photocopies of your Address & Identity proof.

For IBeON INFOTECH

IBeON INFOTECH BANGALORE

Authorized Signatory

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapilly (V), Hayathnagar,
Ranga Reddy (Dist.)

HEXAWARE

Letter of Intent

July 01, 2022
ANUGULA SRINIVAS
Avanthi Institute of Engineering and Technology, Hayathnagar

Dear ANUGULA SRINIVAS,

We are pleased to inform you that you have been provisionally short-listed for employment as **"Software Engineer Trainee"**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

You are required to sign a service agreement for a period of 2 years before the start of training programme.

We will keep you posted with respect to the start of the training program at the Hexaware office in Siruseri, Chennai for your development as a Maverick. Before joining Hexaware and commencement of your training program, you will undergo the Early Intervention Program (EIP) to be conducted by Hexavarsity, our Corporate University.

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organization.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to campusconnect@hexaware.com confirming your interest in joining Hexaware.

Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur

Monica Mathur
Vice President, Recruitment-India & APAC

PRINCIPAL
Avanthi Institute of Engineering & Technology
Cheeryal (V), Hayathnagar,
Ranga Reddy (Dist.)

HEXAWARE

Letter of Intent

July 01, 2022
KOMMINENI RITHINKRISHNA
Avanthi Institute of Engineering and Technology, Hayathnagar

Dear KOMMINENI RITHINKRISHNA,

We are pleased to inform you that you have been provisionally short-listed for employment as **"Software Engineer Trainee"**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

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Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur

Monica Mathur
Vice President, Recruitment-India & APAC

HEXAWARE TECHNOLOGIES LTD.
Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, A Block, TTC Industrial Area, Mahape, Navi Mumbai, 400710. Tel. : +91 22 6791 9595. Fax : +91 22 6781 9500
(CIN) : L72900MH1992PLC069662 URL: www.hexaware.com

PRINCIPAL
Avanthi Institute of Engineering & Technology
Ghanapally (V), Hayathnagar,
Ranga Reddy (Dist.)

HEXAWARE

Letter of Intent

July 01, 2022
MARAMRAJU VISHNU SANDILYA
Avanthi Institute of Engineering and Technology, Hayathnagar

Dear MARAMRAJU VISHNU SANDILYA,

We are pleased to inform you that you have been provisionally short-listed for employment as **"Software Engineer Trainee"**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

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Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur

Monica Mathur
Vice President, Recruitment-India & APAC

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapilly (V), Hayathnagar,
Ranga Reddy (Dist.)

HEXAWARE

Letter of Intent

July 01, 2022
DASARI SAI KAVYA
Avanthi Institute of Engineering and Technology, Hayathnagar

Dear DASARI SAI KAVYA,

We are pleased to inform you that you have been provisionally short-listed for employment as **"Software Engineer Trainee"**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

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As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to campusconnect@hexaware.com confirming your interest in joining Hexaware.

Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur

Monica Mathur
Vice President, Recruitment-India & APAC

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar
Ranga Reddy (Dist.)

HEXAWARE

Letter of Intent

July 01, 2022
KADAVERU ANUSHA
Avanthi Institute of Engineering and Technology, Hayathnagar

Dear KADAVERU ANUSHA,

We are pleased to inform you that you have been provisionally short-listed for employment as **"Software Engineer Trainee"**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

You are required to sign a service agreement for a period of 2 years before the start of training programme.

We will keep you posted with respect to the start of the training program at the Hexaware office in Siruseri, Chennai for your development as a Maverick. Before joining Hexaware and commencement of your training program, you will undergo the Early Intervention Program (EIP) to be conducted by Hexavarsity, our Corporate University.

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organization.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to campusconnect@hexaware.com confirming your interest in joining Hexaware.

Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur

Monica Mathur
Vice President, Recruitment-India & APAC

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

HEXAWARE TECHNOLOGIES LTD.
Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, 'A' Block, TTC Industrial Area, Mahape, Navi Mumbai, 400710. Tel. : +91 22 6791 9595, Fax : +91 22 6791 9500
(CIN) : L72900MH1992PLC069662 URL: www.hexaware.com

HEXAWARE

Letter of Intent

July 01, 2022
VUPPU SIVA SAI VENKATA KRISHNA GANESH
Avanthi Institute of Engineering and Technology, Hayathnagar

Dear VUPPU SIVA SAI VENKATA KRISHNA GANESH,

We are pleased to inform you that you have been provisionally short-listed for employment as **"Software Engineer Trainee"**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

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Monica Mathur

Monica Mathur
Vice President, Recruitment-India & APAC

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

HEXAWARE

Letter of Intent

July 01, 2022
ALIGAPALLY SHILPA
Avanthi Institute of Engineering and Technology, Hayathnagar

Dear ALIGAPALLY SHILPA,

We are pleased to inform you that you have been provisionally short-listed for employment as **"Software Engineer Trainee"**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

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Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur

Monica Mathur
Vice President, Recruitment-India & APAC

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

HEXAWARE

Letter of Intent

July 01, 2022
THELLAKULA MAHESH
Avanthi Institute of Engineering and Technology, Hayathnagar

Dear THELLAKULA MAHESH,

We are pleased to inform you that you have been provisionally short-listed for employment as **"Software Engineer Trainee"**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

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Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur

Monica Mathur
Vice President, Recruitment-India & APAC

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

HEXAWARE

Letter of Intent

July 01, 2022
KOLANU AJAYKUMAR
Avanthi Institute of Engineering and Technology, Hayathnagar

Dear KOLANU AJAYKUMAR,

We are pleased to inform you that you have been provisionally short-listed for employment as **"Software Engineer Trainee"**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

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For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur

Monica Mathur
Vice President, Recruitment-India & APAC

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

HEXAWARE

Letter of Intent

July 01, 2022
SUNKARI SRAVANI
Avanthi Institute of Engineering and Technology, Hayathnagar

Dear SUNKARI SRAVANI,

We are pleased to inform you that you have been provisionally short-listed for employment as **"Software Engineer Trainee"**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

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Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur

Monica Mathur
Vice President, Recruitment-India & APAC

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

HEXAWARE

Letter of Intent

July 01, 2022
GUBBALA SRI CHANDANA
Avanthi Institute of Engineering and Technology, Hayathnagar

Dear GUBBALA SRI CHANDANA,

We are pleased to inform you that you have been provisionally short-listed for employment as **"Software Engineer Trainee"**.

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Vice President, Recruitment-India & APAC

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

HEXAWARE

Letter of Intent

July 01, 2022
ADDALA RAJESH BALU
Avanthi Institute of Engineering and Technology, Hayathnagar

Dear ADDALA RAJESH BALU,

We are pleased to inform you that you have been provisionally short-listed for employment as **"Software Engineer Trainee"**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

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Monica Mathur

Monica Mathur
Vice President, Recruitment-India & APAC

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

HEXAWARE

Letter of Intent

July 01, 2022
PASULA HARSHA KISHORE
Avanthi Institute of Engineering and Technology, Hayathnagar

Dear PASULA HARSHA KISHORE,

We are pleased to inform you that you have been provisionally short-listed for employment as **"Software Engineer Trainee"**.

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Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur

Monica Mathur
Vice President, Recruitment-India & APAC

PRINCIPAL
Avanthi Institute of Engineering & Technology
Hayathnagar,
Ranga Reddy (Dist.)

HEXAWARE

Letter of Intent

July 01, 2022
KODARI MANASA
Avanthi Institute of Engineering and Technology, Hayathnagar

Dear KODARI MANASA,

We are pleased to inform you that you have been provisionally short-listed for employment as **"Software Engineer Trainee"**.

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For **HEXAWARE TECHNOLOGIES LIMITED**

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Vice President, Recruitment-India & APAC

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HEXAWARE TECHNOLOGIES LTD.
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(CIN) : L72900MH1992PLC069662 URL: www.hexaware.com

HEXAWARE

Letter of Intent

July 01, 2022
PINNAPUREDDY MAMATHA
Avanthi Institute of Engineering and Technology, Hayathnagar

Dear PINNAPUREDDY MAMATHA,

We are pleased to inform you that you have been provisionally short-listed for employment as **"Software Engineer Trainee"**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

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Yours faithfully,

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Monica Mathur

Monica Mathur
Vice President, Recruitment-India & APAC

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HEXAWARE

Letter of Intent

July 01, 2022
CHANCHALA BABAYSHALINI
Avanthi Institute of Engineering and Technology, Hayathnagar

Dear CHANCHALA BABAYSHALINI,

We are pleased to inform you that you have been provisionally short-listed for employment as **"Software Engineer Trainee"**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

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For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur

Monica Mathur
Vice President, Recruitment-India & APAC

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapilly (V), Hayathnagar,
Ranga Reddy (Dist.)

HEXAWARE

Letter of Intent

July 01, 2022
MYANA VINAY
Avanthi Institute of Engineering and Technology, Hayathnagar

Dear MYANA VINAY,

We are pleased to inform you that you have been provisionally short-listed for employment as **"Software Engineer Trainee"**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

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Monica Mathur

Monica Mathur
Vice President, Recruitment-India & APAC

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapilly (V), Hayathnagar,
Ranga Reddy (Dist.)

HEXAWARE

Letter of Intent

January 14, 2022
Vuppu Siva Sai Venkata Krishna Ganesh
Avanthi Institute of Engineering and Technology, Hayathnagar

Dear **VUPPU SIVA SAI VENKATA KRISHNA GANESH**

We are pleased to inform you that you have been provisionally short-listed for employment as **"Software Engineer Trainee"**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

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PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

Prodevans Technologies Pvt. Ltd., Building # 389,
First Floor, 8th Main, 7th Cross, MICO Layout, BTM
2nd Stage, Bengaluru-560076.
Phone: 080 64533365 | hr@prodevans.com |

PRODEVANS

Date: 19th March, 2022

INTERNSHIP OFFER

Dear Sangars Swetha Sri

Congratulations!!

We are pleased to offer you an **Internship** with **Prodevans Technologies Pvt. Ltd.,** based on the interview discussions you had with us and your application submitted to us. Details of the terms and conditions of offer areas under:

1. You will be working as an **INTERN** from our **Hyderabad Office**, for 6 months from the date of your joining.
2. Period of internship will be from **28th March 2022 to 28th September 2022.**
3. During the internship period, a stipend of **INR 12,500** will be payable.
    a. An additional amount of INR2500 is payable upon compliance of 100% attendance, tasks assigned during the said month.
    b. This is payable on 15th of every month as approved by the reporting manager.
4. You will be working with the technical team on different projects as assigned by the Team Lead on a case-to-case basis.
5. You would be part of the training also as per the projects you are being assigned.
6. Follow proper dress code with ID Card at work.
7. Will sign NDA on the date of Joining and will not misuse the property / resources of the company during my internship
8. You will be responsible to deliver the work assigned by the Team Lead on time to time with quality.
9. Office timing will be from **10.00 am to 6.30 pm** based on the projects you are being assigned.
    a. Daily classes will be from 10AM to 1PM and noon sessions for self learning and completion of assigned tasks.
10. You are liable to obey and accept the rules and regulations of the company and time-to-time instructions from the HR Dept.
11. Based on the successful completion of your Internship, the company will provide you a Project Completion/Participation Certificate.
12. Based on the successful completion of the internship, you would be offered an employment opportunity after a final interview by the Technical-Head.
    a. Discussed and agreed that, you are aware of the **2 years** of Bond and terms for employment.
    b. You are aware of the remuneration details for a Fresher in the company and the Career Progression Path.
    c. You are ready to continue with the Organization, if the company provides the job opportunity after the successful completion of Internship.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Cunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

Prodevans Technologies Pvt. Ltd., Building # 389,
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2nd Stage, Bengaluru-560076.
Phone: 080 64533365 | hr@prodevans.com |

PRODEVANS

We wish you a great learning with Prodevans.

Sushma

Regards,
Sushma Shriram
Manager – HR

Read, Understood, Agreed and Accepted

Name: _____

Signature: _____

Date: _____

After you accept this offer, the Joining letter will be issued to you only upon successful completion of your Internship course, you meeting the PD eligibility criteria & you completing the mandatory pre-joining learning curriculum. You will also be issued a letter of appointment at the time of your joining aftercompleting joining formalities as per company policy. Your offer is subject to a positive background check.

CHECKLIST FOR JOINING

Please provide a soft copy of all the below documents on the day of joining.

Documents	Tick
Copy of CV	
Academic testimonials (10th, 12th, Graduation, Post-Graduation) - Copy	
Technical Certifications (If Any) – Copy	
Passport size color Photographs – 2 Nos.	
Identity Proof with Photo ID - PAN Card/Aadhaar Card/passport. - Copy	
Residence Proof - Aadhaar Card / Any Govt. ID – Copy	
Approval letter from the college / HOD / Supervisor	

Note:
Kindly Report to the HR Department on the day of your joining at 10 AM.
Contact Person: Ms. Sushma Shriram (9008791117)

PRINCIPAL
Avanthi Institute of Engg. & Tech
Cunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

Prodevans Technologies Pvt. Ltd., Building # 389,
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Phone: 080 64533365 | hr@prodevans.com |

PRODEVANS

Date: 19th March, 2022

INTERNSHIP OFFER

Dear Kanala Sathwika,

Congratulations!!

We are pleased to offer you an **Internship** with **Prodevans Technologies Pvt. Ltd.,** based on the interview discussions you had with us and your application submitted to us. Details of the terms and conditions of offer areas under:

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6. Follow proper dress code with ID Card at work.
7. Will sign NDA on the date of Joining and will not misuse the property / resources of the company during my internship
8. You will be responsible to deliver the work assigned by the Team Lead on time to time with quality.
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Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

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Phone: 080 64533365 | hr@prodevans.com |

PRODEVANS

We wish you a great learning with Prodevans.

Sushma

Regards,
Sushma Shriram
Manager – HR

Read, Understood, Agreed and Accepted

Name: _____

Signature: _____

Date: _____

After you accept this offer, the Joining letter will be issued to you only upon successful completion of your internship course, you meeting the PD eligibility criteria & you completing the mandatory pre-joining learning curriculum. You will also be issued a letter of appointment at the time of your joining aftercompleting joining formalities as per company policy. Your offer is subject to a positive background check.

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Technical Certifications (If Any) – Copy	
Passport size color Photographs – 2 Nos.	
Identity Proof with Photo ID - PAN Card/Aadhaar Card/passport. - Copy	
Residence Proof - Aadhaar Card / Any Govt. ID – Copy	
Approval letter from the college / HOD / Supervisor	

Note:
Kindly Report to the HR Department on the day of your joining at 10 AM.
Contact Person: Ms. Sushma Shriram (9008791117)

PRINCIPAL
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Cunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

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Phone: 080 64533365 | hr@prodevans.com |

PRODEVANS

Date: 19th March, 2022

INTERNSHIP OFFER

Dear M Chandana

Congratulations!!

We are pleased to offer you an **Internship** with **Prodevans Technologies Pvt. Ltd.,** based on the interview discussions you had with us and your application submitted to us. Details of the terms and conditions of offer areas under:

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    b. This is payable on 15th of every month as approved by the reporting manager.
4. You will be working with the technical team on different projects as assigned by the Team Lead on a case-to-case basis.
5. You would be part of the training also as per the projects you are being assigned.
6. Follow proper dress code with ID Card at work.
7. Will sign NDA on the date of Joining and will not misuse the property / resources of the company during my internship
8. You will be responsible to deliver the work assigned by the Team Lead on time to time with quality.
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    a. Daily classes will be from 10AM to 1PM and noon sessions for self learning and completion of assigned tasks.
10. You are liable to obey and accept the rules and regulations of the company and time-to-time instructions from the HR Dept.
11. Based on the successful completion of your Internship, the company will provide you a Project Completion/Participation Certificate.
12. Based on the successful completion of the internship, you would be offered an employment opportunity after a final interview by the Technical-Head.
    a. Discussed and agreed that, you are aware of the **2 years** of Bond and terms for employment.
    b. You are aware of the remuneration details for a Fresher in the company and the Career Progression Path.
    c. You are ready to continue with the Organization, if the company provides the job opportunity after the successful completion of Internship.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Cunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

Prodevans Technologies Pvt. Ltd., Building # 389,
First Floor, 8th Main, 7th Cross, MICO Layout, BTM
2nd Stage, Bengaluru-560076.
Phone: 080 64533365 | hr@prodevans.com |

PRODEVANS

We wish you a great learning with Prodevans.

Sushma

Regards,
Sushma Shriram
Manager – HR

Read, Understood, Agreed and Accepted

Name: _____

Signature: _____

Date: _____

After you accept this offer, the Joining letter will be issued to you only upon successful completion of your internship course, you meeting the PD eligibility criteria & you completing the mandatory pre-joining learning curriculum. You will also be issued a letter of appointment at the time of your joining aftercompleting joining formalities as per company policy. Your offer is subject to a positive background check.

CHECKLIST FOR JOINING

Please provide a soft copy of all the below documents on the day of joining.

Documents	Tick
Copy of CV	
Academic testimonials (10th, 12th, Graduation, Post-Graduation) - Copy	
Technical Certifications (If Any) – Copy	
Passport size color Photographs – 2 Nos.	
Identity Proof with Photo ID - PAN Card/Aadhaar Card/passport. - Copy	
Residence Proof - Aadhaar Card / Any Govt. ID – Copy	
Approval letter from the college / HOD / Supervisor	

Note:
Kindly Report to the HR Department on the day of your joining at 10 AM.
Contact Person: Ms. Sushma Shriram (9008791117)

PRINCIPAL
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Phone: 080 64533365 | hr@prodevans.com |

PRODEVANS

Date: 19th March, 2022

INTERNSHIP OFFER

Dear Rathnavath Shiva

Congratulations!!

We are pleased to offer you an **Internship** with **Prodevans Technologies Pvt. Ltd.,** based on the interview discussions you had with us and your application submitted to us. Details of the terms and conditions of offer areas under:

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PRODEVANS

We wish you a great learning with Prodevans.

Sushma

Regards,
Sushma Shriram
Manager – HR

Read, Understood, Agreed and Accepted

Name: _____

Signature: _____

Date: _____

After you accept this offer, the Joining letter will be issued to you only upon successful completion of your internship course, you meeting the PD eligibility criteria & you completing the mandatory pre-joining learning curriculum. You will also be issued a letter of appointment at the time of your joining aftercompleting joining formalities as per company policy. Your offer is subject to a positive background check.

CHECKLIST FOR JOINING

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Passport size color Photographs – 2 Nos.	
Identity Proof with Photo ID - PAN Card/Aadhaar Card/passport. - Copy	
Residence Proof - Aadhaar Card / Any Govt. ID – Copy	
Approval letter from the college / HOD / Supervisor	

Note:
Kindly Report to the HR Department on the day of your joining at 10 AM.
Contact Person: Ms. Sushma Shriram (9008791117)

PRINCIPAL
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PRODEVANS

Date: 19th March, 2022

INTERNSHIP OFFER

Dear K Bharath Kumar Reddy

Congratulations!!

We are pleased to offer you an **Internship** with **Prodevans Technologies Pvt. Ltd.,** based on the interview discussions you had with us and your application submitted to us. Details of the terms and conditions of offer areas under:

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PRODEVANS

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Sushma

Regards,
Sushma Shriram
Manager – HR

Read, Understood, Agreed and Accepted

Name: _____

Signature: _____

Date: _____

After you accept this offer, the Joining letter will be issued to you only upon successful completion of your Internship course, you meeting the PD eligibility criteria & you completing the mandatory pre-joining learning curriculum. You will also be issued a letter of appointment at the time of your joining aftercompleting joining formalities as per company policy. Your offer is subject to a positive background check.

CHECKLIST FOR JOINING

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Residence Proof - Aadhaar Card / Any Govt. ID – Copy	
Approval letter from the college / HOD / Supervisor	

Note:
Kindly Report to the HR Department on the day of your joining at 10 AM.
Contact Person: Ms. Sushma Shriram (9008791117)

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PRODEVANS

Date: 19th March, 2022

INTERNSHIP OFFER

Dear Katta Harmitha

Congratulations!!

We are pleased to offer you an **Internship** with **Prodevans Technologies Pvt. Ltd.,** based on the interview discussions you had with us and your application submitted to us. Details of the terms and conditions of offer areas under:

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PRODEVANS

We wish you a great learning with Prodevans.

Sushma

Regards,
Sushma Shriram
Manager – HR

Read, Understood, Agreed and Accepted

Name: _____

Signature: _____

Date: _____

After you accept this offer, the Joining letter will be issued to you only upon successful completion of your Internship course, you meeting the PD eligibility criteria & you completing the mandatory pre-joining learning curriculum. You will also be issued a letter of appointment at the time of your joining aftercompleting joining formalities as per company policy. Your offer is subject to a positive background check.

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Residence Proof - Aadhaar Card / Any Govt. ID – Copy	
Approval letter from the college / HOD / Supervisor	

Note:
Kindly Report to the HR Department on the day of your joining at 10 AM.
Contact Person: Ms. Sushma Shriram (9008791117)

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PRODEVANS

Date: 19th March, 2022

INTERNSHIP OFFER

Dear Bandamidi Pradeep

Congratulations!!

We are pleased to offer you an **Internship** with **Prodevans Technologies Pvt. Ltd.,** based on the interview discussions you had with us and your application submitted to us. Details of the terms and conditions of offer areas under:

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PRODEVANS

We wish you a great learning with Prodevans.

Sushma

Regards,
Sushma Shriram
Manager – HR

Read, Understood, Agreed and Accepted

Name: _____

Signature: _____

Date: _____

After you accept this offer, the Joining letter will be issued to you only upon successful completion of your internship course, you meeting the PD eligibility criteria & you completing the mandatory pre-joining learning curriculum. You will also be issued a letter of appointment at the time of your joining aftercompleting joining formalities as per company policy. Your offer is subject to a positive background check.

CHECKLIST FOR JOINING

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Residence Proof - Aadhaar Card / Any Govt. ID – Copy	
Approval letter from the college / HOD / Supervisor	

Note:
Kindly Report to the HR Department on the day of your joining at 10 AM.
Contact Person: Ms. Sushma Shriram (9008791117)

PRINCIPAL
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Cherlapally (V), Ghatkesar (Mdl), R.R. Dist.

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PRODEVANS

Date: 19th March, 2022

INTERNSHIP OFFER

Dear K Shiva

Congratulations!!

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PRODEVANS

We wish you a great learning with Prodevans.

Sushma

Regards,
Sushma Shriram
Manager – HR

Read, Understood, Agreed and Accepted

Name: _____

Signature: _____

Date: _____

After you accept this offer, the Joining letter will be issued to you only upon successful completion of your internship course, you meeting the PD eligibility criteria & you completing the mandatory pre-joining learning curriculum. You will also be issued a letter of appointment at the time of your joining aftercompleting joining formalities as per company policy. Your offer is subject to a positive background check.

CHECKLIST FOR JOINING

Please provide a soft copy of all the below documents on the day of joining.

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Approval letter from the college / HOD / Supervisor	

Note:
Kindly Report to the HR Department on the day of your joining at 10 AM.
Contact Person: Ms. Sushma Shriram (9008791117)

PRINCIPAL
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PRODEVANS

Date: 19th March, 2022

INTERNSHIP OFFER

Dear Jangala Vinay Kumar

Congratulations!!

We are pleased to offer you an **Internship** with **Prodevans Technologies Pvt. Ltd.,** based on the interview discussions you had with us and your application submitted to us. Details of the terms and conditions of offer areas under:

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PRODEVANS

We wish you a great learning with Prodevans.

Sushma

Regards,
Sushma Shriram
Manager – HR

Read, Understood, Agreed and Accepted

Name: _____

Signature: _____

Date: _____

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CHECKLIST FOR JOINING

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Approval letter from the college / HOD / Supervisor	

Note:
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Contact Person: Ms. Sushma Shriram (9008791117)

PRINCIPAL
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Cunthepally (V), Abdullapurmet (Mdl), R.R. Dist.

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PRODEVANS

Date: 19th March, 2022

INTERNSHIP OFFER

Dear Madasu Pranay

Congratulations!!

We are pleased to offer you an **Internship** with **Prodevans Technologies Pvt. Ltd.,** based on the interview discussions you had with us and your application submitted to us. Details of the terms and conditions of offer areas under:

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    a. Discussed and agreed that, you are aware of the **2 years** of Bond and terms for employment.
    b. You are aware of the remuneration details for a Fresher in the company and the Career Progression Path.
    c. You are ready to continue with the Organization, if the company provides the job opportunity after the successful completion of Internship.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Cunthepally (V), Abdullapurmet (Mdl), R.R. Dist.

Prodevans Technologies Pvt. Ltd., Building # 389,
First Floor, 8th Main, 7th Cross, MICO Layout, BTM
2nd Stage, Bengaluru-560076.
Phone: 080 64533365 | hr@prodevans.com |

PRODEVANS

We wish you a great learning with Prodevans.

Sushma

Regards,
Sushma Shriram
Manager – HR

Read, Understood, Agreed and Accepted

Name: _____

Signature: _____

Date: _____

After you accept this offer, the Joining letter will be issued to you only upon successful completion of your internship course, you meeting the PD eligibility criteria & you completing the mandatory pre-joining learning curriculum. You will also be issued a letter of appointment at the time of your joining aftercompleting joining formalities as per company policy. Your offer is subject to a positive background check.

CHECKLIST FOR JOINING

Please provide a soft copy of all the below documents on the day of joining.

Documents	Tick
Copy of CV	
Academic testimonials (10th, 12th, Graduation, Post-Graduation) - Copy	
Technical Certifications (If Any) – Copy	
Passport size color Photographs – 2 Nos.	
Identity Proof with Photo ID - PAN Card/Aadhaar Card/passport. - Copy	
Residence Proof - Aadhaar Card / Any Govt. ID – Copy	
Approval letter from the college / HOD / Supervisor	

Note:
Kindly Report to the HR Department on the day of your joining at 10 AM.
Contact Person: Ms. Sushma Shriram (9008791117)

PRINCIPAL
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PRODEVANS

Date: 19th March, 2022

INTERNSHIP OFFER

Dear Macha Praveen Kumar

Congratulations!!

We are pleased to offer you an **Internship** with **Prodevans Technologies Pvt. Ltd.,** based on the interview discussions you had with us and your application submitted to us. Details of the terms and conditions of offer areas under:

1. You will be working as an **INTERN** from our **Hyderabad Office**, for 6 months from the date of your joining.
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3. During the internship period, a stipend of **INR 12,500** will be payable.
    a. An additional amount of INR2500 is payable upon compliance of 100% attendance, tasks assigned during the said month.
    b. This is payable on 15th of every month as approved by the reporting manager.
4. You will be working with the technical team on different projects as assigned by the Team Lead on a case-to-case basis.
5. You would be part of the training also as per the projects you are being assigned.
6. Follow proper dress code with ID Card at work.
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PRODEVANS

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Sushma

Regards,
Sushma Shriram
Manager – HR

Read, Understood, Agreed and Accepted

Name: _____

Signature: _____

Date: _____

After you accept this offer, the Joining letter will be issued to you only upon successful completion of your internship course, you meeting the PD eligibility criteria & you completing the mandatory pre-joining learning curriculum. You will also be issued a letter of appointment at the time of your joining aftercompleting joining formalities as per company policy. Your offer is subject to a positive background check.

CHECKLIST FOR JOINING

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Passport size color Photographs – 2 Nos.	
Identity Proof with Photo ID - PAN Card/Aadhaar Card/passport. - Copy	
Residence Proof - Aadhaar Card / Any Govt. ID – Copy	
Approval letter from the college / HOD / Supervisor	

Note:
Kindly Report to the HR Department on the day of your joining at 10 AM.
Contact Person: Ms. Sushma Shriram (9008791117)

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PRODEVANS

Date: 19th March, 2022

INTERNSHIP OFFER

Dear Maduuri Harish

Congratulations!!

We are pleased to offer you an **Internship** with **Prodevans Technologies Pvt. Ltd.,** based on the interview discussions you had with us and your application submitted to us. Details of the terms and conditions of offer areas under:

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Sushma

Regards,
Sushma Shriram
Manager – HR

Read, Understood, Agreed and Accepted

Name: _____

Signature: _____

Date: _____

After you accept this offer, the Joining letter will be issued to you only upon successful completion of your internship course, you meeting the PD eligibility criteria & you completing the mandatory pre-joining learning curriculum. You will also be issued a letter of appointment at the time of your joining aftercompleting joining formalities as per company policy. Your offer is subject to a positive background check.

CHECKLIST FOR JOINING

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Approval letter from the college / HOD / Supervisor	

Note:
Kindly Report to the HR Department on the day of your joining at 10 AM.
Contact Person: Ms. Sushma Shriram (9008791117)

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PRODEVANS

Date: 19th March, 2022

INTERNSHIP OFFER

Dear Sk Nizamuddin ,

Congratulations!!

We are pleased to offer you an **Internship** with **Prodevans Technologies Pvt. Ltd.,** based on the interview discussions you had with us and your application submitted to us. Details of the terms and conditions of offer areas under:

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PRODEVANS

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Sushma

Regards,
Sushma Shriram
Manager – HR

Read, Understood, Agreed and Accepted

Name: _____

Signature: _____

Date: _____

After you accept this offer, the Joining letter will be issued to you only upon successful completion of your Internship course, you meeting the PD eligibility criteria & you completing the mandatory pre-joining learning curriculum. You will also be issued a letter of appointment at the time of your joining aftercompleting joining formalities as per company policy. Your offer is subject to a positive background check.

CHECKLIST FOR JOINING

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Passport size color Photographs – 2 Nos.	
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Residence Proof - Aadhaar Card / Any Govt. ID – Copy	
Approval letter from the college / HOD / Supervisor	

Note:
Kindly Report to the HR Department on the day of your joining at 10 AM.
Contact Person: Ms. Sushma Shriram (9008791117)

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PRODEVANS

Date: 19th March, 2022

INTERNSHIP OFFER

Dear Chalamalla Sahithi

Congratulations!!

We are pleased to offer you an **Internship** with **Prodevans Technologies Pvt. Ltd.,** based on the interview discussions you had with us and your application submitted to us. Details of the terms and conditions of offer areas under:

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PRODEVANS

We wish you a great learning with Prodevans.

Sushma

Regards,
Sushma Shriram
Manager – HR

Read, Understood, Agreed and Accepted

Name: _____

Signature: _____

Date: _____

After you accept this offer, the Joining letter will be issued to you only upon successful completion of your internship course, you meeting the PD eligibility criteria & you completing the mandatory pre-joining learning curriculum. You will also be issued a letter of appointment at the time of your joining aftercompleting joining formalities as per company policy. Your offer is subject to a positive background check.

CHECKLIST FOR JOINING

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Passport size color Photographs – 2 Nos.	
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Residence Proof - Aadhaar Card / Any Govt. ID – Copy	
Approval letter from the college / HOD / Supervisor	

Note:
Kindly Report to the HR Department on the day of your joining at 10 AM.
Contact Person: Ms. Sushma Shriram (9008791117)

PRINCIPAL
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Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

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PRODEVANS

Date: 19th March, 2022

INTERNSHIP OFFER

Dear Singidi Prasad

Congratulations!!

We are pleased to offer you an **Internship** with **Prodevans Technologies Pvt. Ltd.,** based on the interview discussions you had with us and your application submitted to us. Details of the terms and conditions of offer areas under:

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PRINCIPAL
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Phone: 080 64533365 | hr@prodevans.com |

PRODEVANS

We wish you a great learning with Prodevans.

Sushma

Regards,
Sushma Shriram
Manager – HR

Read, Understood, Agreed and Accepted

Name: _____

Signature: _____

Date: _____

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CHECKLIST FOR JOINING

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Approval letter from the college / HOD / Supervisor	

Note:
Kindly Report to the HR Department on the day of your joining at 10 AM.
Contact Person: Ms. Sushma Shriram (9008791117)

PRINCIPAL
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PRODEVANS

Date: 19th March, 2022

INTERNSHIP OFFER

Dear Manuri Mallika

Congratulations!!

We are pleased to offer you an **Internship** with **Prodevans Technologies Pvt. Ltd.,** based on the interview discussions you had with us and your application submitted to us. Details of the terms and conditions of offer areas under:

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PRODEVANS

We wish you a great learning with Prodevans.

Sushma

Regards,
Sushma Shriram
Manager – HR

Read, Understood, Agreed and Accepted

Name: _____

Signature: _____

Date: _____

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Approval letter from the college / HOD / Supervisor	

Note:
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Contact Person: Ms. Sushma Shriram (9008791117)

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PRODEVANS

Date: 19th March, 2022

INTERNSHIP OFFER

Dear Charishmmaa G

Congratulations!!

We are pleased to offer you an **Internship** with **Prodevans Technologies Pvt. Ltd.,** based on the interview discussions you had with us and your application submitted to us. Details of the terms and conditions of offer areas under:

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PRINCIPAL
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Avanthi Institute of Engg. & Tech
Cherlapally (V), Abdullapurmet (Mdl), R.R. Dist.

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PRODEVANS

We wish you a great learning with Prodevans.

Sushma

Regards,
Sushma Shriram
Manager – HR

Read, Understood, Agreed and Accepted

Name: _____

Signature: _____

Date: _____

After you accept this offer, the Joining letter will be issued to you only upon successful completion of your Internship course, you meeting the PD eligibility criteria & you completing the mandatory pre-joining learning curriculum. You will also be issued a letter of appointment at the time of your joining aftercompleting joining formalities as per company policy. Your offer is subject to a positive background check.

CHECKLIST FOR JOINING

Please provide a soft copy of all the below documents on the day of joining.

Documents	Tick
Copy of CV	
Academic testimonials (10th, 12th, Graduation, Post-Graduation) - Copy	
Technical Certifications (If Any) – Copy	
Passport size color Photographs – 2 Nos.	
Identity Proof with Photo ID - PAN Card/Aadhaar Card/passport. - Copy	
Residence Proof - Aadhaar Card / Any Govt. ID – Copy	
Approval letter from the college / HOD / Supervisor	

Note:
Kindly Report to the HR Department on the day of your joining at 10 AM.
Contact Person: Ms. Sushma Shriram (9008791117)

PRINCIPAL
Avanthi Institute of Engg. & Tech
Cunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

Prodevans Technologies Pvt. Ltd., Building # 389,
First Floor, 8th Main, 7th Cross, MICO Layout, BTM
2nd Stage, Bengaluru-560076.
Phone: 080 64533365 | hr@prodevans.com |

PRODEVANS

Date: 19th March, 2022

INTERNSHIP OFFER

Dear Ganganamoni Ilaiah

Congratulations!!

We are pleased to offer you an **Internship** with **Prodevans Technologies Pvt. Ltd.,** based on the interview discussions you had with us and your application submitted to us. Details of the terms and conditions of offer areas under:

1. You will be working as an **INTERN** from our **Hyderabad Office**, for 6 months from the date of your joining.
2. Period of internship will be from **28th March 2022 to 28th September 2022.**
3. During the internship period, a stipend of **INR 12,500** will be payable.
    a. An additional amount of INR2500 is payable upon compliance of 100% attendance, tasks assigned during the said month.
    b. This is payable on 15th of every month as approved by the reporting manager.
4. You will be working with the technical team on different projects as assigned by the Team Lead on a case-to-case basis.
5. You would be part of the training also as per the projects you are being assigned.
6. Follow proper dress code with ID Card at work.
7. Will sign NDA on the date of Joining and will not misuse the property / resources of the company during my internship
8. You will be responsible to deliver the work assigned by the Team Lead on time to time with quality.
9. Office timing will be from **10.00 am to 6.30 pm** based on the projects you are being assigned.
    a. Daily classes will be from 10AM to 1PM and noon sessions for self learning and completion of assigned tasks.
10. You are liable to obey and accept the rules and regulations of the company and time-to-time instructions from the HR Dept.
11. Based on the successful completion of your Internship, the company will provide you a Project Completion/Participation Certificate.
12. Based on the successful completion of the internship, you would be offered an employment opportunity after a final interview by the Technical-Head.
    a. Discussed and agreed that, you are aware of the **2 years** of Bond and terms for employment.
    b. You are aware of the remuneration details for a Fresher in the company and the Career Progression Path.
    c. You are ready to continue with the Organization, if the company provides the job opportunity after the successful completion of Internship.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

Prodevans Technologies Pvt. Ltd., Building # 389,
First Floor, 8th Main, 7th Cross, MICO Layout, BTM
2nd Stage, Bengaluru-560076.
Phone: 080 64533365 | hr@prodevans.com |

PRODEVANS

We wish you a great learning with Prodevans.

Sushma

Regards,
Sushma Shriram
Manager – HR

Read, Understood, Agreed and Accepted

Name: _____

Signature: _____

Date: _____

After you accept this offer, the Joining letter will be issued to you only upon successful completion of your internship course, you meeting the PD eligibility criteria & you completing the mandatory pre-joining learning curriculum. You will also be issued a letter of appointment at the time of your joining aftercompleting joining formalities as per company policy. Your offer is subject to a positive background check.

CHECKLIST FOR JOINING

Please provide a soft copy of all the below documents on the day of joining.

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Note:
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PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

TekWorks

Date: 09/04/2022

Dear GADDAM RAHUL YADAV,

We are happy to welcome you to **TekWorks Enterprise Solutions Private Limited.** As a valued member of the team, we look forward to you playing an important role in helping us achieve our Vision, uphold our Leadership Principles, and live our Culture.

As an organization, we value **PASSION, ACCOUNTABILITY, OUT-OF-THE-BOX THINKING, and COLLABORATION** in peopie.

This letter of intent is made to you based on your performance in our Assessment and final round of interview. You are required to undergo our intense 6-month, **Training Program.** Post the successful completion of the Training, you will be hired as a full-time employee of **TekWorks. You will be paid INR 10,000 per month** as a stipend during these 6 months of training.

After successful completion of your college degree graduation and the **Training Program, you will be issued an offer letter** with a minimum salary package of INR 3.5 lakhs per annum with mentioning your salary details and that you will be hired on the payrolls of **TekWorks** from **October 2022** look forward to you beginning your career with **our Training Program** within 1st week of **October 2022.**

Please complete your joining formalities as per our instructions from Our HR Team. Kindly be ready with all your documents (Originals and attested) to complete your joining formalities.

We request you to get in touch with the HR team in case you need any further assistance and support at info@tekworks.in. **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 Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

TekWorks

Date: 09/04/2022

Dear G NAGARAJU,

We are happy to welcome you to **TekWorks Enterprise Solutions Private Limited.** As a valued member of the team, we look forward to you playing an important role in helping us achieve our Vision, uphold our Leadership Principles, and live our Culture.

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For TekWorks Enterprise Solutions Pvt Ltd.,

G. Sridhar

Sridhar Tirumala
Managing Director

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

TekWorks

Date: 09/04/2022

Dear BOGA PRASANNA,

We are happy to welcome you to **TekWorks Enterprise Solutions Private Limited.** As a valued member of the team, we look forward to you playing an important role in helping us achieve our Vision, uphold our Leadership Principles, and live our Culture.

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For TekWorks Enterprise Solutions Pvt Ltd.,

G. Sridhar

Sridhar Tirumala

Managing Director

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapilly (V), Hayathnagar,
Ranga Reddy (Dist.)

TekWorks

Date: 09/04/2022

Dear DHANAVATH VENKANNA,

We are happy to welcome you to **TekWorks Enterprise Solutions Private Limited.** As a valued member of the team, we look forward to you playing an important role in helping us achieve our Vision, uphold our Leadership Principles, and live our Culture.

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For TekWorks Enterprise Solutions Pvt Ltd.,

G. Sridhar

Sridhar Tirumala

Managing Director

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

TekWorks

Date: 09/04/2022

Dear CHETTE NAGARAJU,

We are happy to welcome you to **TekWorks Enterprise Solutions Private Limited.** As a valued member of the team, we look forward to you playing an important role in helping us achieve our Vision, uphold our Leadership Principles, and live our Culture.

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For TekWorks Enterprise Solutions Pvt Ltd.,

G. Sridhar

Sridhar Tirumala

Managing Director

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

TekWorks

Date: 09/04/2022

Dear RANGU VIJAY,

We are happy to welcome you to **TekWorks Enterprise Solutions Private Limited.** As a valued member of the team, we look forward to you playing an important role in helping us achieve our Vision, uphold our Leadership Principles, and live our Culture.

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For TekWorks Enterprise Solutions Pvt Ltd.,

G. Sridhar

Sridhar Tirumala

Managing Director

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

TekWorks

Date: 09/04/2022

Dear CHANDRAGIRI MANISHANKAR,

We are happy to welcome you to **TekWorks Enterprise Solutions Private Limited.** As a valued member of the team, we look forward to you playing an important role in helping us achieve our Vision, uphold our Leadership Principles, and live our Culture.

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G. Sridhar

Sridhar Tirumala

Managing Director

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Hayathnagar,
Ranga Reddy (Dist.)

TekWorks

Date: 09/04/2022

Dear THODETI GOPALAKRISHNA,

We are happy to welcome you to **TekWorks Enterprise Solutions Private Limited.** As a valued member of the team, we look forward to you playing an important role in helping us achieve our Vision, uphold our Leadership Principles, and live our Culture.

As an organization, we value **PASSION, ACCOUNTABILITY, OUT-OF-THE-BOX THINKING, and COLLABORATION** in people.

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For TekWorks Enterprise Solutions Pvt Ltd.,

G. Sridhar

Sridhar Tirumala
Managing Director

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

21/11/2022

Letter of Intent –Free Training and Placement under CSR

Dear Seelam Upendra Reddy (Avanthi's 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 databasemysql/sql server
3. Assignments – coding & aptitude
4. System tests on regular basis
5. Coding interview preparation
6. Mock technical interviews
7. Mock HR interviews
8. We will schedule unlimited number of interviews with our esteemed clients with packages starting from 3 LPA to 8 LPA until student gets placed
9. Course Completion Certificate will be provided after the successful completion of the Technology training
10. If student misses any one class during training period, then student will be dropped from the program and will not be eligible for free training and placements.
11. If student has not attended any interview scheduled by Palle Technologies, then student will be disqualified from the program and will not be eligible for free training and placements.
12. Student must clear mock interview to apply for our client companies.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

Mandatory Requirements while joining:

(1) Student has to send a photo copy of his or her X, XII mark sheets
(2) Student has to send a photo copy of Engineering all semester mark sheets up to 6th semester
(3) Student has to send photo copy of Aadhar card
(4) Student has to send photo copy of college ID proof
(5) Student has to send his or her pass port size photo

We look forward to welcome you on board.

Sincerely,
HR Team
Palle Technologies

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

Palle Technologies

LEADERS IN TECHNOLOGY TRAINING

SOFTWARE TRAINING | OUT SOURCING | SOLUTION

ISO 9001 : 2015 CERTIFIED & NASSCOM MEMBER

21/11/2022

Letter of Intent –Free Training and Placement under CSR

Dear Devunuri Sony (Avanthi's Institute of Engineering and Technology)

We are pleased to inform you that you have been selected for CSR-Incubation batch of Technology Training and Placement which is of free of cost for merit students.

By Palle Technologies, Bangalore.

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PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

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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

21/11/2022

Letter of Intent –Free Training and Placement under CSR

Dear Shaga Bharath Reddy (Avanthi's 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), Abdullapurmet (Mdl), R.R. Dist.

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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.

21/11/2022

Letter of Intent –Free Training and Placement under CSR

Dear Sapavath Mahesh (Avanthi's Institute of Engineering and Technology)

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By Palle Technologies, Bangalore.

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Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

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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

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21/11/2022

Letter of Intent –Free Training and Placement under CSR

Dear **Golakoti Sindhu Sri** **(Avanthi's Institute of Engineering and Technology)**

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PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

Mandatory Requirements while joining:

(1) Student has to send a photo copy of his or her X, XII mark sheets
(2) Student has to send a photo copy of Engineering all semester mark sheets up to 6th semester
(3) Student has to send photo copy of Aadhar card
(4) Student has to send photo copy of college ID proof
(5) Student has to send his or her pass port size photo

We look forward to welcome you on board.

Sincerely,
HR Team
Palle Technologies

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

Palle Technologies

LEADERS IN TECHNOLOGY TRAINING

SOFTWARE TRAINING | OUT SOURCING | SOLUTION

ISO 9001 : 2015 CERTIFIED & NASSCOM MEMBER

21/11/2022

Letter of Intent –Free Training and Placement under CSR

Dear Madoori Sumanth (Avanthi's 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 databasemysql/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 packagesstarting 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.
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12. Student must clear mock interview to apply for our client companies.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

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(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

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ISO 9001 : 2015 CERTIFIED & NASSCOM MEMBER

21/11/2022

Letter of Intent –Free Training and Placement under CSR

Dear Shaik Thasleem (Avanthi's Institute of Engineering and Technology)

We are pleased to inform you that you have been selected for CSR-Incubation batch of Technology Training and Placement which is of free of cost for merit students.

By Palle Technologies, Bangalore.

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PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

Mandatory Requirements while joining:

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We look forward to welcome you on board.

Sincerely,
HR Team
Palle Technologies

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

Palle Technologies

LEADERS IN TECHNOLOGY TRAINING

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21/11/2022

Letter of Intent –Free Training and Placement under CSR

Dear Naveen Kumar (Avanthi's 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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12. Student must clear mock interview to apply for our client companies.

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

Mandatory Requirements while joining:

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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

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21/11/2022

Letter of Intent –Free Training and Placement under CSR

Dear Akula Shashi Preetham (Avanthi's Institute of Engineering and Technology)

We are pleased to inform you that you have been selected for CSR-Incubation batch of Technology Training and Placement which is of free of cost for merit students.

By Palle Technologies, Bangalore.

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PRINCIPAL
Avanthi Institute of 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
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We look forward to welcome you on board.

Sincerely,
HR Team
Palle Technologies

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (M), R.R. Dist.

Palle Technologies

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21/11/2022

Letter of Intent –Free Training and Placement under CSR

Dear Gumpula Uudaykiran (Avanthi's Institute of Engineering and Technology)

We are pleased to inform you that you have been selected for CSR-Incubation batch of Technology Training and Placement which is of free of cost for merit students.

By Palle Technologies, Bangalore.

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PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

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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

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21/11/2022

Letter of Intent –Free Training and Placement under CSR

Dear Vadla Nikhil (Avanthi's Institute of Engineering and Technology)

We are pleased to inform you that you have been selected for CSR-Incubation batch of Technology Training and Placement which is of free of cost for merit students.

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PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist

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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

21/11/2022

Letter of Intent –Free Training and Placement under CSR

Dear Bandarapu Achyuth (Avanthi's Institute of Engineering and Technology)

We are pleased to inform you that you have been selected for CSR-Incubation batch of Technology Training and Placement which is of free of cost for merit students.

By Palle Technologies, Bangalore.

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PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

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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.

SONATA

SONATA SOFTWARE LIMITED

CMMIDEV/5

04-07-2022

Ref: SSL/HR /APPT

Dear Mamidi Soujanya

This has reference to your application and the subsequent interviews you have had with us. We are pleased to appoint you in our organization on the following terms and conditions.

1. **Designation:** Digital Engineer Trainee

2. **Grade:** ETG

3. **Date of Commencement:** Will be informed later

4. **Salary:** As per the salary Annexure.

5. You will be a Trainee for a period of 12 (twelve) months from the date of joining service.

6. You will be governed by the Leave Rules of the Company.

7. You will execute a service agreement to serve the Company for a minimum period of two years from the date of joining.

8. The above agreement has to be executed at the time of joining the Company and should have to be guaranteed by a surety, preferably your parent.

9. Should you leave the employment during this period of two years, you are liable to compensate the Company, an amount as per the clause VIII(c) of the Trainee Service Agreement.

10. You will be confirmed in our Company subject to satisfactory performance during the period as trainee, as per the Company policy.

11. During the period of your training with the Company, you shall not engage yourself in any other business or occupation and shall devote your whole time and skill to the faithful and diligent performance of your duties. If you are found engaging in any other business or occupation, your training is liable to be terminated without any notice or any compensation in lieu thereof.

12. You will not divulge or pass any information which you may obtain during your training in the Company to others.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthepally (V), Abdullapurmet (Mdl), R.R. Dist.

1. This offer letter is being issued subject to the specific understanding that you have successfully qualified in your Engineering or MCA degree with a minimum aggregate of 60% or 70% respectively and would produce proof of all your educational qualification at the time of joining. Any failure to do so or any deviation detected would be sufficient cause for revocation of the offer.

2. **Posting:** In the current scenario, you are permitted to work from home. You are required to have a secure work environment, uninterrupted power supply and internet bandwidth to ensure continuous online connectivity. Based on the need of the organization, you may be required to work from office in future.

For Statutory and Tax Compliance, your work location will be **Bangalore.**

3. **Probation Period:** Twelve months from the date of joining. The Company reserves the right to extend the probationary period at its sole discretion. You will continue to be on probation till your services are confirmed in writing. During the probationary period, your services may be terminated with one month's notice on either side or payment in lieu of notice.

After confirmation, your employment is liable to be terminated by giving two months notice on either side and the Company could also terminate your service by making payment in lieu of notice. During the notice period given by you, you are mandated to serve the Company unless the same is specifically relaxed or waived by the Company.

In case you leave our employment without giving notice, the Company has the right to deduct an amount equivalent to the notice period of one- or two-months gross salary as the case may be from any amount that may be payable to you or call upon you to make the payment in lieu of shortfall in notice period, besides taking action for breach of contract.

4. **Non–Compete Undertaking** – During the period of your employment with the Company and for a period of one year after the date of termination of your employment with the Company, for any reasons whatsoever, or on your ceasing to be an employee of the Company,

You will not:

(a) Engage in any employment or business activity, directly or indirectly in competition with the Company. The term "in competition with the Company" shall mean any business activity, which is the same, or comparable to the business activity, which has or may result in product or services providing the same or comparable to those developed or offered by the Company at any time during the period of your employment;

PRINCIPAL
Avanthi Institute of Engg. & Tech
Cunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

(b) Induce any current employee of the Company to leave the employment of the Company ;

(c) Solicit the business of any client or customer of the Company (other than on behalf and for the benefit of the Company);

(d) Otherwise interfere with any business relationship of the Company;

17.**General:**

(i) You are a full-time employee of the Company. You shall devote your full time and attention to your duties to promote the interest of the Organization. You shall not divulge or make known to any person / persons any of our secrets and / or activities of confidential nature. You shall work under the supervision of such person / persons as may be decided upon by the Management from time to time. You shall undertake that for any developmental work taken up by you either individually or jointly while in the service of the Company, the copy right of the same shall rest with the Company.

(ii) You shall abide by the Rules and Regulations applicable to you, which are in force as may be framed and / or amended from time to time. Your hours of work and attendance shall be regulated as per duties entrusted to you from time to time.

(iii) You shall keep the terms of your employment confidential. You shall keep us informed of any change in your present residential address, contact numbers, your civil status, and academic / professional qualifications

(iv) Please note that the communication forwarded to you at your present address as given by you in your application form shall be deemed to have been correctly served unless any change in address is duly communicated in writing.

(v) You are required to undergo a medical examination by a Registered Medical Practitioner and the report would need to be filled as per the enclosed format. This offer is subject to you being found medically fit. However, the Company reserves the right to send you for a medical check up at any time during your employment.

(vi) If it is found that you have misrepresented any information in your application for employment or have furnished any false information or have concealed any relevant material facts, your employment is liable to be terminated any time without any notice or compensation in lieu thereof.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Cherlapally (V), Ghatkesar (M), R.R. Dist.

SONATA SOFTWARE LIMITED

CMMIDEV/5

18. The Company reserves the right to review and modify or cancel the terms of employment when deemed necessary.

Looking forward to a long and fruitful association with you.

Yours very truly,
For Sonata Software Limited Christopher George Pereira



Assistant Vice President - HR

I agree with the above terms and conditions.

Signature : ____

Date : 04-07-2022

Encl:

- Salary Annexure
- Checklist of Documents for Joining.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Cunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

Salary Annexure

SALARY COMPUTATION		
Components	**Per Annum**	**Per Month**
Basic	160000	13333
HRA	128000	10667
Conveyance Allowance	16000	1333
Advance Bonus	40000	3333
Supplementary Allowance	26060	2172
Gross Ctc	**370060**	**30838**
Provident Fund	21600	
Gratuity	8340	
Cost To Company	**400000**	
Mediclaim Insurance	11400	
Total Cost To Company	**411400**	

1. Provident Fund is a savings scheme for employees mandated by the government.
2. Hospitalization Insurance Cover of Rs. 4 Lakhs p.a under the family floater cover (for Employee, spouse and children) and Personal Accident Insurance Cover for you of Rs. 16.5 Lakhs p.a, and Term Life Insurance Cover for you of Rs. 10 Lakhs as per rules governing the same.

The Company reserves the right to modify or cancel the terms of any of the schemes when deemed necessary.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Cunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

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Checklist of documents for joining

Please ensure that you submit the scanned copies of the following documents which are mandatory on your day of joining:

- Provisional Course Completion Certificate. Convocation Certificate to be submitted on receipt of the same.
- Please furnish marks cards for all the years.
- Medical Report in the prescribed format.
- **PAN** Card – this is a confirmation of your Identity and date of birth and required for making salary payments.
- **Aadhar Card** – this is has become mandatory to remit your PF deductions.
- **Your Passport sized photograph with white background only**

- **Experience Certificate**: Please produce Relieving/Experience letter for all your previous employments. For your current employer, please share the Resignation Acceptance Email with the Last Working Day mentioned if Relieving/Experience Letter is not available. Please ensure to share the Relieving/Experience letter within a month of joining if it is not submitted at the time. **If you are a fresher with no work experience, these documents are not required.**

Documents and Information that are also required at the time of joining or subsequently:

- Passport Copy with copies of valid Visas– This would be readily available in our records in case of overseas travel.
- Copies of any certifications and additional qualifications mentioned in your resume.
- Copy of **Voter Id or Driving license** – This is required only if you are opting for meal card.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Cunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

SONATA

SONATA SOFTWARE LIMITED

CMMIDEV/5

04-07-2022

Ref: SSL/HR /APPT

Dear Kyatham Aneesha

This has reference to your application and the subsequent interviews you have had with us. We are pleased to appoint you in our organization on the following terms and conditions.

1. **Designation:** Digital Engineer Trainee

2. **Grade:** ETG

3. **Date of Commencement:** Will be informed later

4. **Salary:** As per the salary Annexure.

5. You will be a Trainee for a period of 12 (twelve) months from the date of joining service.

6. You will be governed by the Leave Rules of the Company.

7. You will execute a service agreement to serve the Company for a minimum period of two years from the date of joining.

8. The above agreement has to be executed at the time of joining the Company and should have to be guaranteed by a surety, preferably your parent.

9. Should you leave the employment during this period of two years, you are liable to compensate the Company, an amount as per the clause VIII(c) of the Trainee Service Agreement.

10. You will be confirmed in our Company subject to satisfactory performance during the period as trainee, as per the Company policy.

PRINCIPAL

11. During the period of your training with the Company, you shall not engage yourself in any other business or occupation and shall devote your whole time and skill to the faithful and diligent performance of your duties. If you are found engaging in any other business or occupation, your training is liable to be terminated without any notice or any compensation in lieu thereof.

12. You will not divulge or pass any information which you may obtain during your training in the Company to others.

1. This offer letter is being issued subject to the specific understanding that you have successfully qualified in your Engineering or MCA degree with a minimum aggregate of 60% or 70% respectively and would produce proof of all your educational qualification at the time of joining. Any failure to do so or any deviation detected would be sufficient cause for revocation of the offer.

2. **Posting:** In the current scenario, you are permitted to work from home. You are required to have a secure work environment, uninterrupted power supply and internet bandwidth to ensure continuous online connectivity. Based on the need of the organization, you may be required to work from office in future.

For Statutory and Tax Compliance, your work location will be **Bangalore.**

3. **Probation Period:** Twelve months from the date of joining. The Company reserves the right to extend the probationary period at its sole discretion. You will continue to be on probation till your services are confirmed in writing. During the probationary period, your services may be terminated with one month's notice on either side or payment in lieu of notice.

After confirmation, your employment is liable to be terminated by giving two months notice on either side and the Company could also terminate your service by making payment in lieu of notice. During the notice period given by you, you are mandated to serve the Company unless the same is specifically relaxed or waived by the Company.

In case you leave our employment without giving notice, the Company has the right to deduct an amount equivalent to the notice period of one- or two-months gross salary as the case may be from any amount that may be payable to you or call upon you to make the payment in lieu of shortfall in notice period, besides taking action for breach of contract.

4. **Non–Compete Undertaking** – During the period of your employment with the Company and for a period of one year after the date of termination of your employment with the Company, for any reasons whatsoever, or on your ceasing to be an employee of the Company,

You will not:

PRINCIPAL
Avanthi Institute of Engg. & Te
Gantharpally (V), Abdullapurmet (Mdl), R.R. Dist.

(a) Engage in any employment or business activity, directly or indirectly in competition with the Company. The term "in competition with the Company" shall mean any business activity, which is the same, or comparable to the business activity, which has or may result in product or services providing the same or comparable to those developed or offered by the Company at any time during the period of your employment;

(b) Induce any current employee of the Company to leave the employment of the Company ;

(c) Solicit the business of any client or customer of the Company (other than on behalf and for the benefit of the Company);

(d) Otherwise interfere with any business relationship of the Company;

17.**General:**

(i) You are a full-time employee of the Company. You shall devote your full time and attention to your duties to promote the interest of the Organization. You shall not divulge or make known to any person / persons any of our secrets and / or activities of confidential nature. You shall work under the supervision of such person / persons as may be decided upon by the Management from time to time. You shall undertake that for any developmental work taken up by you either individually or jointly while in the service of the Company, the copy right of the same shall rest with the Company.

(ii) You shall abide by the Rules and Regulations applicable to you, which are in force as may be framed and / or amended from time to time. Your hours of work and attendance shall be regulated as per duties entrusted to you from time to time.

(iii) You shall keep the terms of your employment confidential. You shall keep us informed of any change in your present residential address, contact numbers, your civil status, and academic / professional qualifications

(iv) Please note that the communication forwarded to you at your present address as given by you in your application form shall be deemed to have been correctly served unless any change in address is duly communicated in writing.

(v) You are required to undergo a medical examination by a Registered Medical Practitioner and the report would need to be filled as per the enclosed format. This offer is subject to you being found medically fit. However, the Company reserves the right to send you for a medical check up at any time during your employment.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Cunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

(vi) If it is found that you have misrepresented any information in your application for employment or have furnished any false information or have concealed any relevant material facts, your employment is liable to be terminated any time without any notice or compensation in lieu thereof.

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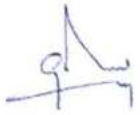
18. The Company reserves the right to review and modify or cancel the terms of employment when deemed necessary.

Looking forward to a long and fruitful association with you.

Yours very truly,
For Sonata Software Limited Christopher George Pereira



Assistant Vice President - HR

I agree with the above terms and conditions.

Signature : ____

Date : 04-07-2022

Encl:

- Salary Annexure
- Checklist of Documents for Joining.



PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

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Salary Annexure

SALARY COMPUTATION		
Components	**Per Annum**	**Per Month**
Basic	160000	13333
HRA	128000	10667
Conveyance Allowance	16000	1333
Advance Bonus	40000	3333
Supplementary Allowance	26060	2172
Gross Ctc	**370060**	**30838**
Provident Fund	21600	
Gratuity	8340	
Cost To Company	**400000**	
Mediclaim Insurance	11400	
Total Cost To Company	**411400**	

1. Provident Fund is a savings scheme for employees mandated by the government.
2. Hospitalization Insurance Cover of Rs. 4 Lakhs p.a under the family floater cover (for Employee, spouse and children) and Personal Accident Insurance Cover for you of Rs. 16.5 Lakhs p.a, and Term Life Insurance Cover for you of Rs. 10 Lakhs as per rules governing the same.

The Company reserves the right to modify or cancel the terms of any of the schemes when deemed necessary.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthepally (V), Abdullapurmet (Mdl), R.R. Dist.

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Checklist of documents for joining

Please ensure that you submit the scanned copies of the following documents which are mandatory on your day of joining:

- Provisional Course Completion Certificate. Convocation Certificate to be submitted on receipt of the same.
- Please furnish marks cards for all the years.
- Medical Report in the prescribed format.
- **PAN** Card – this is a confirmation of your Identity and date of birth and required for making salary payments.
- **Aadhar Card** – this is has become mandatory to remit your PF deductions.
- **Your Passport sized photograph with white background only**

- **Experience Certificate**: Please produce Relieving/Experience letter for all your previous employments. For your current employer, please share the Resignation Acceptance Email with the Last Working Day mentioned if Relieving/Experience Letter is not available. Please ensure to share the Relieving/Experience letter within a month of joining if it is not submitted at the time. **If you are a fresher with no work experience, these documents are not required.**

Documents and Information that are also required at the time of joining or subsequently:

- Passport Copy with copies of valid Visas– This would be readily available in our records in case of overseas travel.
- Copies of any certifications and additional qualifications mentioned in your resume.
- Copy of **Voter Id or Driving license** – This is required only if you are opting for meal card.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Cunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

SONATA

SONATA SOFTWARE LIMITED

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04-07-2022

Ref: SSL/HR /APPT

Dear Manda Kumara Swamy

This has reference to your application and the subsequent interviews you have had with us. We are pleased to appoint you in our organization on the following terms and conditions.

1. **Designation:** Digital Engineer Trainee

2. **Grade:** ETG

3. **Date of Commencement:** Will be informed later

4. **Salary:** As per the salary Annexure.

5. You will be a Trainee for a period of 12 (twelve) months from the date of joining service.

6. You will be governed by the Leave Rules of the Company.

7. You will execute a service agreement to serve the Company for a minimum period of two years from the date of joining.

8. The above agreement has to be executed at the time of joining the Company and should have to be guaranteed by a surety, preferably your parent.

9. Should you leave the employment during this period of two years, you are liable to compensate the Company, an amount as per the clause VIII(c) of the Trainee Service Agreement.

10. You will be confirmed in our Company subject to satisfactory performance during the period as trainee, as per the Company policy.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Cuntimpally (V), Acculapurmet (Mdl), R.R. Dist.

11. During the period of your training with the Company, you shall not engage yourself in any other business or occupation and shall devote your whole time and skill to the faithful and diligent performance of your duties. If you are found engaging in any other business or occupation, your training is liable to be terminated without any notice or any compensation in lieu thereof.

12. You will not divulge or pass any information which you may obtain during your training in the Company to others.

1. This offer letter is being issued subject to the specific understanding that you have successfully qualified in your Engineering or MCA degree with a minimum aggregate of 60% or 70% respectively and would produce proof of all your educational qualification at the time of joining. Any failure to do so or any deviation detected would be sufficient cause for revocation of the offer.

2. **Posting:** In the current scenario, you are permitted to work from home. You are required to have a secure work environment, uninterrupted power supply and internet bandwidth to ensure continuous online connectivity. Based on the need of the organization, you may be required to work from office in future.

For Statutory and Tax Compliance, your work location will be **Bangalore.**

3. **Probation Period:** Twelve months from the date of joining. The Company reserves the right to extend the probationary period at its sole discretion. You will continue to be on probation till your services are confirmed in writing. During the probationary period, your services may be terminated with one month's notice on either side or payment in lieu of notice.

After confirmation, your employment is liable to be terminated by giving two months notice on either side and the Company could also terminate your service by making payment in lieu of notice. During the notice period given by you, you are mandated to serve the Company unless the same is specifically relaxed or waived by the Company.

In case you leave our employment without giving notice, the Company has the right to deduct an amount equivalent to the notice period of one- or two-months gross salary as the case may be from any amount that may be payable to you or call upon you to make the payment in lieu of shortfall in notice period, besides taking action for breach of contract.

4. **Non–Compete Undertaking** – During the period of your employment with the Company and for a period of one year after the date of termination of your employment with the Company, for any reasons whatsoever, or on your ceasing to be an employee of the Company,

You will not:

PRINCIPAL
Avanthi Institute of Engg. & Tech
Bhuthapally (V), Abdullapurmet (Mdl), R.R. Dist.

(a) Engage in any employment or business activity, directly or indirectly in competition with the Company. The term "in competition with the Company" shall mean any business activity, which is the same, or comparable to the business activity, which has or may result in product or services providing the same or comparable to those developed or offered by the Company **at any** time during the period of your employment;

(b) Induce any current employee of the Company to leave the employment of the Company ;

(c) Solicit the business of any client or customer of the Company (other than on behalf and for the benefit of the Company);

(d) Otherwise interfere with any business relationship of the Company;

17.**General:**

(i) You are a full-time employee of the Company. You shall devote your full time and attention to your duties to promote the interest of the Organization. You shall not divulge or make known to any person / persons any of our secrets and / or activities of confidential nature. You shall work under the supervision of such person / persons as may be decided upon by the Management from time to time. You shall undertake that for any developmental work taken up by you either individually or jointly while in the service of the Company, the copy right of the same shall rest with the Company.

(ii) You shall abide by the Rules and Regulations applicable to you, which are in force as may be framed and / or amended from time to time. Your hours of work and attendance shall be regulated as per duties entrusted to you from time to time.

(iii) You shall keep the terms of your employment confidential. You shall keep us informed of any change in your present residential address, contact numbers, your civil status, and academic / professional qualifications

(iv) Please note that the communication forwarded to you at your present address as given by you in your application form shall be deemed to have been correctly served unless any change in address is duly communicated in writing.

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PRINCIPAL
Avanthi Institute of Engg. & Tech

(vi) If it is found that you have misrepresented any information in your application for employment or have furnished any false information or have concealed any relevant material facts, your employment is liable to be terminated any time without any notice or compensation in lieu thereof.

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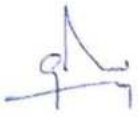
18. The Company reserves the right to review and modify or cancel the terms of employment when deemed necessary.

Looking forward to a long and fruitful association with you.

Yours very truly,
For Sonata Software Limited Christopher George Pereira



Assistant Vice President - HR

I agree with the above terms and conditions.

Signature : ____

Date : 04-07-2022

Encl:

- Salary Annexure
- Checklist of Documents for Joining.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Cunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

Salary Annexure

SALARY COMPUTATION		
Components	**Per Annum**	**Per Month**
Basic	160000	13333
HRA	128000	10667
Conveyance Allowance	16000	1333
Advance Bonus	40000	3333
Supplementary Allowance	26060	2172
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Gratuity	8340	
Cost To Company	**400000**	
Mediclaim Insurance	11400	
Total Cost To Company	**411400**	

1. Provident Fund is a savings scheme for employees mandated by the government.
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The Company reserves the right to modify or cancel the terms of any of the schemes when deemed necessary.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

SONATA

SONATA SOFTWARE LIMITED

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Checklist of documents for joining

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- Medical Report in the prescribed format.
- **PAN** Card – this is a confirmation of your Identity and date of birth and required for making salary payments.
- **Aadhar Card** – this is has become mandatory to remit your PF deductions.
- **Your Passport sized photograph with white background only**

- **Experience Certificate**: Please produce Relieving/Experience letter for all your previous employments. For your current employer, please share the Resignation Acceptance Email with the Last Working Day mentioned if Relieving/Experience Letter is not available. Please ensure to share the Relieving/Experience letter within a month of joining if it is not submitted at the time. **If you are a fresher with no work experience, these documents are not required.**

Documents and Information that are also required at the time of joining or subsequently:

- Passport Copy with copies of valid Visas– This would be readily available in our records in case of overseas travel.
- Copies of any certifications and additional qualifications mentioned in your resume.
- Copy of **Voter Id or Driving license** – This is required only if you are opting for meal card.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Cunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

SONATA SOFTWARE LIMITED

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04-07-2022

Ref: SSL/HR /APPT

Dear Yempati Bala Krishna

This has reference to your application and the subsequent interviews you have had with us. We are pleased to appoint you in our organization on the following terms and conditions.

1. **Designation:** Digital Engineer Trainee

2. **Grade:** ETG

3. **Date of Commencement:** Will be informed later

4. **Salary:** As per the salary Annexure.

5. You will be a Trainee for a period of 12 (twelve) months from the date of joining service.

6. You will be governed by the Leave Rules of the Company.

7. You will execute a service agreement to serve the Company for a minimum period of two years from the date of joining.

8. The above agreement has to be executed at the time of joining the Company and should have to be guaranteed by a surety, preferably your parent.

9. Should you leave the employment during this period of two years, you are liable to compensate the Company, an amount as per the clause VIII(c) of the Trainee Service Agreement.

10. You will be confirmed in our Company subject to satisfactory performance during the period as trainee, as per the Company policy.

PRINCIPAL

11. During the period of your training with the Company, you shall not engage yourself in any other business or occupation and shall devote your whole time and skill to the faithful and diligent performance of your duties. If you are found engaging in any other business or occupation, your training is liable to be terminated without any notice or any compensation in lieu thereof.

12. You will not divulge or pass any information which you may obtain during your training in the Company to others.

1. This offer letter is being issued subject to the specific understanding that you have successfully qualified in your Engineering or MCA degree with a minimum aggregate of 60% or 70% respectively and would produce proof of all your educational qualification at the time of joining. Any failure to do so or any deviation detected would be sufficient cause for revocation of the offer.

2. **Posting:** In the current scenario, you are permitted to work from home. You are required to have a secure work environment, uninterrupted power supply and internet bandwidth to ensure continuous online connectivity. Based on the need of the organization, you may be required to work from office in future.

For Statutory and Tax Compliance, your work location will be **Bangalore.**

3. **Probation Period:** Twelve months from the date of joining. The Company reserves the right to extend the probationary period at its sole discretion. You will continue to be on probation till your services are confirmed in writing. During the probationary period, your services may be terminated with one month's notice on either side or payment in lieu of notice.

After confirmation, your employment is liable to be terminated by giving two months notice on either side and the Company could also terminate your service by making payment in lieu of notice. During the notice period given by you, you are mandated to serve the Company unless the same is specifically relaxed or waived by the Company.

In case you leave our employment without giving notice, the Company has the right to deduct an amount equivalent to the notice period of one- or two-months gross salary as the case may be from any amount that may be payable to you or call upon you to make the payment in lieu of shortfall in notice period, besides taking action for breach of contract.

4. **Non–Compete Undertaking** – During the period of your employment with the Company and for a period of one year after the date of termination of your employment with the Company, for any reasons whatsoever, or on your ceasing to be an employee of the Company,

You will not:

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

(a) Engage in any employment or business activity, directly or indirectly in competition with the Company. The term "in competition with the Company" shall mean any business activity, which is the same, or comparable to the business activity, which has or may result in product or services providing the same or comparable to those developed or offered by the Company at any time during the period of your employment;

(b) Induce any current employee of the Company to leave the employment of the Company ;

(c) Solicit the business of any client or customer of the Company (other than on behalf and for the benefit of the Company);

(d) Otherwise interfere with any business relationship of the Company;

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PRINCIPAL
Avanthi Institute of Engg. & Tech

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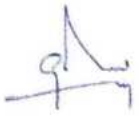
Looking forward to a long and fruitful association with you.

Yours very truly,
For Sonata Software Limited Christopher George Pereira



Assistant Vice President - HR

I agree with the above terms and conditions.

Signature : ____

Date : 04-07-2022

Encl:

- Salary Annexure
- Checklist of Documents for Joining.



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Salary Annexure

SALARY COMPUTATION		
Components	**Per Annum**	**Per Month**
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1. Provident Fund is a savings scheme for employees mandated by the government.
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The Company reserves the right to modify or cancel the terms of any of the schemes when deemed necessary.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

SONATA

SONATA SOFTWARE LIMITED

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Checklist of documents for joining

Please ensure that you submit the scanned copies of the following documents which are mandatory on your day of joining:

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- Passport Copy with copies of valid Visas– This would be readily available in our records in case of overseas travel.
- Copies of any certifications and additional qualifications mentioned in your resume.
- Copy of **Voter Id or Driving license** – This is required only if you are opting for meal card.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

SONATA

SONATA SOFTWARE LIMITED

CMMIDEV/5

04-07-2022

Ref: SSL/HR /APPT

Dear Sattu Saikiran

This has reference to your application and the subsequent interviews you have had with us. We are pleased to appoint you in our organization on the following terms and conditions.

1. **Designation:** Digital Engineer Trainee

2. **Grade:** ETG

3. **Date of Commencement:** Will be informed later

4. **Salary:** As per the salary Annexure.

5. You will be a Trainee for a period of 12 (twelve) months from the date of joining service.

6. You will be governed by the Leave Rules of the Company.

7. You will execute a service agreement to serve the Company for a minimum period of two years from the date of joining.

8. The above agreement has to be executed at the time of joining the Company and should have to be guaranteed by a surety, preferably your parent.

9. Should you leave the employment during this period of two years, you are liable to compensate the Company, an amount as per the clause VIII(c) of the Trainee Service Agreement.

10. You will be confirmed in our Company subject to satisfactory performance during the period as trainee, as per the Company policy.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (M), R.R. Dist.

11. During the period of your training with the Company, you shall not engage yourself in any other business or occupation and shall devote your whole time and skill to the faithful and diligent performance of your duties. If you are found engaging in any other business or occupation, your training is liable to be terminated without any notice or any compensation in lieu thereof.

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1. This offer letter is being issued subject to the specific understanding that you have successfully qualified in your Engineering or MCA degree with a minimum aggregate of 60% or 70% respectively and would produce proof of all your educational qualification at the time of joining. Any failure to do so or any deviation detected would be sufficient cause for revocation of the offer.

2. **Posting:** In the current scenario, you are permitted to work from home. You are required to have a secure work environment, uninterrupted power supply and internet bandwidth to ensure continuous online connectivity. Based on the need of the organization, you may be required to work from office in future.

For Statutory and Tax Compliance, your work location will be **Bangalore.**

3. **Probation Period:** Twelve months from the date of joining. The Company reserves the right to extend the probationary period at its sole discretion. You will continue to be on probation till your services are confirmed in writing. During the probationary period, your services may be terminated with one month's notice on either side or payment in lieu of notice.

After confirmation, your employment is liable to be terminated by giving two months notice on either side and the Company could also terminate your service by making payment in lieu of notice. During the notice period given by you, you are mandated to serve the Company unless the same is specifically relaxed or waived by the Company.

In case you leave our employment without giving notice, the Company has the right to deduct an amount equivalent to the notice period of one- or two-months gross salary as the case may be from any amount that may be payable to you or call upon you to make the payment in lieu of shortfall in notice period, besides taking action for breach of contract.

4. **Non–Compete Undertaking** – During the period of your employment with the Company and for a period of one year after the date of termination of your employment with the Company, for any reasons whatsoever, or on your ceasing to be an employee of the Company,

PRINCIPAL
Avanthi Institute of Engg. & Tech
Cunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

You will not:

(a) Engage in any employment or business activity, directly or indirectly in competition with the Company. The term "in competition with the Company" shall mean any business activity, which is the same, or comparable to the business activity, which has or may result in product or services providing the same or comparable to those developed or offered by the Company at any time during the period of your employment;

(b) Induce any current employee of the Company to leave the employment of the Company ;

(c) Solicit the business of any client or customer of the Company (other than on behalf and for the benefit of the Company);

(d) Otherwise interfere with any business relationship of the Company;

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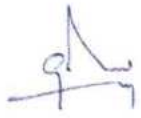
PRINCIPAL
Avanthi Institute of Engg. & Tech
Cunthapally (V), Abdullapurmet (M), R.R. Dist.

(vi) If it is found that you have misrepresented any information in your application for employment or have furnished any false information or have concealed any relevant material facts, your employment is liable to be terminated any time without any notice or compensation in lieu thereof.

18. The Company reserves the right to review and modify or cancel the terms of employment when deemed necessary.

Looking forward to a long and fruitful association with you.

Yours very truly,
For Sonata Software Limited Christopher George Pereira



Assistant Vice President - HR

I agree with the above terms and conditions.

Signature : ____

Date : 04-07-2022

Encl:

- Salary Annexure
- Checklist of Documents for Joining.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

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SONATA SOFTWARE LIMITED

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Salary Annexure

SALARY COMPUTATION		
Components	**Per Annum**	**Per Month**
Basic	160000	13333
HRA	128000	10667
Conveyance Allowance	16000	1333
Advance Bonus	40000	3333
Supplementary Allowance	26060	2172
Gross Ctc	**370060**	**30838**
Provident Fund	21600	
Gratuity	8340	
Cost To Company	**400000**	
Mediclaim Insurance	11400	
Total Cost To Company	**411400**	

1. Provident Fund is a savings scheme for employees mandated by the government.
2. Hospitalization Insurance Cover of Rs. 4 Lakhs p.a under the family floater cover (for Employee, spouse and children) and Personal Accident Insurance Cover for you of Rs. 16.5 Lakhs p.a, and Term Life Insurance Cover for you of Rs. 10 Lakhs as per rules governing the same.

The Company reserves the right to modify or cancel the terms of any of the schemes when deemed necessary.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

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Checklist of documents for joining

Please ensure that you submit the scanned copies of the following documents which are mandatory on your day of joining:

- Provisional Course Completion Certificate. Convocation Certificate to be submitted on receipt of the same.
- Please furnish marks cards for all the years.
- Medical Report in the prescribed format.
- **PAN** Card – this is a confirmation of your Identity and date of birth and required for making salary payments.
- **Aadhar Card** – this is has become mandatory to remit your PF deductions.
- **Your Passport sized photograph with white background only**

- **Experience Certificate**: Please produce Relieving/Experience letter for all your previous employments. For your current employer, please share the Resignation Acceptance Email with the Last Working Day mentioned if Relieving/Experience Letter is not available. Please ensure to share the Relieving/Experience letter within a month of joining if it is not submitted at the time. **If you are a fresher with no work experience, these documents are not required.**

Documents and Information that are also required at the time of joining or subsequently:

- Passport Copy with copies of valid Visas– This would be readily available in our records in case of overseas travel.
- Copies of any certifications and additional qualifications mentioned in your resume.
- Copy of **Voter Id or Driving license** – This is required only if you are opting for meal card.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Cherlapally (V), Abdullapurmet (Mdl), R.R. Dist.

SONATA

SONATA SOFTWARE LIMITED

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04-07-2022

Ref: SSL/HR /APPT

Dear Maragoni Mounika

This has reference to your application and the subsequent interviews you have had with us. We are pleased to appoint you in our organization on the following terms and conditions.

1. **Designation:** Digital Engineer Trainee

2. **Grade:** ETG

3. **Date of Commencement:** Will be informed later

4. **Salary:** As per the salary Annexure.

5. You will be a Trainee for a period of 12 (twelve) months from the date of joining service.

6. You will be governed by the Leave Rules of the Company.

7. You will execute a service agreement to serve the Company for a minimum period of two years from the date of joining.

8. The above agreement has to be executed at the time of joining the Company and should have to be guaranteed by a surety, preferably your parent.

9. Should you leave the employment during this period of two years, you are liable to compensate the Company, an amount as per the clause VIII(c) of the Trainee Service Agreement.

10. You will be confirmed in our Company subject to satisfactory performance during the period as trainee, as per the Company policy.

PRINCIPAL
Avanthi Institute of Engg. & Tech
(Cunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

11. During the period of your training with the Company, you shall not engage yourself in any other business or occupation and shall devote your whole time and skill to the faithful and diligent performance of your duties. If you are found engaging in any other business or occupation, your training is liable to be terminated without any notice or any compensation in lieu thereof.

12. You will not divulge or pass any information which you may obtain during your training in the Company to others.

1. This offer letter is being issued subject to the specific understanding that you have successfully qualified in your Engineering or MCA degree with a minimum aggregate of 60% or 70% respectively and would produce proof of all your educational qualification at the time of joining. Any failure to do so or any deviation detected would be sufficient cause for revocation of the offer.

2. **Posting:** In the current scenario, you are permitted to work from home. You are required to have a secure work environment, uninterrupted power supply and internet bandwidth to ensure continuous online connectivity. Based on the need of the organization, you may be required to work from office in future.

For Statutory and Tax Compliance, your work location will be **Bangalore.**

3. **Probation Period:** Twelve months from the date of joining. The Company reserves the right to extend the probationary period at its sole discretion. You will continue to be on probation till your services are confirmed in writing. During the probationary period, your services may be terminated with one month's notice on either side or payment in lieu of notice.

After confirmation, your employment is liable to be terminated by giving two months notice on either side and the Company could also terminate your service by making payment in lieu of notice. During the notice period given by you, you are mandated to serve the Company unless the same is specifically relaxed or waived by the Company.

In case you leave our employment without giving notice, the Company has the right to deduct an amount equivalent to the notice period of one- or two-months gross salary as the case may be from any amount that may be payable to you or call upon you to make the payment in lieu of shortfall in notice period, besides taking action for breach of contract.

4. **Non–Compete Undertaking** – During the period of your employment with the Company and for a period of one year after the date of termination of your employment with the Company, for any reasons whatsoever, or on your ceasing to be an employee of the Company,

PRINCIPAL
Avanthi Institute of Engg. & Tech
Cunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

You will not:

(a) Engage in any employment or business activity, directly or indirectly in competition with the Company. The term "in competition with the Company" shall mean any business activity, which is the same, or comparable to the business activity, which has or may result in product or services providing the same or comparable to those developed or offered by the Company at any time during the period of your employment;

(b) Induce any current employee of the Company to leave the employment of the Company ;

(c) Solicit the business of any client or customer of the Company (other than on behalf and for the benefit of the Company);

(d) Otherwise interfere with any business relationship of the Company;

17.**General:**

(i) You are a full-time employee of the Company. You shall devote your full time and attention to your duties to promote the interest of the Organization. You shall not divulge or make known to any person / persons any of our secrets and / or activities of confidential nature. You shall work under the supervision of such person / persons as may be decided upon by the Management from time to time. You shall undertake that for any developmental work taken up by you either individually or jointly while in the service of the Company, the copy right of the same shall rest with the Company.

(ii) You shall abide by the Rules and Regulations applicable to you, which are in force as may be framed and / or amended from time to time. Your hours of work and attendance shall be regulated as per duties entrusted to you from time to time.

(iii) You shall keep the terms of your employment confidential. You shall keep us informed of any change in your present residential address, contact numbers, your civil status, and academic / professional qualifications

(iv) Please note that the communication forwarded to you at your present address as given by you in your application form shall be deemed to have been correctly served unless any change in address is duly communicated in writing.

(v) You are required to undergo a medical examination by a Registered Medical Practitioner and the report would need to be filled as per the enclosed format. This offer is subject to you being found medically fit. However, the Company reserves the right to send you for a medical check up at any time during your employment.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Cherlapally (V), Ghatkesar (M), R.R. Dist.

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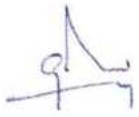
Looking forward to a long and fruitful association with you.

Yours very truly,
For Sonata Software Limited Christopher George Pereira



Assistant Vice President - HR

I agree with the above terms and conditions.

Signature : ____

Date : 04-07-2022

Encl:

- Salary Annexure
- Checklist of Documents for Joining.



Salary Annexure

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PRINCIPAL
Avanthi Institute of Engg. & Tech
Cunthapally (V), Abdullapurmet (Md), R.R. Dist.

SONATA

SONATA SOFTWARE LIMITED

CMMIDEV/5

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- **Your Passport sized photograph with white background only**

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Documents and Information that are also required at the time of joining or subsequently:

- Passport Copy with copies of valid Visas– This would be readily available in our records in case of overseas travel.
- Copies of any certifications and additional qualifications mentioned in your resume.
- Copy of **Voter Id or Driving license** – This is required only if you are opting for meal card.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Cherlapally (V), Abdullapurmet (Mdl), R.R. Dist.

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SONATA SOFTWARE LIMITED

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04-07-2022

Ref: SSL/HR /APPT

Dear Miryala Pavani

This has reference to your application and the subsequent interviews you have had with us. We are pleased to appoint you in our organization on the following terms and conditions.

1. **Designation:** Digital Engineer Trainee

2. **Grade:** ETG

3. **Date of Commencement:** Will be informed later

4. **Salary:** As per the salary Annexure.

5. You will be a Trainee for a period of 12 (twelve) months from the date of joining service.

6. You will be governed by the Leave Rules of the Company.

7. You will execute a service agreement to serve the Company for a minimum period of two years from the date of joining.

8. The above agreement has to be executed at the time of joining the Company and should have to be guaranteed by a surety, preferably your parent.

9. Should you leave the employment during this period of two years, you are liable to compensate the Company, an amount as per the clause VIII(c) of the Trainee Service Agreement.

10. You will be confirmed in our Company subject to satisfactory performance during the period as trainee, as per the Company policy.

11. During the period of your training with the Company, you shall not engage yourself in any other business or occupation and shall devote your whole time and skill to the faithful and diligent performance of your duties. If you are found engaging in any other business or occupation, your training is liable to be terminated without any notice or any compensation in lieu thereof.

12. You will not divulge or pass any information which you may obtain during your training in the Company to others.

Avanthi Institute of Engg. & Tech
Cunthapelly (V), Abdullapurmet (Mdl), R.R. Dist.

1. This offer letter is being issued subject to the specific understanding that you have successfully qualified in your Engineering or MCA degree with a minimum aggregate of 60% or 70% respectively and would produce proof of all your educational qualification at the time of joining. Any failure to do so or any deviation detected would be sufficient cause for revocation of the offer.

2. **Posting:** In the current scenario, you are permitted to work from home. You are required to have a secure work environment, uninterrupted power supply and internet bandwidth to ensure continuous online connectivity. Based on the need of the organization, you may be required to work from office in future.

For Statutory and Tax Compliance, your work location will be **Bangalore.**

3. **Probation Period:** Twelve months from the date of joining. The Company reserves the right to extend the probationary period at its sole discretion. You will continue to be on probation till your services are confirmed in writing. During the probationary period, your services may be terminated with one month's notice on either side or payment in lieu of notice.

After confirmation, your employment is liable to be terminated by giving two months notice on either side and the Company could also terminate your service by making payment in lieu of notice. During the notice period given by you, you are mandated to serve the Company unless the same is specifically relaxed or waived by the Company.

In case you leave our employment without giving notice, the Company has the right to deduct an amount equivalent to the notice period of one- or two-months gross salary as the case may be from any amount that may be payable to you or call upon you to make the payment in lieu of shortfall in notice period, besides taking action for breach of contract.

4. **Non–Compete Undertaking** – During the period of your employment with the Company and for a period of one year after the date of termination of your employment with the Company, for any reasons whatsoever, or on your ceasing to be an employee of the Company,

You will not:

PRINCIPAL
Avanthi Institute of Engg. & Tech
Cherlapally (V), Abdullapurmet (Mdl), R.R. Dist.

(a) Engage in any employment or business activity, directly or indirectly in competition with the Company. The term "in competition with the Company" shall mean any business activity, which is the same, or comparable to the business activity, which has or may result in product or services providing the same or comparable to those developed or offered by the Company at any time during the period of your employment;

(b) Induce any current employee of the Company to leave the employment of the Company ;

(c) Solicit the business of any client or customer of the Company (other than on behalf and for the benefit of the Company);

(d) Otherwise interfere with any business relationship of the Company;

17.**General:**

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PRINCIPAL
Avanthi Institute of Engg. & Tech

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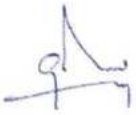
Looking forward to a long and fruitful association with you.

Yours very truly,
For Sonata Software Limited Christopher George Pereira



Assistant Vice President - HR

I agree with the above terms and conditions.

Signature : ____

Date : 04-07-2022

Encl:

- Salary Annexure
- Checklist of Documents for Joining.



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SONATA SOFTWARE LIMITED

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Salary Annexure

SALARY COMPUTATION		
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PRINCIPAL
Avanthi Institute of Engg. & Tech
Cunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

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SONATA SOFTWARE LIMITED

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PRINCIPAL
Aventhi Institute of Engg. & Tech
Cherlapally (V), Abdullapurmet (Mdl), R.R. Dist.

SONATA

SONATA SOFTWARE LIMITED

CMMIDEV/5

04-07-2022

Ref: SSL/HR /APPT

Dear Maale Shirisha

This has reference to your application and the subsequent interviews you have had with us. We are pleased to appoint you in our organization on the following terms and conditions.

1. **Designation:** Digital Engineer Trainee
2. **Grade:** ETG
3. **Date of Commencement:** Will be informed later
4. **Salary:** As per the salary Annexure.
5. You will be a Trainee for a period of 12 (twelve) months from the date of joining service.
6. You will be governed by the Leave Rules of the Company.
7. You will execute a service agreement to serve the Company for a minimum period of two years from the date of joining.
8. The above agreement has to be executed at the time of joining the Company and should have to be guaranteed by a surety, preferably your parent.
9. Should you leave the employment during this period of two years, you are liable to compensate the Company, an amount as per the clause VIII(c) of the Trainee Service Agreement.
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PRINCIPAL
Avanthi Institute of Engg. & Tech

11. During the period of your training with the Company, you shall not engage yourself in any other business or occupation and shall devote your whole time and skill to the faithful and diligent performance of your duties. If you are found engaging in any other business or occupation, your training is liable to be terminated without any notice or any compensation in lieu thereof.
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2. **Posting:** In the current scenario, you are permitted to work from home. You are required to have a secure work environment, uninterrupted power supply and internet bandwidth to ensure continuous online connectivity. Based on the need of the organization, you may be required to work from office in future.

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After confirmation, your employment is liable to be terminated by giving two months notice on either side and the Company could also terminate your service by making payment in lieu of notice. During the notice period given by you, you are mandated to serve the Company unless the same is specifically relaxed or waived by the Company.

In case you leave our employment without giving notice, the Company has the right to deduct an amount equivalent to the notice period of one- or two-months gross salary as the case may be from any amount that may be payable to you or call upon you to make the payment in lieu of shortfall in notice period, besides taking action for breach of contract.

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You will not:

PRINCIPAL
Aventhi Institute of Engg. & Tech

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Cunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

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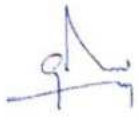

Assistant Vice President - HR

I agree with the above terms and conditions.

Signature : ____

Date : 04-07-2022

Encl:

- Salary Annexure
- Checklist of Documents for Joining.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Cunthapally (V), Abdullapurmet (M), R.R. Dist.

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- Medical Report in the prescribed format.
- **PAN** Card – this is a confirmation of your Identity and date of birth and required for making salary payments.
- **Aadhar Card** – this is has become mandatory to remit your PF deductions.
- **Your Passport sized photograph with white background only**

- **Experience Certificate**: Please produce Relieving/Experience letter for all your previous employments. For your current employer, please share the Resignation Acceptance Email with the Last Working Day mentioned if Relieving/Experience Letter is not available. Please ensure to share the Relieving/Experience letter within a month of joining if it is not submitted at the time. **If you are a fresher with no work experience, these documents are not required.**

Documents and Information that are also required at the time of joining or subsequently:

- Passport Copy with copies of valid Visas– This would be readily available in our records in case of overseas travel.
- Copies of any certifications and additional qualifications mentioned in your resume.
- Copy of **Voter Id or Driving license** – This is required only if you are opting for meal card.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Cherlapally (V), Ghatkesar (M), R.R. Dist.

SONATA

SONATA SOFTWARE LIMITED

CMMIDEV/5

04-07-2022

Ref: SSL/HR /APPT

Dear N Pavan Krishna

This has reference to your application and the subsequent interviews you have had with us. We are pleased to appoint you in our organization on the following terms and conditions.

1. **Designation:** Digital Engineer Trainee
2. **Grade:** ETG
3. **Date of Commencement:** Will be informed later
4. **Salary:** As per the salary Annexure.
5. You will be a Trainee for a period of 12 (twelve) months from the date of joining service.
6. You will be governed by the Leave Rules of the Company.
7. You will execute a service agreement to serve the Company for a minimum period of two years from the date of joining.
8. The above agreement has to be executed at the time of joining the Company and should have to be guaranteed by a surety, preferably your parent.
9. Should you leave the employment during this period of two years, you are liable to compensate the Company, an amount as per the clause VIII(c) of the Trainee Service Agreement.
10. You will be confirmed in our Company subject to satisfactory performance during the period as trainee, as per the Company policy.
11. During the period of your training with the Company, you shall not engage yourself in any other business or occupation and shall devote your whole time and skill to the faithful and diligent performance of your duties. If you are found engaging in any other business or occupation, your training is liable to be terminated without any notice or any compensation in lieu thereof.
12. You will not divulge or pass any information which you may obtain during your training in the Company to others.

PRINCIPAL
Avanthi Institute of Engg. & Tech

1. This offer letter is being issued subject to the specific understanding that you have successfully qualified in your Engineering or MCA degree with a minimum aggregate of 60% or 70% respectively and would produce proof of all your educational qualification at the time of joining. Any failure to do so or any deviation detected would be sufficient cause for revocation of the offer.

2. **Posting:** In the current scenario, you are permitted to work from home. You are required to have a secure work environment, uninterrupted power supply and internet bandwidth to ensure continuous online connectivity. Based on the need of the organization, you may be required to work from office in future.

For Statutory and Tax Compliance, your work location will be **Bangalore.**

3. **Probation Period:** Twelve months from the date of joining. The Company reserves the right to extend the probationary period at its sole discretion. You will continue to be on probation till your services are confirmed in writing. During the probationary period, your services may be terminated with one month's notice on either side or payment in lieu of notice.

After confirmation, your employment is liable to be terminated by giving two months notice on either side and the Company could also terminate your service by making payment in lieu of notice. During the notice period given by you, you are mandated to serve the Company unless the same is specifically relaxed or waived by the Company.

In case you leave our employment without giving notice, the Company has the right to deduct an amount equivalent to the notice period of one- or two-months gross salary as the case may be from any amount that may be payable to you or call upon you to make the payment in lieu of shortfall in notice period, besides taking action for breach of contract.

4. **Non–Compete Undertaking** – During the period of your employment with the Company and for a period of one year after the date of termination of your employment with the Company, for any reasons whatsoever, or on your ceasing to be an employee of the Company,

PRINCIPAL
Aventhi Institute of Engg. & Tech
Choutuppal (V), Abdullapurmet (Mdl), R.R. Dist.

You will not:

(a) Engage in any employment or business activity, directly or indirectly in competition with the Company. The term "in competition with the Company" shall mean any business activity, which is the same, or comparable to the business activity, which has or may result in product or services providing the same or comparable to those developed or offered by the Company at any time during the period of your employment;

(b) Induce any current employee of the Company to leave the employment of the Company ;

(c) Solicit the business of any client or customer of the Company (other than on behalf and for the benefit of the Company);

(d) Otherwise interfere with any business relationship of the Company;

17.**General:**

(i) You are a full-time employee of the Company. You shall devote your full time and attention to your duties to promote the interest of the Organization. You shall not divulge or make known to any person / persons any of our secrets and / or activities of confidential nature. You shall work under the supervision of such person / persons as may be decided upon by the Management from time to time. You shall undertake that for any developmental work taken up by you either individually or jointly while in the service of the Company, the copy right of the same shall rest with the Company.

(ii) You shall abide by the Rules and Regulations applicable to you, which are in force as may be framed and / or amended from time to time. Your hours of work and attendance shall be regulated as per duties entrusted to you from time to time.

(iii) You shall keep the terms of your employment confidential. You shall keep us informed of any change in your present residential address, contact numbers, your civil status, and academic / professional qualifications

(iv) Please note that the communication forwarded to you at your present address as given by you in your application form shall be deemed to have been correctly served unless any change in address is duly communicated in writing.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Bhimpur (Mdl), R.R. Dist.

(v) You are required to undergo a medical examination by a Registered Medical Practitioner and the report would need to be filled as per the enclosed format. This offer is subject to you being found medically fit. However, the Company reserves the right to send you for a medical check up at any time during your employment.

(vi) If it is found that you have misrepresented any information in your application for employment or have furnished any false information or have concealed any relevant material facts, your employment is liable to be terminated any time without any notice or compensation in lieu thereof.

SONATA SOFTWARE LIMITED

CMMIDEV/5

18. The Company reserves the right to review and modify or cancel the terms of employment when deemed necessary.

Looking forward to a long and fruitful association with you.

Yours very truly,
For Sonata Software Limited Christopher George Pereira

Assistant Vice President - HR

I agree with the above terms and conditions.

Signature : ____

Date : 04-07-2022

Encl:

- Salary Annexure
- Checklist of Documents for Joining.

PRINCIPAL
Aventhi Institute of Engg. & Tech

SONATA SOFTWARE LIMITED

CMMIDEV/5

Salary Annexure

SALARY COMPUTATION		
Components	**Per Annum**	**Per Month**
Basic	160000	13333
HRA	128000	10667
Conveyance Allowance	16000	1333
Advance Bonus	40000	3333
Supplementary Allowance	26060	2172
Gross Ctc	**370060**	**30838**
Provident Fund	21600	
Gratuity	8340	
Cost To Company	**400000**	
Mediclaim Insurance	11400	
Total Cost To Company	**411400**	

1. Provident Fund is a savings scheme for employees mandated by the government.
2. Hospitalization Insurance Cover of Rs. 4 Lakhs p.a under the family floater cover (for Employee, spouse and children) and Personal Accident Insurance Cover for you of Rs. 16.5 Lakhs p.a, and Term Life Insurance Cover for you of Rs. 10 Lakhs as per rules governing the same.

The Company reserves the right to modify or cancel the terms of any of the schemes when deemed necessary.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Cunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

SONATA

SONATA SOFTWARE LIMITED

CMMIDEV/5

Checklist of documents for joining

Please ensure that you submit the scanned copies of the following documents which are mandatory on your day of joining:

- Provisional Course Completion Certificate. Convocation Certificate to be submitted on receipt of the same.
- Please furnish marks cards for all the years.
- Medical Report in the prescribed format.
- **PAN** Card – this is a confirmation of your Identity and date of birth and required for making salary payments.
- **Aadhar Card** – this is has become mandatory to remit your PF deductions.
- **Your Passport sized photograph with white background only**

- **Experience Certificate**: Please produce Relieving/Experience letter for all your previous employments. For your current employer, please share the Resignation Acceptance Email with the Last Working Day mentioned if Relieving/Experience Letter is not available. Please ensure to share the Relieving/Experience letter within a month of joining if it is not submitted at the time. **If you are a fresher with no work experience, these documents are not required.**

Documents and Information that are also required at the time of joining or subsequently:

- Passport Copy with copies of valid Visas– This would be readily available in our records in case of overseas travel.
- Copies of any certifications and additional qualifications mentioned in your resume.
- Copy of **Voter Id or Driving license** – This is required only if you are opting for meal card.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Cherlapally (V), Abdullapurmet (Mdl), R.R. Dist.

SONATA

SONATA SOFTWARE LIMITED

CMMIDEV/5

04-07-2022

Ref: SSL/HR /APPT

Dear Degala Asha

This has reference to your application and the subsequent interviews you have had with us. We are pleased to appoint you in our organization on the following terms and conditions.

1. **Designation:** Digital Engineer Trainee
2. **Grade:** ETG
3. **Date of Commencement:** Will be informed later
4. **Salary:** As per the salary Annexure.
5. You will be a Trainee for a period of 12 (twelve) months from the date of joining service.
6. You will be governed by the Leave Rules of the Company.
7. You will execute a service agreement to serve the Company for a minimum period of two years from the date of joining.
8. The above agreement has to be executed at the time of joining the Company and should have to be guaranteed by a surety, preferably your parent.
9. Should you leave the employment during this period of two years, you are liable to compensate the Company, an amount as per the clause VIII(c) of the Trainee Service Agreement.
10. You will be confirmed in our Company subject to satisfactory performance during the period as trainee, as per the Company policy.
11. During the period of your training with the Company, you shall not engage yourself in any other business or occupation and shall devote your whole time and skill to the faithful and diligent performance of your duties. If you are found engaging in any other business or occupation, your training is liable to be terminated without any notice or any compensation in lieu thereof.
12. You will not divulge or pass any information which you may obtain during your training in the Company to others.

PRINCIPAL
Avantin Institute of Engg. & Tech
Cuttack, Jagatpur, Ahmadnagar (Mdl), R.R. Dist.

1. This offer letter is being issued subject to the specific understanding that you have successfully qualified in your Engineering or MCA degree with a minimum aggregate of 60% or 70% respectively and would produce proof of all your educational qualification at the time of joining. Any failure to do so or any deviation detected would be sufficient cause for revocation of the offer.

2. **Posting:** In the current scenario, you are permitted to work from home. You are required to have a secure work environment, uninterrupted power supply and internet bandwidth to ensure continuous online connectivity. Based on the need of the organization, you may be required to work from office in future.

For Statutory and Tax Compliance, your work location will be **Bangalore.**

3. **Probation Period:** Twelve months from the date of joining. The Company reserves the right to extend the probationary period at its sole discretion. You will continue to be on probation till your services are confirmed in writing. During the probationary period, your services may be terminated with one month's notice on either side or payment in lieu of notice.

After confirmation, your employment is liable to be terminated by giving two months notice on either side and the Company could also terminate your service by making payment in lieu of notice. During the notice period given by you, you are mandated to serve the Company unless the same is specifically relaxed or waived by the Company.

In case you leave our employment without giving notice, the Company has the right to deduct an amount equivalent to the notice period of one- or two-months gross salary as the case may be from any amount that may be payable to you or call upon you to make the payment in lieu of shortfall in notice period, besides taking action for breach of contract.

4. **Non–Compete Undertaking** – During the period of your employment with the Company and for a period of one year after the date of termination of your employment with the Company, for any reasons whatsoever, or on your ceasing to be an employee of the Company,

You will not:

(a) Engage in any employment or business activity, directly or indirectly in competition with the Company. The term "in competition with the Company" shall mean any business activity, which is the same, or comparable to the business activity, which has or may result in product or services providing the same or comparable to those developed or offered by the Company at any time during the period of your employment;

PRINCIPAL
Avanthi Institute of Engg. & Tech
(Permanently Affiliated to JNTUH), R.R. Dist.

(b) Induce any current employee of the Company to leave the employment of the Company ;

(c) Solicit the business of any client or customer of the Company (other than on behalf and for the benefit of the Company);

(d) Otherwise interfere with any business relationship of the Company;

17.**General:**

(i) You are a full-time employee of the Company. You shall devote your full time and attention to your duties to promote the interest of the Organization. You shall not divulge or make known to any person / persons any of our secrets and / or activities of confidential nature. You shall work under the supervision of such person / persons as may be decided upon by the Management from time to time. You shall undertake that for any developmental work taken up by you either individually or jointly while in the service of the Company, the copy right of the same shall rest with the Company.

(ii) You shall abide by the Rules and Regulations applicable to you, which are in force as may be framed and / or amended from time to time. Your hours of work and attendance shall be regulated as per duties entrusted to you from time to time.

(iii) You shall keep the terms of your employment confidential. You shall keep us informed of any change in your present residential address, contact numbers, your civil status, and academic / professional qualifications

(iv) Please note that the communication forwarded to you at your present address as given by you in your application form shall be deemed to have been correctly served unless any change in address is duly communicated in writing.

(v) You are required to undergo a medical examination by a Registered Medical Practitioner and the report would need to be filled as per the enclosed format. This offer is subject to you being found medically fit. However, the Company reserves the right to send you for a medical check up at any time during your employment.

PRINCIPAL
Avanthi Institute of Engg. & Tech

(vi) If it is found that you have misrepresented any information in your application for employment or have furnished any false information or have concealed any relevant material facts, your employment is liable to be terminated any time without any notice or compensation in lieu thereof.

SONATA

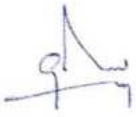
SONATA SOFTWARE LIMITED

CMMIDEV/5

18. The Company reserves the right to review and modify or cancel the terms of employment when deemed necessary.

Looking forward to a long and fruitful association with you.

Yours very truly,
For Sonata Software Limited Christopher George Pereira



Assistant Vice President - HR

I agree with the above terms and conditions.

Signature : ____

Date : 04-07-2022

Encl:

- Salary Annexure
- Checklist of Documents for Joining.



Salary Annexure

SALARY COMPUTATION		
Components	**Per Annum**	**Per Month**
Basic	160000	13333
HRA	128000	10667
Conveyance Allowance	16000	1333
Advance Bonus	40000	3333
Supplementary Allowance	26060	2172
Gross Ctc	**370060**	**30838**
Provident Fund	21600	
Gratuity	8340	
Cost To Company	**400000**	
Mediclaim Insurance	11400	
Total Cost To Company	**411400**	

1. Provident Fund is a savings scheme for employees mandated by the government.
2. Hospitalization Insurance Cover of Rs. 4 Lakhs p.a under the family floater cover (for Employee, spouse and children) and Personal Accident Insurance Cover for you of Rs. 16.5 Lakhs p.a, and Term Life Insurance Cover for you of Rs. 10 Lakhs as per rules governing the same.

The Company reserves the right to modify or cancel the terms of any of the schemes when deemed necessary.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Cherlapally (V), Ghatkesar (Mdl), R.R. Dist.

SONATA SOFTWARE LIMITED

CMMIDEV/5

Checklist of documents for joining

Please ensure that you submit the scanned copies of the following documents which are mandatory on your day of joining:

- Provisional Course Completion Certificate. Convocation Certificate to be submitted on receipt of the same.
- Please furnish marks cards for all the years.
- Medical Report in the prescribed format.
- **PAN** Card – this is a confirmation of your Identity and date of birth and required for making salary payments.
- **Aadhar Card** – this is has become mandatory to remit your PF deductions.
- **Your Passport sized photograph with white background only**

- **Experience Certificate**: Please produce Relieving/Experience letter for all your previous employments. For your current employer, please share the Resignation Acceptance Email with the Last Working Day mentioned if Relieving/Experience Letter is not available. Please ensure to share the Relieving/Experience letter within a month of joining if it is not submitted at the time. **If you are a fresher with no work experience, these documents are not required.**

Documents and Information that are also required at the time of joining or subsequently:

- Passport Copy with copies of valid Visas– This would be readily available in our records in case of overseas travel.
- Copies of any certifications and additional qualifications mentioned in your resume.
- Copy of **Voter Id or Driving license** – This is required only if you are opting for meal card.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Chintapally (V), Abdullapurmet (Mdl), R.R. Dist.

SONATA

SONATA SOFTWARE LIMITED

CMMIDEV/5

04-07-2022

Ref: SSL/HR /APPT

Dear Siragoni Pavan Kumar

This has reference to your application and the subsequent interviews you have had with us. We are pleased to appoint you in our organization on the following terms and conditions.

1. **Designation:** Digital Engineer Trainee

2. **Grade:** ETG

3. **Date of Commencement:** Will be informed later

4. **Salary:** As per the salary Annexure.

5. You will be a Trainee for a period of 12 (twelve) months from the date of joining service.

6. You will be governed by the Leave Rules of the Company.

7. You will execute a service agreement to serve the Company for a minimum period of two years from the date of joining.

8. The above agreement has to be executed at the time of joining the Company and should have to be guaranteed by a surety, preferably your parent.

9. Should you leave the employment during this period of two years, you are liable to compensate the Company, an amount as per the clause VIII(c) of the Trainee Service Agreement.

10. You will be confirmed in our Company subject to satisfactory performance during the period as trainee, as per the Company policy.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Dist.

11. During the period of your training with the Company, you shall not engage yourself in any other business or occupation and shall devote your whole time and skill to the faithful and diligent performance of your duties. If you are found engaging in any other business or occupation, your training is liable to be terminated without any notice or any compensation in lieu thereof.

12. You will not divulge or pass any information which you may obtain during your training in the Company to others.

1. This offer letter is being issued subject to the specific understanding that you have successfully qualified in your Engineering or MCA degree with a minimum aggregate of 60% or 70% respectively and would produce proof of all your educational qualification at the time of joining. Any failure to do so or any deviation detected would be sufficient cause for revocation of the offer.

2. **Posting:** In the current scenario, you are permitted to work from home. You are required to have a secure work environment, uninterrupted power supply and internet bandwidth to ensure continuous online connectivity. Based on the need of the organization, you may be required to work from office in future.

For Statutory and Tax Compliance, your work location will be **Bangalore.**

3. **Probation Period:** Twelve months from the date of joining. The Company reserves the right to extend the probationary period at its sole discretion. You will continue to be on probation till your services are confirmed in writing. During the probationary period, your services may be terminated with one month's notice on either side or payment in lieu of notice.

After confirmation, your employment is liable to be terminated by giving two months notice on either side and the Company could also terminate your service by making payment in lieu of notice. During the notice period given by you, you are mandated to serve the Company unless the same is specifically relaxed or waived by the Company.

In case you leave our employment without giving notice, the Company has the right to deduct an amount equivalent to the notice period of one- or two-months gross salary as the case may be from any amount that may be payable to you or call upon you to make the payment in lieu of shortfall in notice period, besides taking action for breach of contract.

4. **Non–Compete Undertaking** – During the period of your employment with the Company and for a period of one year after the date of termination of your employment with the Company, for any reasons whatsoever, or on your ceasing to be an employee of the Company,

PRINCIPAL
Avanthi Institute of Engg. & Tech

You will not:

(a) Engage in any employment or business activity, directly or indirectly in competition with the Company. The term "in competition with the Company" shall mean any business activity, which is the same, or comparable to the business activity, which has or may result in product or services providing the same or comparable to those developed or offered by the Company at any time during the period of your employment;

(b) Induce any current employee of the Company to leave the employment of the Company ;

(c) Solicit the business of any client or customer of the Company (other than on behalf and for the benefit of the Company);

(d) Otherwise interfere with any business relationship of the Company;

17.**General:**

(i) You are a full-time employee of the Company. You shall devote your full time and attention to your duties to promote the interest of the Organization. You shall not divulge or make known to any person / persons any of our secrets and / or activities of confidential nature. You shall work under the supervision of such person / persons as may be decided upon by the Management from time to time. You shall undertake that for any developmental work taken up by you either individually or jointly while in the service of the Company, the copy right of the same shall rest with the Company.

(ii) You shall abide by the Rules and Regulations applicable to you, which are in force as may be framed and / or amended from time to time. Your hours of work and attendance shall be regulated as per duties entrusted to you from time to time.

(iii) You shall keep the terms of your employment confidential. You shall keep us informed of any change in your present residential address, contact numbers, your civil status, and academic / professional qualifications

(iv) Please note that the communication forwarded to you at your present address as given by you in your application form shall be deemed to have been correctly served unless any change in address is duly communicated in writing.

(v) You are required to undergo a medical examination by a Registered Medical Practitioner and the report would need to be filled as per the enclosed format. This offer is subject to you being found medically fit. However, the Company reserves the right to send you for a medical check up at any time during your employment.

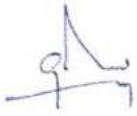
PRINCIPAL
Avanthi Institute of Engg. & Tech

(vi) If it is found that you have misrepresented any information in your application for employment or have furnished any false information or have concealed any relevant material facts, your employment is liable to be terminated any time without any notice or compensation in lieu thereof.

18. The Company reserves the right to review and modify or cancel the terms of employment when deemed necessary.

Looking forward to a long and fruitful association with you.

Yours very truly,
For Sonata Software Limited Christopher George Pereira



Assistant Vice President - HR

I agree with the above terms and conditions.

Signature : ____

Date : 04-07-2022

Encl:

- Salary Annexure
- Checklist of Documents for Joining.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Cunthiapally (V), Abdullapurmet (Md), R.R. Dist.

SONATA

SONATA SOFTWARE LIMITED

CMMIDEV/5

Salary Annexure

SALARY COMPUTATION		
Components	**Per Annum**	**Per Month**
Basic	160000	13333
HRA	128000	10667
Conveyance Allowance	16000	1333
Advance Bonus	40000	3333
Supplementary Allowance	26060	2172
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Gratuity	8340	
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Mediclaim Insurance	11400	
Total Cost To Company	**411400**	

1. Provident Fund is a savings scheme for employees mandated by the government.
2. Hospitalization Insurance Cover of Rs. 4 Lakhs p.a under the family floater cover (for Employee, spouse and children) and Personal Accident Insurance Cover for you of Rs. 16.5 Lakhs p.a, and Term Life Insurance Cover for you of Rs. 10 Lakhs as per rules governing the same.

The Company reserves the right to modify or cancel the terms of any of the schemes when deemed necessary.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Cheeryala (V), Keesara (Mdl), R.R. Dist.

SONATA

SONATA SOFTWARE LIMITED

CMMIDEV/5

Checklist of documents for joining

Please ensure that you submit the scanned copies of the following documents which are mandatory on your day of joining:

- Provisional Course Completion Certificate. Convocation Certificate to be submitted on receipt of the same.
- Please furnish marks cards for all the years.
- Medical Report in the prescribed format.
- **PAN** Card – this is a confirmation of your Identity and date of birth and required for making salary payments.
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- **Your Passport sized photograph with white background only**

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Documents and Information that are also required at the time of joining or subsequently:

- Passport Copy with copies of valid Visas– This would be readily available in our records in case of overseas travel.
- Copies of any certifications and additional qualifications mentioned in your resume.
- Copy of **Voter Id or Driving license** – This is required only if you are opting for meal card.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

SONATA

SONATA SOFTWARE LIMITED

CMMIDEV/5

04-07-2022

Ref: SSL/HR /APPT

Dear Gollapally Uday Kiran Reddy

This has reference to your application and the subsequent interviews you have had with us. We are pleased to appoint you in our organization on the following terms and conditions.

1. **Designation:** Digital Engineer Trainee

2. **Grade:** ETG

3. **Date of Commencement:** Will be informed later

4. **Salary:** As per the salary Annexure.

5. You will be a Trainee for a period of 12 (twelve) months from the date of joining service.

6. You will be governed by the Leave Rules of the Company.

7. You will execute a service agreement to serve the Company for a minimum period of two years from the date of joining.

8. The above agreement has to be executed at the time of joining the Company and should have to be guaranteed by a surety, preferably your parent.

9. Should you leave the employment during this period of two years, you are liable to compensate the Company, an amount as per the clause VIII(c) of the Trainee Service Agreement.

10. You will be confirmed in our Company subject to satisfactory performance during the period as trainee, as per the Company policy.

PRINCIPAL
Avendal Institute of Engg. & Tech

11. During the period of your training with the Company, you shall not engage yourself in any other business or occupation and shall devote your whole time and skill to the faithful and diligent performance of your duties. If you are found engaging in any other business or occupation, your training is liable to be terminated without any notice or any compensation in lieu thereof.

12. You will not divulge or pass any information which you may obtain during your training in the Company to others.

1. This offer letter is being issued subject to the specific understanding that you have successfully qualified in your Engineering or MCA degree with a minimum aggregate of 60% or 70% respectively and would produce proof of all your educational qualification at the time of joining. Any failure to do so or any deviation detected would be sufficient cause for revocation of the offer.

2. **Posting:** In the current scenario, you are permitted to work from home. You are required to have a secure work environment, uninterrupted power supply and internet bandwidth to ensure continuous online connectivity. Based on the need of the organization, you may be required to work from office in future.

For Statutory and Tax Compliance, your work location will be **Bangalore.**

3. **Probation Period:** Twelve months from the date of joining. The Company reserves the right to extend the probationary period at its sole discretion. You will continue to be on probation till your services are confirmed in writing. During the probationary period, your services may be terminated with one month's notice on either side or payment in lieu of notice.

After confirmation, your employment is liable to be terminated by giving two months notice on either side and the Company could also terminate your service by making payment in lieu of notice. During the notice period given by you, you are mandated to serve the Company unless the same is specifically relaxed or waived by the Company.

In case you leave our employment without giving notice, the Company has the right to deduct an amount equivalent to the notice period of one- or two-months gross salary as the case may be from any amount that may be payable to you or call upon you to make the payment in lieu of shortfall in notice period, besides taking action for breach of contract.

4. **Non–Compete Undertaking** – During the period of your employment with the Company and for a period of one year after the date of termination of your employment with the Company, for any reasons whatsoever, or on your ceasing to be an employee of the Company,

You will not:

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gurthapally (V), Abdullapurmet (Mdl), R.R. Dist.

(a) Engage in any employment or business activity, directly or indirectly in competition with the Company. The term "in competition with the Company" shall mean any business activity, which is the same, or comparable to the business activity, which has or may result in product or services providing the same or comparable to those developed or offered by the Company at any time during the period of your employment;

(b) Induce any current employee of the Company to leave the employment of the Company ;

(c) Solicit the business of any client or customer of the Company (other than on behalf and for the benefit of the Company);

(d) Otherwise interfere with any business relationship of the Company;

17.**General:**

(i) You are a full-time employee of the Company. You shall devote your full time and attention to your duties to promote the interest of the Organization. You shall not divulge or make known to any person / persons any of our secrets and / or activities of confidential nature. You shall work under the supervision of such person / persons as may be decided upon by the Management from time to time. You shall undertake that for any developmental work taken up by you either individually or jointly while in the service of the Company, the copy right of the same shall rest with the Company.

(ii) You shall abide by the Rules and Regulations applicable to you, which are in force as may be framed and / or amended from time to time. Your hours of work and attendance shall be regulated as per duties entrusted to you from time to time.

(iii) You shall keep the terms of your employment confidential. You shall keep us informed of any change in your present residential address, contact numbers, your civil status, and academic / professional qualifications

(iv) Please note that the communication forwarded to you at your present address as given by you in your application form shall be deemed to have been correctly served unless any change in address is duly communicated in writing.

(v) You are required to undergo a medical examination by a Registered Medical Practitioner and the report would need to be filled as per the enclosed format. This offer is subject to you being found medically fit. However, the Company reserves the right to send you for a medical check up at any time during your employment.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Cunthapally (V), Abdullapurmet (M(D), R.R. Dist.

(vi) If it is found that you have misrepresented any information in your application for employment or have furnished any false information or have concealed any relevant material facts, your employment is liable to be terminated any time without any notice or compensation in lieu thereof.

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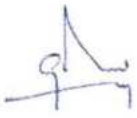
18. The Company reserves the right to review and modify or cancel the terms of employment when deemed necessary.

Looking forward to a long and fruitful association with you.

Yours very truly,
For Sonata Software Limited Christopher George Pereira



Assistant Vice President - HR

I agree with the above terms and conditions.

Signature : ____

Date : 04-07-2022

Encl:

- Salary Annexure
- Checklist of Documents for Joining.

PRINCIPAL
Vanthi Institute of Engg. & Tech
Pillaipumot (Mdl), R.R. Dist.

Salary Annexure

SALARY COMPUTATION		
Components	**Per Annum**	**Per Month**
Basic	160000	13333
HRA	128000	10667
Conveyance Allowance	16000	1333
Advance Bonus	40000	3333
Supplementary Allowance	26060	2172
Gross Ctc	**370060**	**30838**
Provident Fund	21600	
Gratuity	8340	
Cost To Company	**400000**	
Mediclaim Insurance	11400	
Total Cost To Company	**411400**	

1. Provident Fund is a savings scheme for employees mandated by the government.
2. Hospitalization Insurance Cover of Rs. 4 Lakhs p.a under the family floater cover (for Employee, spouse and children) and Personal Accident Insurance Cover for you of Rs. 16.5 Lakhs p.a, and Term Life Insurance Cover for you of Rs. 10 Lakhs as per rules governing the same.

The Company reserves the right to modify or cancel the terms of any of the schemes when deemed necessary.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Cunthepally (V), Ibrahimpatnam (Mdl), R.R. Dist.

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SONATA SOFTWARE LIMITED

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Checklist of documents for joining

Please ensure that you submit the scanned copies of the following documents which are mandatory on your day of joining:

- Provisional Course Completion Certificate. Convocation Certificate to be submitted on receipt of the same.
- Please furnish marks cards for all the years.
- Medical Report in the prescribed format.
- **PAN** Card – this is a confirmation of your Identity and date of birth and required for making salary payments.
- **Aadhar Card** – this is has become mandatory to remit your PF deductions.
- **Your Passport sized photograph with white background only**

- **Experience Certificate**: Please produce Relieving/Experience letter for all your previous employments. For your current employer, please share the Resignation Acceptance Email with the Last Working Day mentioned if Relieving/Experience Letter is not available. Please ensure to share the Relieving/Experience letter within a month of joining if it is not submitted at the time. **If you are a fresher with no work experience, these documents are not required.**

Documents and Information that are also required at the time of joining or subsequently:

- Passport Copy with copies of valid Visas– This would be readily available in our records in case of overseas travel.
- Copies of any certifications and additional qualifications mentioned in your resume.
- Copy of **Voter Id or Driving license** – This is required only if you are opting for meal card.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Venkatapally (V), Abdullapurmet (Mdl), R.R. Dist.

SONATA

SONATA SOFTWARE LIMITED

CMMIDEV/5

04-07-2022

Ref: SSL/HR /APPT

Dear G Sumana

This has reference to your application and the subsequent interviews you have had with us. We are pleased to appoint you in our organization on the following terms and conditions.

1. **Designation:** Digital Engineer Trainee

2. **Grade:** ETG

3. **Date of Commencement:** Will be informed later

4. **Salary:** As per the salary Annexure.

5. You will be a Trainee for a period of 12 (twelve) months from the date of joining service.

6. You will be governed by the Leave Rules of the Company.

7. You will execute a service agreement to serve the Company for a minimum period of two years from the date of joining.

8. The above agreement has to be executed at the time of joining the Company and should have to be guaranteed by a surety, preferably your parent.

9. Should you leave the employment during this period of two years, you are liable to compensate the Company, an amount as per the clause VIII(c) of the Trainee Service Agreement.

10. You will be confirmed in our Company subject to satisfactory performance during the period as trainee, as per the Company policy.

PRINCIPAL

11. During the period of your training with the Company, you shall not engage yourself in any other business or occupation and shall devote your whole time and skill to the faithful and diligent performance of your duties. If you are found engaging in any other business or occupation, your training is liable to be terminated without any notice or any compensation in lieu thereof.

12. You will not divulge or pass any information which you may obtain during your training in the Company to others.

1. This offer letter is being issued subject to the specific understanding that you have successfully qualified in your Engineering or MCA degree with a minimum aggregate of 60% or 70% respectively and would produce proof of all your educational qualification at the time of joining. Any failure to do so or any deviation detected would be sufficient cause for revocation of the offer.

2. **Posting:** In the current scenario, you are permitted to work from home. You are required to have a secure work environment, uninterrupted power supply and internet bandwidth to ensure continuous online connectivity. Based on the need of the organization, you may be required to work from office in future.

For Statutory and Tax Compliance, your work location will be **Bangalore.**

3. **Probation Period:** Twelve months from the date of joining. The Company reserves the right to extend the probationary period at its sole discretion. You will continue to be on probation till your services are confirmed in writing. During the probationary period, your services may be terminated with one month's notice on either side or payment in lieu of notice.

After confirmation, your employment is liable to be terminated by giving two months notice on either side and the Company could also terminate your service by making payment in lieu of notice. During the notice period given by you, you are mandated to serve the Company unless the same is specifically relaxed or waived by the Company.

In case you leave our employment without giving notice, the Company has the right to deduct an amount equivalent to the notice period of one- or two-months gross salary as the case may be from any amount that may be payable to you or call upon you to make the payment in lieu of shortfall in notice period, besides taking action for breach of contract.

4. **Non–Compete Undertaking** – During the period of your employment with the Company and for a period of one year after the date of termination of your employment with the Company, for any reasons whatsoever, or on your ceasing to be an employee of the Company,

You will not:

PRINCIPAL
Avanthi Institute of Engg. & Tech
Cunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

(a) Engage in any employment or business activity, directly or indirectly in competition with the Company. The term "in competition with the Company" shall mean any business activity, which is the same, or comparable to the business activity, which has or may result in product or services providing the same or comparable to those developed or offered by the Company at any time during the period of your employment;

(b) Induce any current employee of the Company to leave the employment of the Company ;

(c) Solicit the business of any client or customer of the Company (other than on behalf and for the benefit of the Company);

(d) Otherwise interfere with any business relationship of the Company;

17.**General:**

(i) You are a full-time employee of the Company. You shall devote your full time and attention to your duties to promote the interest of the Organization. You shall not divulge or make known to any person / persons any of our secrets and / or activities of confidential nature. You shall work under the supervision of such person / persons as may be decided upon by the Management from time to time. You shall undertake that for any developmental work taken up by you either individually or jointly while in the service of the Company, the copy right of the same shall rest with the Company.

(ii) You shall abide by the Rules and Regulations applicable to you, which are in force as may be framed and / or amended from time to time. Your hours of work and attendance shall be regulated as per duties entrusted to you from time to time.

(iii) You shall keep the terms of your employment confidential. You shall keep us informed of any change in your present residential address, contact numbers, your civil status, and academic / professional qualifications

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(v) You are required to undergo a medical examination by a Registered Medical Practitioner and the report would need to be filled as per the enclosed format. This offer is subject to you being found medically fit. However, the Company reserves the right to send you for a medical check up at any time during your employment.

PRINCIPAL
Jyothi Institute of Engg. & Tech
Jyothipally (V), Abdullapurmet (Mdl), R.R. Dist.

(vi) If it is found that you have misrepresented any information in your application for employment or have furnished any false information or have concealed any relevant material facts, your employment is liable to be terminated any time without any notice or compensation in lieu thereof.

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SONATA SOFTWARE LIMITED

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18. The Company reserves the right to review and modify or cancel the terms of employment when deemed necessary.

Looking forward to a long and fruitful association with you.

Yours very truly,
For Sonata Software Limited Christopher George Pereira



Assistant Vice President - HR

I agree with the above terms and conditions.

Signature : ____

Date : 04-07-2022

Encl:

- Salary Annexure
- Checklist of Documents for Joining.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Cunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

SONATA

SONATA SOFTWARE LIMITED

CMMIDEV/5

Salary Annexure

SALARY COMPUTATION		
Components	**Per Annum**	**Per Month**
Basic	160000	13333
HRA	128000	10667
Conveyance Allowance	16000	1333
Advance Bonus	40000	3333
Supplementary Allowance	26060	2172
Gross Ctc	**370060**	**30838**
Provident Fund	21600	
Gratuity	8340	
Cost To Company	**400000**	
Mediclaim Insurance	11400	
Total Cost To Company	**411400**	

1. Provident Fund is a savings scheme for employees mandated by the government.
2. Hospitalization Insurance Cover of Rs. 4 Lakhs p.a under the family floater cover (for Employee, spouse and children) and Personal Accident Insurance Cover for you of Rs. 16.5 Lakhs p.a, and Term Life Insurance Cover for you of Rs. 10 Lakhs as per rules governing the same.

The Company reserves the right to modify or cancel the terms of any of the schemes when deemed necessary.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Cherlapally (V), Ghatkesar (Mdl), R.R. Dist.

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SONATA SOFTWARE LIMITED

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Checklist of documents for joining

Please ensure that you submit the scanned copies of the following documents which are mandatory on your day of joining:

- Provisional Course Completion Certificate. Convocation Certificate to be submitted on receipt of the same.
- Please furnish marks cards for all the years.
- Medical Report in the prescribed format.
- **PAN** Card – this is a confirmation of your Identity and date of birth and required for making salary payments.
- **Aadhar Card** – this is has become mandatory to remit your PF deductions.
- **Your Passport sized photograph with white background only**

- **Experience Certificate**: Please produce Relieving/Experience letter for all your previous employments. For your current employer, please share the Resignation Acceptance Email with the Last Working Day mentioned if Relieving/Experience Letter is not available. Please ensure to share the Relieving/Experience letter within a month of joining if it is not submitted at the time. **If you are a fresher with no work experience, these documents are not required.**

Documents and Information that are also required at the time of joining or subsequently:

- Passport Copy with copies of valid Visas– This would be readily available in our records in case of overseas travel.
- Copies of any certifications and additional qualifications mentioned in your resume.
- Copy of **Voter Id or Driving license** – This is required only if you are opting for meal card.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Cherlapally (V), Ghatkesar (M), R.R. Dist.

SONATA

SONATA SOFTWARE LIMITED

CMMIDEV/5

04-07-2022

Ref: SSL/HR /APPT

Dear Kuthati Venkatesh

This has reference to your application and the subsequent interviews you have had with us. We are pleased to appoint you in our organization on the following terms and conditions.

1. **Designation:** Digital Engineer Trainee

2. **Grade:** ETG

3. **Date of Commencement:** Will be informed later

4. **Salary:** As per the salary Annexure.

5. You will be a Trainee for a period of 12 (twelve) months from the date of joining service.

6. You will be governed by the Leave Rules of the Company.

7. You will execute a service agreement to serve the Company for a minimum period of two years from the date of joining.

8. The above agreement has to be executed at the time of joining the Company and should have to be guaranteed by a surety, preferably your parent.

9. Should you leave the employment during this period of two years, you are liable to compensate the Company, an amount as per the clause VIII(c) of the Trainee Service Agreement.

10. You will be confirmed in our Company subject to satisfactory performance during the period as trainee, as per the Company policy.

11. During the period of your training with the Company, you shall not engage yourself in any other business or occupation and shall devote your whole time and skill to the faithful and diligent performance of your duties. If you are found engaging in any other business or occupation, your training is liable to be terminated without any notice or any compensation in lieu thereof.

12. You will not divulge or pass any information which you may obtain during your training in the Company to others.

PRINCIPAL
Avanthi Institute of Engg. & Tech

1. This offer letter is being issued subject to the specific understanding that you have successfully qualified in your Engineering or MCA degree with a minimum aggregate of 60% or 70% respectively and would produce proof of all your educational qualification at the time of joining. Any failure to do so or any deviation detected would be sufficient cause for revocation of the offer.

2. **Posting:** In the current scenario, you are permitted to work from home. You are required to have a secure work environment, uninterrupted power supply and internet bandwidth to ensure continuous online connectivity. Based on the need of the organization, you may be required to work from office in future.

For Statutory and Tax Compliance, your work location will be **Bangalore.**

3. **Probation Period:** Twelve months from the date of joining. The Company reserves the right to extend the probationary period at its sole discretion. You will continue to be on probation till your services are confirmed in writing. During the probationary period, your services may be terminated with one month's notice on either side or payment in lieu of notice.

After confirmation, your employment is liable to be terminated by giving two months notice on either side and the Company could also terminate your service by making payment in lieu of notice. During the notice period given by you, you are mandated to serve the Company unless the same is specifically relaxed or waived by the Company.

In case you leave our employment without giving notice, the Company has the right to deduct an amount equivalent to the notice period of one- or two-months gross salary as the case may be from any amount that may be payable to you or call upon you to make the payment in lieu of shortfall in notice period, besides taking action for breach of contract.

4. **Non–Compete Undertaking** – During the period of your employment with the Company and for a period of one year after the date of termination of your employment with the Company, for any reasons whatsoever, or on your ceasing to be an employee of the Company,

You will not:

PRINCIPAL
Avanthi Institute of Engg. & Tec

(a) Engage in any employment or business activity, directly or indirectly in competition with the Company. The term "in competition with the Company" shall mean any business activity, which is the same, or comparable to the business activity, which has or may result in product or services providing the same or comparable to those developed or offered by the Company at any time during the period of your employment;

(b) Induce any current employee of the Company to leave the employment of the Company ;

(c) Solicit the business of any client or customer of the Company (other than on behalf and for the benefit of the Company);

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(ii) You shall abide by the Rules and Regulations applicable to you, which are in force as may be framed and / or amended from time to time. Your hours of work and attendance shall be regulated as per duties entrusted to you from time to time.

(iii) You shall keep the terms of your employment confidential. You shall keep us informed of any change in your present residential address, contact numbers, your civil status, and academic / professional qualifications

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PRINCIPAL
Avanthi Institute of Engg. & Tech.

(vi) If it is found that you have misrepresented any information in your application for employment or have furnished any false information or have concealed any relevant material facts, your employment is liable to be terminated any time without any notice or compensation in lieu thereof.

SONATA

SONATA SOFTWARE LIMITED

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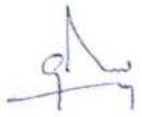
Looking forward to a long and fruitful association with you.

Yours very truly,
For Sonata Software Limited Christopher George Pereira



Assistant Vice President - HR

I agree with the above terms and conditions.

Signature : ____

Date : 04-07-2022

Encl:

- Salary Annexure
- Checklist of Documents for Joining.



SONATA

SONATA SOFTWARE LIMITED

CMMIDEV/5

Salary Annexure

SALARY COMPUTATION		
Components	**Per Annum**	**Per Month**
Basic	160000	13333
HRA	128000	10667
Conveyance Allowance	16000	1333
Advance Bonus	40000	3333
Supplementary Allowance	26060	2172
Gross Ctc	**370060**	**30838**
Provident Fund	21600	
Gratuity	8340	
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Mediclaim Insurance	11400	
Total Cost To Company	**411400**	

1. Provident Fund is a savings scheme for employees mandated by the government.
2. Hospitalization Insurance Cover of Rs. 4 Lakhs p.a under the family floater cover (for Employee, spouse and children) and Personal Accident Insurance Cover for you of Rs. 16.5 Lakhs p.a, and Term Life Insurance Cover for you of Rs. 10 Lakhs as per rules governing the same.

The Company reserves the right to modify or cancel the terms of any of the schemes when deemed necessary.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Nadullapurnet (Mdl), R.R. Dist.

SONATA

SONATA SOFTWARE LIMITED

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Checklist of documents for joining

Please ensure that you submit the scanned copies of the following documents which are mandatory on your day of joining:

- Provisional Course Completion Certificate. Convocation Certificate to be submitted on receipt of the same.
- Please furnish marks cards for all the years.
- Medical Report in the prescribed format.
- **PAN** Card – this is a confirmation of your Identity and date of birth and required for making salary payments.
- **Aadhar Card** – this is has become mandatory to remit your PF deductions.
- **Your Passport sized photograph with white background only**

- **Experience Certificate**: Please produce Relieving/Experience letter for all your previous employments. For your current employer, please share the Resignation Acceptance Email with the Last Working Day mentioned if Relieving/Experience Letter is not available. Please ensure to share the Relieving/Experience letter within a month of joining if it is not submitted at the time. **If you are a fresher with no work experience, these documents are not required.**

Documents and Information that are also required at the time of joining or subsequently:

- Passport Copy with copies of valid Visas– This would be readily available in our records in case of overseas travel.
- Copies of any certifications and additional qualifications mentioned in your resume.
- Copy of **Voter Id or Driving license** – This is required only if you are opting for meal card.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Cherlapally (V), Ghatkesar (Mdl), R.R. Dist.

SONATA

SONATA SOFTWARE LIMITED

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04-07-2022

Ref: SSL/HR /APPT

Dear Gajjala Saipriya

This has reference to your application and the subsequent interviews you have had with us. We are pleased to appoint you in our organization on the following terms and conditions.

1. **Designation:** Digital Engineer Trainee

2. **Grade:** ETG

3. **Date of Commencement:** Will be informed later

4. **Salary:** As per the salary Annexure.

5. You will be a Trainee for a period of 12 (twelve) months from the date of joining service.

6. You will be governed by the Leave Rules of the Company.

7. You will execute a service agreement to serve the Company for a minimum period of two years from the date of joining.

8. The above agreement has to be executed at the time of joining the Company and should have to be guaranteed by a surety, preferably your parent.

9. Should you leave the employment during this period of two years, you are liable to compensate the Company, an amount as per the clause VIII(c) of the Trainee Service Agreement.

10. You will be confirmed in our Company subject to satisfactory performance during the period as trainee, as per the Company policy.

11. During the period of your training with the Company, you shall not engage yourself in any other business or occupation and shall devote your whole time and skill to the faithful and diligent performance of your duties. If you are found engaging in any other business or occupation, your training is liable to be terminated without any notice or any compensation in lieu thereof.

12. You will not divulge or pass any information which you may obtain during your training in the Company to others.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Cunthapally (V), Ghatkesar (Mdl), R.R. Dist.

1. This offer letter is being issued subject to the specific understanding that you have successfully qualified in your Engineering or MCA degree with a minimum aggregate of 60% or 70% respectively and would produce proof of all your educational qualification at the time of joining. Any failure to do so or any deviation detected would be sufficient cause for revocation of the offer.

2. **Posting:** In the current scenario, you are permitted to work from home. You are required to have a secure work environment, uninterrupted power supply and internet bandwidth to ensure continuous online connectivity. Based on the need of the organization, you may be required to work from office in future.

For Statutory and Tax Compliance, your work location will be **Bangalore.**

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In case you leave our employment without giving notice, the Company has the right to deduct an amount equivalent to the notice period of one- or two-months gross salary as the case may be from any amount that may be payable to you or call upon you to make the payment in lieu of shortfall in notice period, besides taking action for breach of contract.

4. **Non–Compete Undertaking** – During the period of your employment with the Company and for a period of one year after the date of termination of your employment with the Company, for any reasons whatsoever, or on your ceasing to be an employee of the Company,

You will not:

PRINCIPAL
Aventhi Institute of Engg. & Tech
Chilkapurmet (Vill), R.R. Dist.

(a) Engage in any employment or business activity, directly or indirectly in competition with the Company. The term "in competition with the Company" shall mean any business activity, which is the same, or comparable to the business activity, which has or may result in product or services providing the same or comparable to those developed or offered by the Company at any time during the period of your employment;

(b) Induce any current employee of the Company to leave the employment of the Company ;

(c) Solicit the business of any client or customer of the Company (other than on behalf and for the benefit of the Company);

(d) Otherwise interfere with any business relationship of the Company;

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PRINCIPAL
Avanthi Institute of Engg. & Tech

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SONATA SOFTWARE LIMITED

CMMIDEV/5

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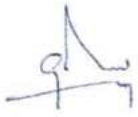
Yours very truly,
For Sonata Software Limited Christopher George Pereira



Assistant Vice President - HR

I agree with the above terms and conditions.

Signature : ____

Date : 04-07-2022

Encl:

- Salary Annexure
- Checklist of Documents for Joining.



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Salary Annexure

SALARY COMPUTATION		
Components	**Per Annum**	**Per Month**
Basic	160000	13333
HRA	128000	10667
Conveyance Allowance	16000	1333
Advance Bonus	40000	3333
Supplementary Allowance	26060	2172
Gross Ctc	**370060**	**30838**
Provident Fund	21600	
Gratuity	8340	
Cost To Company	**400000**	
Mediclaim Insurance	11400	
Total Cost To Company	**411400**	

1. Provident Fund is a savings scheme for employees mandated by the government.
2. Hospitalization Insurance Cover of Rs. 4 Lakhs p.a under the family floater cover (for Employee, spouse and children) and Personal Accident Insurance Cover for you of Rs. 16.5 Lakhs p.a, and Term Life Insurance Cover for you of Rs. 10 Lakhs as per rules governing the same.

The Company reserves the right to modify or cancel the terms of any of the schemes when deemed necessary.

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Checklist of documents for joining

Please ensure that you submit the scanned copies of the following documents which are mandatory on your day of joining:

- Provisional Course Completion Certificate. Convocation Certificate to be submitted on receipt of the same.
- Please furnish marks cards for all the years.
- Medical Report in the prescribed format.
- **PAN** Card – this is a confirmation of your Identity and date of birth and required for making salary payments.
- **Aadhar Card** – this is has become mandatory to remit your PF deductions.
- **Your Passport sized photograph with white background only**

- **Experience Certificate**: Please produce Relieving/Experience letter for all your previous employments. For your current employer, please share the Resignation Acceptance Email with the Last Working Day mentioned if Relieving/Experience Letter is not available. Please ensure to share the Relieving/Experience letter within a month of joining if it is not submitted at the time. **If you are a fresher with no work experience, these documents are not required.**

Documents and Information that are also required at the time of joining or subsequently:

- Passport Copy with copies of valid Visas– This would be readily available in our records in case of overseas travel.
- Copies of any certifications and additional qualifications mentioned in your resume.
- Copy of **Voter Id or Driving license** – This is required only if you are opting for meal card.
-

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Infosys
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HRD/3T/1002696019/21-22

June 22, 2021

Dear Arikatla Sravani,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2021.06.22 14:19:58 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
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askus@infosys.com
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HRD/1002696019/21-22 June 22, 2021

Dear Arikatla Sravani,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is Systems Engineer.

Here are the terms and conditions of our offer:

Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment (**"Offer Letter"** hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.
"Company" refers to Infosys Limited.
"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

Joining

Your scheduled date of joining the employment of the Company will be **05-Aug-2021.**

Location

Your location for employment is **MYSORE, India**.
You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

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Training

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

Terms and Conditions during Training

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company` s pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

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a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;

b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.

c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

Probation and Confirmation

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information has been given in the Information Sheet. The Company`s Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

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Compensation and Benefits Salary

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure -I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

Performance- linked Incentive

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year 2020 - 21 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.

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National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month`s notice or salary thereof in case you decide to leave our services, subject to the Company`s discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months` notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

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Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2021-22. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

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You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet `Sparsh`. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

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Guntihapally (V), Abd... (Mdl) R.R.Dist

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter. Date: _, 20

_____

_____
Sign your name

_____ _____
Print your full Name Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.06.24 16:19:58 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

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Guntihapally (V), Abdullapurmet

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ANNEXURE - I

(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Ms. Arikatla Sravani**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**
TOTAL GROSS SALARY	**25,000**

OTHER BENEFITS

Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee **Agreement)**	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

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ANNEXURE - II

(Compensation post successful completion of six months)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Ms. Arikatla Sravani**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**

4. INCENTIVE COMPONENTS	**At an indicative Payout of 5%**	**At indicative Payout of 10%**	**At indicative Payout of 20%**
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	**1,250**	**2,500**	**5,000**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)			**26,250**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)			**27,500**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)			**30,000**

OTHER BENEFITS

Scheme	**Eligible Amount In INR**	**Interest**	**Monthly Instalments**	**Margin Money** (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

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HRD/3T/1002696028/21-22

June 22, 2021

Dear Mohammed Farhan,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2021.06.22 14:19:58 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
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Electronics City, Hosur Road
Bangalore 560 100, India
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F 91 80 2852 0362
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Company Confidential - This communication is confidential between you and Infosys Limited

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HRD/1002696028/21-22

June 22, 2021

Dear Mohammed Farhan,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is Systems Engineer.

Here are the terms and conditions of our offer:

Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment (**"Offer Letter"** hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.
"Company" refers to Infosys Limited.
"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

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Your scheduled date of joining the employment of the Company will be **05-Aug-2021.**

Location

Your location for employment is **MYSORE, India**.
You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

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Training

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

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You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

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Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;

b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.

c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

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Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

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ɔmpensation and Benefits Salary

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure -I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

Performance- linked Incentive

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year 2020 - 21 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.

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National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month`s notice or salary thereof in case you decide to leave our services, subject to the Company`s discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months` notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

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Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2021-22. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company`s discretion.

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You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet `Sparsh`. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter. Date: _, 20

_____

_____
Sign your name

_____ _____
Print your full Name Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.06.24 16:19:58 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
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ANNEXURE - I

(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Mr. Mohammed Farhan**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**
TOTAL GROSS SALARY	**25,000**

OTHER BENEFITS

Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee **Agreement)**	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

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ANNEXURE - II

(Compensation post successful completion of six months)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Mr. Mohammed Farhan**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**

4. INCENTIVE COMPONENTS	**At an indicative Payout of 5%**	**At indicative Payout of 10%**	**At indicative Payout of 20%**
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	**1,250**	**2,500**	**5,000**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)			**26,250**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)			**27,500**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)			**30,000**

OTHER BENEFITS

Scheme	**Eligible Amount In INR**	**Interest**	**Monthly Instalments**	**Margin Money** (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

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HRD/3T/1002696069/21-22

June 22, 2021

Dear Patibadla Sai Veerendra,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2021.06.22 14:19:58 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
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Company Confidential - This communication is confidential between you and Infosys Limited

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HRD/1002696069/21-22

June 22, 2021

Dear Patibadla Sai Veerendra,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is Systems Engineer.

Here are the terms and conditions of our offer:

Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment (**"Offer Letter"** hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.
"Company" refers to Infosys Limited.
"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

Joining

Your scheduled date of joining the employment of the Company will be **05-Aug-2021.**

Location

Your location for employment is **MYSORE, India**.
You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

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Training

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

Terms and Conditions during Training

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company` s pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

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a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;

b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.

c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

Probation and Confirmation

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information has been given in the Information Sheet. The Company`s Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

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Compensation and Benefits Salary

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure -I and Annexure - II.

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This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

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Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter. Date: _, 20

_____

_____
Sign your name

_____ _____
Print your full Name Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.06.24 16:19:58 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
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ANNEXURE - I

(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Mr. Patibadla Sai Veerendra**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
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PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**
TOTAL GROSS SALARY	**25,000**

OTHER BENEFITS

Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee **Agreement)**	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

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ANNEXURE - II

(Compensation post successful completion of six months)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Mr. Patibadla Sai Veerendra**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**

4. INCENTIVE COMPONENTS	**At an indicative Payout of 5%**	**At indicative Payout of 10%**	**At indicative Payout of 20%**
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	**1,250**	**2,500**	**5,000**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)			**26,250**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)			**27,500**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)			**30,000**

OTHER BENEFITS

Scheme	**Eligible Amount In INR**	**Interest**	**Monthly Instalments**	**Margin Money (To be borne by the employee)**
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

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HRD/3T/1002696012/21-22

June 22, 2021

Dear Chintala Vaibhav Reddy,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2021.06.22 14:19:58 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
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HRD/1002696012/21-22

June 22, 2021

Dear Chintala Vaibhav Reddy,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is Systems Engineer.

Here are the terms and conditions of our offer:

Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment (**"Offer Letter"** hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.
"Company" refers to Infosys Limited.
"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

Joining

Your scheduled date of joining the employment of the Company will be **05-Aug-2021.**

Location

Your location for employment is **MYSORE, India**.
You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

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Training

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

Terms and Conditions during Training

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company` s pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

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a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;

b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.

c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

Probation and Confirmation

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information has been given in the Information Sheet. The Company`s Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

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Compensation and Benefits Salary

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure -I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

Performance- linked Incentive

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year 2020 - 21 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.

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National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month`s notice or salary thereof in case you decide to leave our services, subject to the Company`s discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months` notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

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Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2021-22. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company`s discretion.

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You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet `Sparsh`. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

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Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter. Date: _, 20

_____

_____
Sign your name

_____ _____
Print your full Name Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.06.24 16:19:58 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
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ANNEXURE - I

(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Mr. Chintala Vaibhav Reddy**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**
TOTAL GROSS SALARY	**25,000**

OTHER BENEFITS

Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee **Agreement)**	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

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ANNEXURE - II

(Compensation post successful completion of six months)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Mr. Chintala Vaibhav Reddy**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
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FIXED GROSS SALARY (1+2+3)	**25,000**

4. INCENTIVE COMPONENTS	**At an indicative Payout of 5%**	**At indicative Payout of 10%**	**At indicative Payout of 20%**
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	**1,250**	**2,500**	**5,000**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)			**26,250**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)			**27,500**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)			**30,000**

OTHER BENEFITS

Scheme	**Eligible Amount In INR**	**Interest**	**Monthly Instalments**	**Margin Money** (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

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June 22, 2021

Dear Kunapuri Prasanna,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2021.06.22 14:19:58 IST
Reason: Digitally Signed
Location: Bangalore

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HRD/1002696022/21-22

June 22, 2021

Dear Chintala Vaibhav Reddy,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is Systems Engineer.

Here are the terms and conditions of our offer:

Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment (**"Offer Letter"** hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.
"Company" refers to Infosys Limited.
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"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

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Your location for employment is **MYSORE, India**.
You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

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Training

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

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You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

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a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;

b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.

c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

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You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information has been given in the Information Sheet. The Company`s Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

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ompensation and Benefits Salary

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure -I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

Performance- linked Incentive

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year 2020 - 21 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.

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National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month`s notice or salary thereof in case you decide to leave our services, subject to the Company`s discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months` notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

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Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2021-22. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company`s discretion.

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You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet `Sparsh`. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl), R.R.Dist.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter. Date: _, 20

_____

_____
Sign your name

_____ _____
Print your full Name Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.06.24 16:19:58 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
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ANNEXURE - I

(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Ms. Kunapuri Prasanna**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**
TOTAL GROSS SALARY	**25,000**

OTHER BENEFITS

Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee **Agreement)**	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

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ANNEXURE - II

(Compensation post successful completion of six months)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Ms. Kunapuri Prasanna**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**

4. INCENTIVE COMPONENTS	**At an indicative Payout of 5%**	**At indicative Payout of 10%**	**At indicative Payout of 20%**
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	**1,250**	**2,500**	**5,000**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)			**26,250**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)			**27,500**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)			**30,000**

OTHER BENEFITS

Scheme	**Eligible Amount In INR**	**Interest**	**Monthly Instalments**	**Margin Money** (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

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HRD/3T/1002696027/21-22

June 22, 2021

Dear Mannem Mounkumar,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2021.06.22 14:19:58 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
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Company Confidential - This communication is confidential between you and Infosys Limited

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HRD/1002696027/21-22

June 22, 2021

Dear Mannem Mounkumar,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is Systems Engineer.

Here are the terms and conditions of our offer:

Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment (**"Offer Letter"** hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.
"Company" refers to Infosys Limited.
"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

Joining

Your scheduled date of joining the employment of the Company will be **05-Aug-2021.**

Location

Your location for employment is **MYSORE, India**.
You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

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Training

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

Terms and Conditions during Training

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company` s pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

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a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;

b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.

c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

Probation and Confirmation

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

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If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

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Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2021-22. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company`s discretion.

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Guntihapally (V), Abdullapurmet (Mdl) R.R.Dt.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet `Sparsh`. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

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Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter. Date: _, 20

_____

_____
Sign your namc

_____ _____
Print your full Name Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.06.24 16:19:58 IST
Reason: Digitally Signed
Location: Bangalore

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ANNEXURE - I

(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Mr. Mannem Mounkumar**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**
TOTAL GROSS SALARY	**25,000**

OTHER BENEFITS

Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee **Agreement)**	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

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ANNEXURE - II

(Compensation post successful completion of six months)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Mr. Mannem Mounkumar**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**

4. INCENTIVE COMPONENTS	**At an indicative Payout of 5%**	**At indicative Payout of 10%**	**At indicative Payout of 20%**
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	**1,250**	**2,500**	**5,000**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)			**26,250**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)			**27,500**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)			**30,000**

OTHER BENEFITS

Scheme	**Eligible Amount In INR**	**Interest**	**Monthly Instalments**	**Margin Money** (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

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HRD/3T/1002696043/21-22

June 22, 2021

Dear Sunil,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2021.06.22 14:19:58 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
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HRD/1002696043/21-22

June 22, 2021

Dear Sunil,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is Systems Engineer.

Here are the terms and conditions of our offer:

Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment (**"Offer Letter"** hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.
"Company" refers to Infosys Limited.
"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

Joining

Your scheduled date of joining the employment of the Company will be **05-Aug-2021.**

Location

Your location for employment is **MYSORE, India**.
You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

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Training

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

Terms and Conditions during Training

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company` s pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

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a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;

b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.

c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

Probation and Confirmation

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information has been given in the Information Sheet. The Company`s Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

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ompensation and Benefits Salary

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure -I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

Performance- linked Incentive

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year 2020 - 21 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.

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National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month`s notice or salary thereof in case you decide to leave our services, subject to the Company`s discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months` notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

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Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2021-22. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company`s discretion.

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You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet `Sparsh`. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

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Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter. Date: _, 20

_____

_____
Sign your name

_____ _____
Print your full Name Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.06.24 16:19:56 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
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ANNEXURE - I

(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Mr. Sunil**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**
TOTAL GROSS SALARY	**25,000**

OTHER BENEFITS

Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee **Agreement)**	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

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ANNEXURE - II

(Compensation post successful completion of six months)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Mr. Sunil**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

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GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**

4. INCENTIVE COMPONENTS	**At an indicative Payout of 5%**	**At indicative Payout of 10%**	**At indicative Payout of 20%**
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	**1,250**	**2,500**	**5,000**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)			**26,250**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)			**27,500**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)			**30,000**

OTHER BENEFITS

Scheme	**Eligible Amount In INR**	**Interest**	**Monthly Instalments**	**Margin Money** (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

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June 22, 2021

Dear Nikhil,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2021.06.22 14:19:58 IST
Reason: Digitally Signed
Location: Bangalore

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HRD/1002696036/21-22

June 22, 2021

Dear Nikhil,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is Systems Engineer.

Here are the terms and conditions of our offer:

Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment (**"Offer Letter"** hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.
"Company" refers to Infosys Limited.
"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

Joining

Your scheduled date of joining the employment of the Company will be **05-Aug-2021.**

Location

Your location for employment is **MYSORE, India**.
You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

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Training

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

Terms and Conditions during Training

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company` s pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

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a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;

b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.

c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

Probation and Confirmation

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information has been given in the Information Sheet. The Company`s Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

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Compensation and Benefits Salary

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure -I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

Performance- linked Incentive

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year 2020 - 21 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.

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National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month`s notice or salary thereof in case you decide to leave our services, subject to the Company`s discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months` notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

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Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2021-22. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company`s discretion.

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You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet `Sparsh`. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

PRINCIPAL
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Guntihapally (V) Abd... R Dist

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter. Date: _, 20

_____

_____
Sign your name

_____ _____
Print your full Name Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.06.24 16:19:58 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
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ANNEXURE - I

(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Mr. Nikhil**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**
TOTAL GROSS SALARY	**25,000**

OTHER BENEFITS

Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee **Agreement)**	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

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ANNEXURE - II

(Compensation post successful completion of six months)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Mr. Nikhil**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**

4. INCENTIVE COMPONENTS	**At an indicative Payout of 5%**	**At indicative Payout of 10%**	**At indicative Payout of 20%**
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	**1,250**	**2,500**	**5,000**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)			**26,250**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)			**27,500**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)			**30,000**

OTHER BENEFITS

Scheme	**Eligible Amount In INR**	**Interest**	**Monthly Instalments**	**Margin Money** (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

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HRD/3T/1002696041/21-22

June 22, 2021

Dear Thummala Pradeep Reddy,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2021.06.22 14:19:58 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
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Company Confidential - This communication is confidential between you and Infosys Limited

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HRD/1002696041/21-22

June 22, 2021

Dear Thummala Pradeep Reddy,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is Systems Engineer.

Here are the terms and conditions of our offer:

Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment (**"Offer Letter"** hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.
"Company" refers to Infosys Limited.
"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

Joining

Your scheduled date of joining the employment of the Company will be **05-Aug-2021.**

Location

Your location for employment is **MYSORE, India**.
You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

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Training

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

Terms and Conditions during Training

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company` s pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

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a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;

b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.

c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

Probation and Confirmation

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

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Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

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If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

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Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2021-22. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company`s discretion.

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You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

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Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter. Date: _, 20

_____

_____
Sign your name

_____ _____
Print your full Name Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.06.24 16:19:58 IST
Reason: Digitally Signed
Location: Bangalore

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ANNEXURE - I

(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Mr. Thummala Pradeep Reddy**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**
TOTAL GROSS SALARY	**25,000**

OTHER BENEFITS

Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee **Agreement)**	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

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ANNEXURE - II

(Compensation post successful completion of six months)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Mr. Thummala Pradeep Reddy**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**

4. INCENTIVE COMPONENTS	**At an indicative Payout of 5%**	**At indicative Payout of 10%**	**At indicative Payout of 20%**
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	**1,250**	**2,500**	**5,000**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)			**26,250**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)			**27,500**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)			**30,000**

OTHER BENEFITS

Scheme	**Eligible Amount In INR**	**Interest**	**Monthly Instalments**	**Margin Money** (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

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HRD/3T/1002696035/21-22

June 22, 2021

Dear Kande Akhil Sai,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2021.06.22 14:19:58 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
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Company Confidential - This communication is confidential between you and Infosys Limited

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HRD/1002696035/21-22 June 22, 2021

Dear Kande Akhil Sai,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is Systems Engineer.

Here are the terms and conditions of our offer:

Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment (**"Offer Letter"** hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.
"Company" refers to Infosys Limited.
"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

Joining

Your scheduled date of joining the employment of the Company will be **05-Aug-2021.**

Location

Your location for employment is **MYSORE, India**.
You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

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Training

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

Terms and Conditions during Training

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company` s pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

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a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;

b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.

c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

Probation and Confirmation

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information has been given in the Information Sheet. The Company`s Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

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Compensation and Benefits Salary

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure -I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

Performance- linked Incentive

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year 2020 - 21 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.

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National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month`s notice or salary thereof in case you decide to leave our services, subject to the Company`s discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months` notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

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Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2021-22. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company`s discretion.

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You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet `Sparsh`. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter. Date: _, 20

_____

_____
Sign your name

_____ _____
Print your full Name Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.06.24 16:19:58 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
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ANNEXURE - I

(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Mr. Kande Akhil Sai**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**
TOTAL GROSS SALARY	**25,000**

OTHER BENEFITS

Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee **Agreement)**	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

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ANNEXURE - II

(Compensation post successful completion of six months)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Mr. Kande Akhil Sai**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

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4. INCENTIVE COMPONENTS	**At an indicative Payout of 5%**	**At indicative Payout of 10%**	**At indicative Payout of 20%**
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	**1,250**	**2,500**	**5,000**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)			**26,250**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)			**27,500**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)			**30,000**

OTHER BENEFITS

Scheme	**Eligible Amount In INR**	**Interest**	**Monthly Instalments**	**Margin Money** (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

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HRD/3T/1002696015/21-22

June 22, 2021

Dear Voruganti Shravani,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2021.06.22 14:19:58 IST
Reason: Digitally Signed
Location: Bangalore

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Company Confidential - This communication is confidential between you and Infosys Limited

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HRD/1002696015/21-22 June 22, 2021

Dear Voruganti Shravani,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is Systems Engineer.

Here are the terms and conditions of our offer:

Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment (**"Offer Letter"** hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.
"Company" refers to Infosys Limited.
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"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

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Your scheduled date of joining the employment of the Company will be **05-Aug-2021.**

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Your location for employment is **MYSORE, India**.
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Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

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Guntihapally (V). Abdullapurmet (Mdl) R.R.Dist

Training

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

Terms and Conditions during Training

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company` s pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

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Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;

b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.

c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

Probation and Confirmation

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information has been given in the Information Sheet. The Company`s Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

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Compensation and Benefits Salary

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure -I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

Performance- linked Incentive

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year 2020 - 21 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.

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National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month`s notice or salary thereof in case you decide to leave our services, subject to the Company`s discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months` notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

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Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2021-22. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet `Sparsh`. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter. Date: _, 20

_____

_____
Sign your name

_____ _____
Print your full Name Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.06.24 16:19:56 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
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ANNEXURE - I

(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Ms. Voruganti Shravani**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**
TOTAL GROSS SALARY	**25,000**

OTHER BENEFITS

Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee **Agreement)**	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

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ANNEXURE - II

(Compensation post successful completion of six months)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Ms. Voruganti Shravani**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**

4. INCENTIVE COMPONENTS	**At an indicative Payout of 5%**	**At indicative Payout of 10%**	**At indicative Payout of 20%**
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	**1,250**	**2,500**	**5,000**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)			**26,250**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)			**27,500**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)			**30,000**

OTHER BENEFITS

Scheme	**Eligible Amount In INR**	**Interest**	**Monthly Instalments**	**Margin Money** (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.

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HRD/3T/1002696047/21-22

June 22, 2021

Dear **Puligilla Pravalika,**

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2021.06.22 14:19:58 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

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Company Confidential - This communication is confidential between you and Infosys Limited

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HRD/1002696047/21-22

June 22, 2021

Dear Puligilla Pravalika,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is Systems Engineer.

Here are the terms and conditions of our offer:

Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment (**"Offer Letter"** hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.
"Company" refers to Infosys Limited.
"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

Joining

Your scheduled date of joining the employment of the Company will be **05-Aug-2021.**

Location

Your location for employment is **MYSORE, India**.
You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

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Training

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

Terms and Conditions during Training

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company` s pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

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a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;

b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.

c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

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Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

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If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

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Guntihapally (V). Abdullapurmet (Mdl) R.R.Dt.

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You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter. Date: _, 20

_____

_____
Sign your name

_____ _____
Print your full Name Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.06.24 16:19:58 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
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Avanthi Institute of Engg. & Tech
Guntihapally (V). Abdullapurmet (Mdl) R.R.Dist

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ANNEXURE - I

(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Ms. Puligilla Pravalika**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**
TOTAL GROSS SALARY	**25,000**

OTHER BENEFITS

Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee **Agreement)**	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

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ANNEXURE - II

(Compensation post successful completion of six months)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Ms. Puligilla Pravalika**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**

4. INCENTIVE COMPONENTS	**At an indicative Payout of 5%**	**At indicative Payout of 10%**	**At indicative Payout of 20%**
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	**1,250**	**2,500**	**5,000**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)			**26,250**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)			**27,500**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)			**30,000**

OTHER BENEFITS

Scheme	**Eligible Amount In INR**	**Interest**	**Monthly Instalments**	**Margin Money** (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

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Offer: Computer Consultancy
Ref: TCSL/DT20218085975/Hyderabad
Date: 13/11/2021

Dear Ogeti Swetha

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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.

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TATA

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 dependents under the company's Health Insurance Scheme (HIS).

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HIS offers the following benefits:

1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

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 Hospitalization

Coverage under Higher Hospitalization is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalization benefits.

i. Entitlement - You and your enrolled dependent's will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalization expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalization, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty-six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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1. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

2. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

3. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

4. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

5. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

6. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

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7. 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.

8. 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.

9. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

10. 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.

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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.

11. 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.

12. 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.

13. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days' notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days' notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

14. 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.

15. 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.

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16. 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.

17. 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 un favorable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

18. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the next step portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

-Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
-Aadhaar Card
-Standard X and XII/Diploma mark sheets & Certificate
-Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
-Degree certificate and mark sheets for all semesters of your Post Graduation (if you are a Postgraduate)
-Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Sri Lankan Refugee, a Refugee Identity card along with Work Permit is required
-Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,
address affidavits etc.)
-Passport / Acknowledgement letter of passport application
-Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
-4 passport sized photographs
-Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating:
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer
The original documents will be returned to you after verification.
In addition to the above original documents, please carry Xerox copies of the below documents
*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

19. 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.

20. 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.

21. 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.

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22. 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.

23. 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 Â 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. Â 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

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl:
Annexure 1: Benefits and Gross Salary Annexure
2: List of TCS Xplore Centres Annexure
3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Ogeti Swetha**
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
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 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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1. **Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

2. **Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of 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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1. **Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

2. **Use of third-party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorized by TCS or without having proper authorization or license or approval of the respective owner of such intellectual property rights.

3. **Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

4. **Working in SBWS Framework:**

Associate may be required to work in TCS offices or its client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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(a) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(b) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(c) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(d) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(e) will not allow anybody to share the official asset being used.

5. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

6. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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TATA

1. **Equitable Rights**

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

2. **General**

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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(a) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(b) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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Offer: Computer Consultancy
Ref: TCSL/DT20218085985/Hyderabad
Date: 13/11/2021

Dear Pirla Devi

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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.

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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 dependents under the company's Health Insurance Scheme (HIS).

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HIS offers the following benefits:

1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

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 Hospitalization

Coverage under Higher Hospitalization is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalization benefits.

i. Entitlement - You and your enrolled dependent's will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalization expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalization, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty-six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

1. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

2. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

3. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

4. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

5. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

6. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

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7. 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.

8. 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.

9. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

10. 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.

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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.

11. 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.

12. 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.

13. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days' notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days' notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

14. 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.

15. 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.

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16. 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.

17. 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 un favorable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

18. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the next step portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation (if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Sri Lankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating:
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer
The original documents will be returned to you after verification.
In addition to the above original documents, please carry Xerox copies of the below documents
*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

19. 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.

20. 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.

21. 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.

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22. 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.

23. 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 Â 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. Â 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

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl:

Annexure 1: Benefits and Gross Salary Annexure
2: List of TCS Xplore Centres Annexure
3: Confidentiality and IP Terms

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GROSS SALARY SHEET

Annexure 1

Name	**Pirla Devi**
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
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 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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1. **Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

2. **Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of 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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1. **Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

2. **Use of third-party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorized by TCS or without having proper authorization or license or approval of the respective owner of such intellectual property rights.

3. **Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

4. **Working in SBWS Framework:**

Associate may be required to work in TCS offices or its client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com
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(a) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(b) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(c) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(d) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(e) will not allow anybody to share the official asset being used.

5. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

6. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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1. **Equitable Rights**

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

2. **General**

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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(a) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(b) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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Offer: Computer Consultancy
Ref: TCSL/DT20218085969/Hyderabad
Date: 13/11/2021

Dear Manda Kalyan Reddy

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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.

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TATA

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 dependents under the company's Health Insurance Scheme (HIS).

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HIS offers the following benefits:

1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

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 Hospitalization

Coverage under Higher Hospitalization is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalization benefits.

i. Entitlement - You and your enrolled dependent's will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalization expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalization, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty-six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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1. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

2. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

3. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

4. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

5. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

6. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

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7. 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.

8. 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.

9. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

10. 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.

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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.

11. 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.

12. 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.

13. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days' notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days' notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

14. 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.

15. 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.

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16. 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.

17. 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 un favorable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

18. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the next step portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation (if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Sri Lankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating:
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer
The original documents will be returned to you after verification.
In addition to the above original documents, please carry Xerox copies of the below documents
*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

19. 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.

20. 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.

21. 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.

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22. 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.

23. 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 Â 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. Â 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

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl:

Annexure 1: Benefits and Gross Salary Annexure
2: List of TCS Xplore Centres Annexure
3: Confidentiality and IP Terms

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TATA

GROSS SALARY SHEET

Annexure 1

Name	**Manda Kalyan 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
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 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure 3

Confidentiality and IP Terms and Conditions

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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1. **Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

2. **Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of 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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1. **Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

2. **Use of third-party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorized by TCS or without having proper authorization or license or approval of the respective owner of such intellectual property rights.

3. **Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

4. **Working in SBWS Framework:**

Associate may be required to work in TCS offices or its client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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(a) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(b) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(c) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(d) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(e) will not allow anybody to share the official asset being used.

5. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

6. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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1. **Equitable Rights**

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

2. **General**

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay 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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(a) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(b) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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Offer: Computer Consultancy
Ref: TCSL/DT20218085965/Hyderabad
Date: 13/11/2021

Dear M Srinivas

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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.

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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 dependents under the company's Health Insurance Scheme (HIS).

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HIS offers the following benefits:

1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

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 Hospitalization

Coverage under Higher Hospitalization is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalization benefits.

i. Entitlement - You and your enrolled dependent's will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalization expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalization, 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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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

1. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

2. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

3. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

4. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

5. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

6. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

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7. 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.

8. 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.

9. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

10. 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.

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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.

11. 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.

12. 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.

13. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days' notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days' notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

14. 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.

15. 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.

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16. 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.

17. 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 un favorable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

18. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the next step portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation (if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Sri Lankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating:
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer
The original documents will be returned to you after verification.
In addition to the above original documents, please carry Xerox copies of the below documents
*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

19. 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.

20. 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.

21. 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.

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22. 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.

23. 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 Â 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. Â 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

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl:
Annexure 1: Benefits and Gross Salary Annexure
2: List of TCS Xplore Centres Annexure
3: Confidentiality and IP Terms

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TATA

GROSS SALARY SHEET **Annexure 1**

Name	**M Srinivas**
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
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 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure 3

Confidentiality and IP Terms and Conditions

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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1. **Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

2. **Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of 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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1. **Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

2. **Use of third-party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorized by TCS or without having proper authorization or license or approval of the respective owner of such intellectual property rights.

3. **Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

4. **Working in SBWS Framework:**

Associate may be required to work in TCS offices or its client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com
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(a) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(b) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(c) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(d) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(e) will not allow anybody to share the official asset being used.

5. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

6. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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TATA

1. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

2. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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(a) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(b) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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Offer: Computer Consultancy
Ref: TCSL/DT20218085988/Hyderabad
Date: 13/11/2021

Dear Bareddy Narayana Reddyy

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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.

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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 dependents under the company's Health Insurance Scheme (HIS).

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HIS offers the following benefits:

1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

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 Hospitalization

Coverage under Higher Hospitalization is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalization benefits.

i. Entitlement - You and your enrolled dependent's will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalization expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalization, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty-six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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1. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

2. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

3. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

4. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

5. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

6. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

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7. 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.

8. 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.

9. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

10. 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.

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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.

11. 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.

12. 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.

13. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days' notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days' notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

14. 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.

15. 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.

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16. 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.

17. 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 un favorable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

18. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the next step portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation (if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Sri Lankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating:
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.
In addition to the above original documents, please carry Xerox copies of the below documents
*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

19. 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.

20. 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.

21. 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.

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22. 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.

23. 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 Â 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. Â 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

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl:

Annexure 1: Benefits and Gross Salary Annexure
2: List of TCS Xplore Centres Annexure
3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Bareddy Narayana Reddyy**
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
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 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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1. **Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

2. **Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of 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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1. **Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

2. **Use of third-party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorized by TCS or without having proper authorization or license or approval of the respective owner of such intellectual property rights.

3. **Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

4. **Working in SBWS Framework:**

Associate may be required to work in TCS offices or its client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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(a) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(b) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(c) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(d) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(e) will not allow anybody to share the official asset being used.

5. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

6. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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1. **Equitable Rights**

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

2. **General**

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay 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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(a) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(b) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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Offer: Computer Consultancy
Ref: TCSL/DT20218085995/Hyderabad
Date: 13/11/2021

Dear Kashapogu Moses

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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.

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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 dependents under the company's Health Insurance Scheme (HIS).

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HIS offers the following benefits:

1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

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 Hospitalization

Coverage under Higher Hospitalization is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalization benefits.

i. Entitlement - You and your enrolled dependent's will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalization expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalization, 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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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

1. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

2. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

3. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

4. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

5. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

6. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

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7. 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.

8. 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.

9. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

10. 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.

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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.

11. 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.

12. 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.

13. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days' notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days' notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

14. 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.

15. 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.

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16. 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.

17. 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 un favorable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

18. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the next step portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation (if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Sri Lankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating:
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer
The original documents will be returned to you after verification.
In addition to the above original documents, please carry Xerox copies of the below documents
*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

19. 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.

20. 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.

21. 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.

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22. 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.

23. 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 Â 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. Â 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

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl:

Annexure 1: Benefits and Gross Salary Annexure
2: List of TCS Xplore Centres Annexure
3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Kashapogu Moses**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Avanthi Institute Of Engineering And Technology**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
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
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 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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1. **Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

2. **Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of 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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1. **Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

2. **Use of third-party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorized by TCS or without having proper authorization or license or approval of the respective owner of such intellectual property rights.

3. **Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

4. **Working in SBWS Framework:**

Associate may be required to work in TCS offices or its client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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Affiliated to

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

(a) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(b) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(c) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(d) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(e) will not allow anybody to share the official asset being used.

5. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

6. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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1. **Equitable Rights**

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

2. **General**

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay 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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(a) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(b) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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Offer: Computer Consultancy
Ref: TCSL/DT20218085946/Hyderabad
Date: 13/11/2021

Dear Battu Jhansi

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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.

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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 dependents under the company's Health Insurance Scheme (HIS).

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HIS offers the following benefits:

1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

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 Hospitalization

Coverage under Higher Hospitalization is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalization benefits.

i. Entitlement - You and your enrolled dependent's will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalization expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalization, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty-six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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1. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

2. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

3. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

4. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

5. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

6. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

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7. 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.

8. 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.

9. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

10. 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.

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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.

11. 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.

12. 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.

13. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days' notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days' notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

14. 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.

15. 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.

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16. 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.

17. 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 un favorable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

18. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the next step portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation (if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Sri Lankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating:
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.
In addition to the above original documents, please carry Xerox copies of the below documents
*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

19. 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.

20. 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.

21. 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.

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22. 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.

23. 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 Â 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. Â 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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Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist.

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Tata Consultancy Services Limited
Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 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

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl:

Annexure 1: Benefits and Gross Salary Annexure
2: List of TCS Xplore Centres Annexure
3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Battu Jhansi**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Avanthi Institute Of Engineering And Technology**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
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
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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TCS Careers Serviceline: 1800 209 3111 Email: careers[illegible].com

Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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1. **Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

2. **Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of 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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1. **Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

2. **Use of third-party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorized by TCS or without having proper authorization or license or approval of the respective owner of such intellectual property rights.

3. **Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

4. **Working in SBWS Framework:**

Associate may be required to work in TCS offices or its client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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(a) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(b) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(c) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(d) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(e) will not allow anybody to share the official asset being used.

5. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

6. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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1. **Equitable Rights**

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

2. **General**

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay 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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(a) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(b) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1570413

Letter of Intent ("LOI")

Dear Malreddy ,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Md.), R.R. Dist.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1570413**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1570413**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1570413**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl.), R.R. Dist

ANNEXURE 1

Malreddy
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only).** On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only).** Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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www.capgemini.com/in-en

Superset ID: 2542785

Letter of Intent ("LOI")

Dear Pagala Hemanth Kumar,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

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Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
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Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 2542785**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 2542785**
- In case of any other query, write to use with e-mail subject as: **Other Queries – Superset ID 2542785**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

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Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Md.), R.R.Dist.

ANNEXURE 1

Pagala Hemanth Kumar
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only).** On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty-Five Thousand only).** Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V). Abdullapurmet (Mdl) R.R.Dist

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 5684246

Letter of Intent ("LOI")

Dear Parshapag Kevin Matthew,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gantihapally (V), Ghatkesar

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 5684246**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 5684246**
- In case of any other query, write to use with e-mail subject as: **Other Queries – Superset ID 5684246**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist.

ANNEXURE 1

Parshapag Kevin Matthew
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only).** On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty-Five Thousand only).** Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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Avanthi Institute of Engg. & Tech

Capgemini

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www.capgemini.com/in-en

Superset ID: 2048517

Letter of Intent ("LOI")

Dear Marry Praveen Reddy,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

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It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

Upon joining Capgemini,

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2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

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We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

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- In case of any other query, write to use with e-mail subject as: **Other Queries – Superset ID 2048517**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally, [illegible]

ANNEXURE 1

Marry Praveen Reddy
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only).** On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty-Five Thousand only).** Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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www.capgemini.com/in-en

Superset ID: 2163749

Letter of Intent ("LOI")

Dear MANNE MADHUMITHA REDDY,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

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It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Guntihapally (V), Abdullapurmet (Mdl.), R.R. Dist.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

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We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

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- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 2163749**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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PRINCIPAL
Avanthi Institute of Engg. & Tech.
Guntihapally (V), Abdullapurmet (Mdl.), R.R. Dist.

ANNEXURE 1

MANNE MADHUMITHA REDDY
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only).** On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only).** Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1743283

Letter of Intent ("LOI")

Dear GANDHAM PAVANKALYAN,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

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It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Guntihapally (V), Abdullapurmet (Mdl.), R.R. Dist

Upon joining Capgemini,

4. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
5. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
6. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

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We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

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- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1743283**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl.), R.R. Dist.

ANNEXURE 1

GANDHAM PAVANKALYAN
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only).** On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only).** Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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PRINCIPAL
Avanthi Institute of Engg. & Tech.
Guntihapally (V), Abdullapurmet (Mdl.), R.R. Dist.

Capgemini

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Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 2287192

Letter of Intent ("LOI")

Dear SOMAGANI PALLAVI,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

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Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl.), R.R. Dist.

Upon joining Capgemini,

7. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
8. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
9. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

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We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

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Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl.), R.R. Dist.

ANNEXURE 1

SOMAGANI PALLAVI
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only).** On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only).** Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Md.), R.R. Dist.

Capgemini

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Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1578135

Letter of Intent ("LOI")

Dear BHASKARA BHAVANI,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

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PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (M), R.R. Dist.

Upon joining Capgemini,

10. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
11. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
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- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1578135**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl.), R.R. Dist.

ANNEXURE 1

BHASKARA BHAVANI
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only).** On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only).** Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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PRINCIPAL
Avanthi Institute of Engg. & Tech.
Guntihapally (V), Abdullapurmet (Mdl.), R.R. Dist

HCL TECHNOLOGIES LTD.

Letter of Authorization

To whom it may concern

I understand that HCL Technologies Ltd. may use an outside agency to verify and validate the information I have provided including my employment, my personal background, professional standing, work history, criminal records and qualifications.

I understand that an outside background agency may obtain information it deems appropriate from various sources including, but not limited to, the following: current and past employers, criminal conviction records, school records, College records and professional and personal references.

I authorize, without reservation, any individual, corporation or other private or public entity to furnish HCL Technologies Ltd. and the outside background agency all information about me.

I unconditionally release and hold harmless any individual, corporation, or private or public entity from any and all causes of action that might arise from furnishing to HCL Technologies Ltd. and the outside agency information that they may request pursuant to this release.

This authorization and release, in original, faxed or photocopied form, shall be valid for this and any future reports and updates that may be requested.

Signed: Ganji Rahul

Name in Block Capitals: GANJI RAHUL

Date of Birth: 25/06/2000 (dd/mm/yy)

Date: 01/07/2021

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (M), R.R. Dist

All details are compulsory
Confidential

Strictly Private &

HCL TECHNOLOGIES LTD.

Letter of Authorization

To whom it may concern

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This authorization and release, in original, faxed or photocopied form, shall be valid for this and any future reports and updates that may be requested.

Signed: Pulipati Shyamsunder

Name in Block Capitals: PULIPATI SHYAMSUNDER

Date of Birth: 16/07/1999 (dd/mm/yy)

Date: 01/07/2021

PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally(V), Abdullapurmet (M), R.R.Dist

All details are compulsory
Confidential

Strictly Private &

HCL TECHNOLOGIES LTD.

Letter of Authorization

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This authorization and release, in original, faxed or photocopied form, shall be valid for this and any future reports and updates that may be requested.

Signed: Kudikala Manikanta

Name in Block Capitals: KUDIKALA MANIKANTA

Date of Birth: 02/012/2000 (dd/mm/yy)

Date: 01/07/2021

All details are compulsory
Confidential

Strictly Private &

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl), R.R.Dist.

HCL TECHNOLOGIES LTD.

Letter of Authorization

To whom it may concern

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I unconditionally release and hold harmless any individual, corporation, or private or public entity from any and all causes of action that might arise from furnishing to HCL Technologies Ltd. and the outside agency information that they may request pursuant to this release.

This authorization and release, in original, faxed or photocopied form, shall be valid for this and any future reports and updates that may be requested.

Signed: Sama Shravani

Name in Block Capitals: SAMA SHRAVANI

Date of Birth: 07/03/2001 (dd/mm/yy)

Date: 01/07/2021

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Md), R.R.Dist.

All details are compulsory
Confidential

Strictly Private & Confidential

HCL TECHNOLOGIES LTD.

Letter of Authorization

To whom it may concern

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I understand that an outside background agency may obtain information it deems appropriate from various sources including, but not limited to, the following: current and past employers, criminal conviction records, school records, College records and professional and personal references.

I authorize, without reservation, any individual, corporation or other private or public entity to furnish HCL Technologies Ltd. and the outside background agency all information about me.

I unconditionally release and hold harmless any individual, corporation, or private or public entity from any and all causes of action that might arise from furnishing to HCL Technologies Ltd. and the outside agency information that they may request pursuant to this release.

This authorization and release, in original, faxed or photocopied form, shall be valid for this and any future reports and updates that may be requested.

Signed: Maligireddy Keerthi

Name in Block Capitals: MALIGIREDDY KEERTHI

Date of Birth: 01/05/2000 (dd/mm/yy)

Date: 01/07/2021

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

All details are compulsory
Confidential

Strictly Private &

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Avanthi Engineering College

Date : 06.03.2022

Dear **Mypa Sai Teja,**

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, TamilNadu, PIN 600063

PRINCIPAL
Avanthi Institute of Engg. & Tech
Guntihapally (V), Abdullapurmet (Mdl) R.R.Dist

OUTPERORM IT

ENTERPRISE IT SOLUTIONS

Suite 3-D, Brij Tarang, Kundan Bagh, Begumpet, Hyderabad 500016

Date -04/07/2022

Dear ABBANAGONI MUKESH,

In reference to your interest in being employed by us and subsequent performance during our selection process, we are happy to inform you that you are offered the following position at our company.

Welcome aboard and wish you all the best.

01. **Designation** - HR (Trainee)

02. **Gross Salary** - Rs 3,36,000 / Annum

03. **Probation** - You will be under probation for a period of 3 months during which you will be paid a stipend of Rs. 10,000.00 per month.

04. **Bond** - There is a bond to serve the company for a period of 1 year 3 Months from date of joining.

5. **Details of the compensation** - Your compensation has been divided into Basic Salary and HRA. Following is the breakup of the same.

Basic Salary	- Rs 16,800.00
HRA	- Rs 11,200.00
Total Compensation	- Rs 28,000.00

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

6. **Health Insurance -** Outperform provides health insurance to all its employees. Details of such insurance will be provided separately to you.

Tel. +1 (469) 592-7131
info@outperformit.com
www.outperformit.com

OUTPERORM IT
ENTERPRISE IT SOLUTIONS
Suite 3-D, Brij Tarang, Kundan Bagh, Begumpet, Hyderabad 500016

7. **Promotions and Increments** - Promotions and increments are given solely on the basis of your performance and contribution to the company. These are usually done on an annual basis.

8. **Notice Period** - During probation, the company reserves a right to discontinue your services due to lack of perfomance with a notice period of 1 month. After serving the bond period, you need to give a notice period of 3 month in case you want to be relieved of the service.

9. **Other Terms and Condition** - You agree not to undertake employment, whether full-time or part-time as Director/Member/Employee of any other organization/ entity in any form of business activity without consent of Outperform. The consent may be given subject to terms and conditions that the Company may think fit and may be withdrawn at the discretion of the the Company.

You also agree to maintain confidentiality and proper conduct during your employment with us.

In token of acceptance of this offer, please e-sign the offer letter. We wish you all the best and hope for your continued support.

Following are the details of the revision.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

Shailendu Verma
President

Name ABBANAGONI MUKESH
Date 04/07/2022

Palle Technologies

LEADERS IN TECHNOLOGY TRAINING

SOFTWARE TRAINING | OUT SOURCING | SOLUTION

ISO 9001 : 2015 CERTIFIED & NASSCOM MEMBER

22/11/2022

Letter of Intent –Free Training and Placement under CSR

Dear ADDAGATLA SANDHYA (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) 22/12/2022 Course Duration (3.5 month)
The Mode of Training will be Online – Using Zoom App.
The Training will be conducted every day between 6:30 PM to 8 PM.
During this Program you will be having Technology Training

1. Monday to Friday – Training, and Saturday Evaluation & interview preparation.

Program features:

1. Aptitude & reasoning training
2. Technology training on Java / python / Dot net based on student choice.
   Technology training on common modules which includes web technologies, and database mysql/sql server
3. Assignments – coding & aptitude
4. System tests on regular basis
5. Coding interview preparation
6. Mock technical interviews
7. Mock HR interviews
8. We will schedule unlimited number of interviews with our esteemed clients with packages starting from 3 LPA to 8 LPA until student gets placed
9. Course Completion Certificate will be provided after the successful completion of the Technology training
10. If student misses any one class during training period, then student will be dropped from the program and will not be eligible for free training and placements.
11. If student has not attended any interview scheduled by Palle Technologies, then student will be disqualified from the program and will not be eligible for free training and placements.
12. Student must clear mock interview to apply for our client companies.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

15/6, 2nd Floor, Manish Complex (Above SBI Bank), Mangammanapalya Main Road
Bommanahalli, Bengaluru - 560 068
Ph : 080-41645630, email : info@techpalle.com | website : www.techpalle.com

Mandatory Requirements while joining:

(1) Student has to send a photo copy of his or her X, XII mark sheets
(2) Student has to send a photo copy of Engineering all semester mark sheets up to 6th semester
(3) Student has to send photo copy of Aadhar card
(4) Student has to send photo copy of college ID proof
(5) Student has to send his or her pass port size photo

We look forward to welcome you on board.

Sincerely,
HR Team
Palle Technologies

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Avanthi Engineering College

Date: 22.11.2022

Dear ADEPU NIHARIKA,

Congratulations!!!
With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Lanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village Lanco Hills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers is up to 2.80 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
Dist.

This is a digitally generated soft copy hence a signature is not required

Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Avanthi Engineering College

Date: 22.11.2022

Dear ATTAPURAM

MAMATHA,

Congratulations!!!
With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Lanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village Lanco Hills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

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- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
Talent Acquisition
Sutherland

PRINCIPAL
Avanthi Institute of Engg. & Tech
Dist.

This is a digitally generated soft copy hence a signature is not required.

DXCTechnology

Date: 23/11/2022

Dear B MANASA,

We are pleased to extend to you an offer of employment with **DXC Technology**. This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by DXC or an appropriate third party and the results of such background checks being favorable in DXC's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by DXC. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

At **DXC Technology**, we are greatly excited about the challenging and rewarding work environment. You will be an important part of the leading global information technology company and part of a culture that is driven to improve and outperform.

To accept the offer of employment, please sign by providing your full name and unique identifier.

We welcome you to join us in this exciting journey.

Thanking you,
Yours Sincerely,

Lokendra Panth
Vice President – Human Resources

PRINCIPAL
Vanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

DXC Technology India Private Limited (formerly known as CSC Technologies India Private limited)
Registered Office:
Unit 13, Block 4, IMF Building, Chennai – 600 045.
Ph:+91-44-22668808/22663380,
Fax:+91-44-22788177

GlobalLogic

A Hitachi Group Company

We take pleasure in welcoming you to our organization and look forward to a mutually beneficial association. Your point of contact on the day of joining wil be HR SPOC at Hyderabad location. You are requested to report to our office situated at (GlobalLogic Technologies Private Limited, Unit-3 6th Floor, Block-1, M/s DLF Assets Pvt Ltd, Codeveloper for M/s DLF Infocity Hyderabad Ltd, IT/ITES SEZ, Gachibowli Village, Serlingampally, Mandal, Ranga Reddy District.) at 9:30 am.

For **GlobalLogic Technologies Private Ltd.**

Shuchita Shukla
Authorized Signatory

OFFER ACCEPTANCE & DECLARATION

I have read and understood the above terms and conditions of the above mentioned offer letter and I hereby confirm the acceptance of the same. I also confirm that there has not been any commitment (be it verbal or written) made to me by the company which is not covered in the scope of this offer letter. I will be reporting for duty on **22-November- 2022.**

Signature

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

GlobalLogic

A Hitachi Group Company

Annexure – 1 Salary Structure	
Name: B SAIKUMAR	
Designation: Human Resource Department (PA)	Grade: CEO2 Band: X
WEF: 22 November-2022	Location : Hyderabad
Section A – Gross Fixed Salary Break Up	
Monthly Components (In Rs.)	
Basic	10000
House Rent Allowance	1251
Statutory Bonus Information	1800
Special Allowance	0
ESI Information	424
Total Monthly (A)	13475
Total Monthly Annualised (B)	161700
Annual Components (In Rs.)	
Provident Fund (As per the PF Act 1952)	14400
National Pension Scheme-	0
Total Annualised (C)	14400
Total Fixed Annual Gross Salary (B+C)	176100
Section B – Additional Benefits	
Retirals & Health Benefits (Annualized Amount)	
Gratuity	5769
Mediclaim Insurance	1100
Total of Section B	6869
Total CTC (Section A + B)	182969
Incentive Indication (per annum)**	36000
Max Annual Total Remuneration	218969

In addition to Mediclaim employee will be covered under below additional benefits.
1.Group Term Life Insurance worth Rs.5 Lacs,
2. Group Personal Accident Insurance worth Rs. 2 Lacs

-An employee contribution of 0.75% will be deducted from employees in hand salary
Employer ESI contribution shall be at the rate of 3.25% of the gross salary.

*** Incentive amount is not a guaranteed amount of your CTC. It may be higher, lower or nil per the terms described herein. Only top performers are eligible to get this incentive basis their monthly/ quarterly performance. The incentive amount may also be fixed for performance. It is pro-rated to the duration spent with GlobalLogic for the financial year and will be paid to you only if you are active on GlobalLogic's payroll on the day the incentive is paid.*

For GlobalLogic Technologies Private Ltd.

Shuchita Shukla Gajula Rachana

Gajula Rachana

Associate Analyst, Content Engineering

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

TekWorks

Date: 28/12/2022

To

Dear BADUR NAVEEN,

We are happy to welcome you to **TekWorks Enterprise Solutions Private Limited.** As a valued member of the team, we look forward to you playing an important role in helping us achieve our Vision, uphold our Leadership Principles, and live our Culture.

As an organization, we value **PASSION, ACCOUNTABILITY, OUT-OF-THE-BOX THINKING, and COLLABORATION** in people.

This letter of intent is made to you based on your performance in our Assessment and final round of interview. You are required to undergo our intense 6-month, **Training Program.** Post the successful completion of the Training, you will be hired as a full-time employee of **TekWorks**. **You will be paid INR 10,000 per month** as a stipend during these 6 months of training.

After successful completion of your college degree graduation and the **Training Program, you will be issued an offer letter** with a minimum salary package of INR 3.5 lakhs per annum with mentioning your salary details and that you will be hired on the payrolls of **TekWorks** from **Nov 2022.** We look forward to you beginning your career with **our Training Program** within **Dec 2022.**

Please complete your joining formalities as per our instructions from Our HR Team. Kindly be ready with all your documents (Originals and attested) to complete your joining formalities.

We request you to get in touch with the HR team in case you need any further assistance and support at info@tekworks.in. **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 / 2022

18-Nov, 2022

Subject: Letter of Intent to Hire

Dear BATHULA ANUPRIYA,

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 **19-Dec-2022,** failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

The detailed Terms and Conditions of your appointment shall be issued to you along with the offer letter at the time joining. You will be under a probationary period of 6 (six) months, from the date of joining.

Upon confirmation of your acceptance to join, you will be required to join the company on **28-Dec-2022** or inform the HR about any delay in joining date with a genuine reason, failing which our offer is closed and no further communication will be entertained.

Following are the details about Trainee Business Developer:

Compensation

CTC: Your Annual Gross CTC for the year, which is inclusive of Basic Salary and other Variable emoluments, is **Rs. 3,50,000/-** Per Annum (INR One Lakh Eighty Thousand Rupees Only).

This offer is subject to you satisfying the following requirements:

1. You are required to mandatorily possess the following documents at the time of joining:
    a. A valid Passport
    b. Income Tax PAN Card at the time of joining the Company.
2. You should have completed your academic course with a minimum of **65% or equivalent** as specified at the time of your selection.
3. Minimum of 65% in HSC or equivalent course and minimum of First Class 65% in all other courses completed by you prior to your qualifying academic course.
4. You should have completed any Company organized training imparted prior to your date of joining
5. Submit all necessary legal documentation pertaining to your employment

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

+91 40-33182600 info@eidiko.com

Eidiko Systems Integrators, Suite #1, Floor #1, MJR Magnifique,
Khajaguda X Roads, Gachibowli, Hyderabad, India – 500008

www.eidiko.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

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

+91 40-33182600 info@eidiko.com

Eidiko Systems Integrators, Suite #1, Floor #1, MJR Magnifique,
Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008

www.eidiko.com

OUTPERORM IT

ENTERPRISE IT SOLUTIONS

Suite 3-D, Brij Tarang, Kundan Bagh, Begumpet, Hyderabad 500016

Date -04/07/2022

Dear BODDU SHIRISHA,

In reference to your interest in being employed by us and subsequent performance during our selection process, we are happy to inform you that you are offered the following position at our company.

Welcome aboard and wish you all the best.

01. **Designation** - HR (Trainee)

02. **Gross Salary** - Rs 3,36,000 / Annum

03. **Probation** - You will be under probation for a period of 3 months during which you will be paid a stipend of Rs. 10,000.00 per month.

04. **Bond** - There is a bond to serve the company for a period of 1 year 3 Months from date of joining.

6. **Details of the compensation** - Your compensation has been divided into Basic Salary and HRA. Following is the breakup of the same.

Basic Salary	- Rs 16,800.00
HRA	- Rs 11,200.00
Total Compensation	- Rs 28,000.00

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

7. **Health Insurance -** Outperform provides health insurance to all its employees. Details of such insurance will be provided separately to you.

Tel. +1 (469) 592-7131
info@outperformit.com
www.outperformit.com

OUTPERORM IT
ENTERPRISE IT SOLUTIONS
Suite 3-D, Brij Tarang, Kundan Bagh, Begumpet, Hyderabad 500016

8. **Promotions and Increments** - Promotions and increments are given solely on the basis of your performance and contribution to the company. These are usually done on an annual basis.

9. **Notice Period** - During probation, the company reserves a right to discontinue your services due to lack of perfomance with a notice period of 1 month. After serving the bond period, you need to give a notice period of 3 month in case you want to be relieved of the service.

10. **Other Terms and Condition** - You agree not to undertake employment, whether full-time or part-time as Director/Member/Employee of any other organization/ entity in any form of business activity without consent of Outperform. The consent may be given subject to terms and conditions that the Company may think fit and may be withdrawn at the discretion of the the Company.

You also agree to maintain confidentiality and proper conduct during your employment with us.

In token of acceptance of this offer, please e-sign the offer letter. We wish you all the best and hope for your continued support.

Following are the details of the revision.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

Shailendu Verma
President

Name BODDU SHIRISHA
Date 04/07/2022

MLX Technology

Date: 22/11/2022

Dear BURRA AISHWARYA,

We are pleased to extend to you an offer of employment with **MLX Technology**. This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by **MLX** or an appropriate third party and the results of such background checks being favorable in **MLX**'s reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by **MLX**. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

At **MLX Technology**, we are greatly excited about the challenging and rewarding work environment. You will be an important part of the leading global information technology company and part of a culture that is driven to improve and outperform.

To accept the offer of employment, please sign by providing your full name and unique identifier.

We welcome you to join us in this exciting journey.

Thanking you,
Yours Sincerely,

Rajender Nath
Vice President – Human Resources

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

OUTPERORM IT

ENTERPRISE IT SOLUTIONS

Suite 3-D, Brij Tarang, Kundan Bagh, Begumpet, Hyderabad 500016

Date -04/07/2022

Dear CHENNA PRAKASH,

In reference to your interest in being employed by us and subsequent performance during our selection process, we are happy to inform you that you are offered the following position at our company.

Welcome aboard and wish you all the best.

01. **Designation** - HR (Trainee)

02. **Gross Salary** - Rs 3,36,000 / Annum

03. **Probation** - You will be under probation for a period of 3 months during which you will be paid a stipend of Rs. 10,000.00 per month.

04. **Bond** - There is a bond to serve the company for a period of 1 year 3 Months from date of joining.

7. **Details of the compensation** - Your compensation has been divided into Basic Salary and HRA. Following is the breakup of the same.

Basic Salary	- Rs 16,800.00
HRA	- Rs 11,200.00
Total Compensation	- Rs 28,000.00

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

8. **Health Insurance -** Outperform provides health insurance to all its employees. Details of such insurance will be provided separately to you.

Tel. +1 (469) 592-7131
info@outperformit.com
www.outperformit.com

OUTPERORM IT
ENTERPRISE IT SOLUTIONS
Suite 3-D, Brij Tarang, Kundan Bagh, Begumpet, Hyderabad 500016

9. **Promotions and Increments** - Promotions and increments are given solely on the basis of your performance and contribution to the company. These are usually done on an annual basis.

10. **Notice Period** - During probation, the company reserves a right to discontinue your services due to lack of perfomance with a notice period of 1 month. After serving the bond period, you need to give a notice period of 3 month in case you want to be relieved of the service.

11. **Other Terms and Condition** - You agree not to undertake employment, whether full-time or part-time as Director/Member/Employee of any other organization/ entity in any form of business activity without consent of Outperform. The consent may be given subject to terms and conditions that the Company may think fit and may be withdrawn at the discretion of the the Company.

You also agree to maintain confidentiality and proper conduct during your employment with us.

In token of acceptance of this offer, please e-sign the offer letter. We wish you all the best and hope for your continued support.

Following are the details of the revision.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

Shailendu Verma
President

Name CHENNA PRAKASH
Date 04/07/2022

DXCTechnology

Date: 23/11/2022

Dear DAMMA KAVITHA,

We are pleased to extend to you an offer of employment with **DXC Technology**. This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by DXC or an appropriate third party and the results of such background checks being favorable in DXC's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by DXC. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

At **DXC Technology**, we are greatly excited about the challenging and rewarding work environment. You will be an important part of the leading global information technology company and part of a culture that is driven to improve and outperform.

To accept the offer of employment, please sign by providing your full name and unique identifier.

We welcome you to join us in this exciting journey.

Thanking you,
Yours Sincerely,

Lokendra Panth
Vice President – Human Resources

DXC Technology India Private Limited (formerly known as CSC Technologies India Private limited)
Registered Office:
Unit 13, Block 4, IMF Building, Chennai – 600 045.
Ph:+91-44-22668808/22663380, Fax:+91-44-22788177

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

OUTPERORM IT

ENTERPRISE IT SOLUTIONS

Suite 3-D, Brij Tarang, Kundan Bagh, Begumpet, Hyderabad 500016

Date -04/07/2022

Dear DEVULAPALLI UHA,

In reference to your interest in being employed by us and subsequent performance during our selection process, we are happy to inform you that you are offered the following position at our company.

Welcome aboard and wish you all the best.

01. **Designation** - HR (Trainee)

02. **Gross Salary** - Rs 3,36,000 / Annum

03. **Probation** - You will be under probation for a period of 3 months during which you will be paid a stipend of Rs. 10,000.00 per month.

04. **Bond** - There is a bond to serve the company for a period of 1 year 3 Months from date of joining.

8. **Details of the compensation** - Your compensation has been divided into Basic Salary and HRA. Following is the breakup of the same.

Basic Salary	- Rs 16,800.00
HRA	- Rs 11,200.00
Total Compensation	- Rs 28,000.00

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

9. **Health Insurance -** Outperform provides health insurance to all its employees. Details of such insurance will be provided separately to you.

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info@outperformit.com
www.outperformit.com

OUTPERORM IT
ENTERPRISE IT SOLUTIONS
Suite 3-D, Brij Tarang, Kundan Bagh, Begumpet, Hyderabad 500016

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11. **Notice Period** - During probation, the company reserves a right to discontinue your services due to lack of perfomance with a notice period of 1 month. After serving the bond period, you need to give a notice period of 3 month in case you want to be relieved of the service.

12. **Other Terms and Condition** - You agree not to undertake employment, whether full-time or part-time as Director/Member/Employee of any other organization/ entity in any form of business activity without consent of Outperform. The consent may be given subject to terms and conditions that the Company may think fit and may be withdrawn at the discretion of the the Company.

You also agree to maintain confidentiality and proper conduct during your employment with us.

In token of acceptance of this offer, please e-sign the offer letter. We wish you all the best and hope for your continued support.

Following are the details of the revision.

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

Shailendu Verma
President

Name DEVULAPALLI UHA
Date 04/07/2022

Palle® Technologies

LEADERS IN TECHNOLOGY TRAINING

SOFTWARE TRAINING | OUT SOURCING | SOLUTION

ISO 9001 : 2015 CERTIFIED & NASSCOM MEMBER

22/11/2022

Letter of Intent –Free Training and Placement under CSR

Dear DHANAVATH ASHOK NAIK (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) 22/12/2022 Course Duration (3.5 month)
The Mode of Training will be Online – Using Zoom App.
The Training will be conducted every day between 6:30 PM to 8 PM.
During this Program you will be having Technology Training

1. Monday to Friday – Training, and Saturday Evaluation & interview preparation.

Program features:

13. Aptitude & reasoning training
14. Technology training on Java / python / Dot net based on student choice.
    Technology training on common modules which includes web technologies, and database mysql/sql server
15. Assignments – coding & aptitude
16. System tests on regular basis
17. Coding interview preparation
18. Mock technical interviews
19. Mock HR interviews
20. We will schedule unlimited number of interviews with our esteemed clients with packages starting from 3 LPA to 8 LPA until student gets placed
21. Course Completion Certificate will be provided after the successful completion of the Technology training
22. If student misses any one class during training period, then student will be dropped from the program and will not be eligible for free training and placements.
23. If student has not attended any interview scheduled by Palle Technologies, then student will be disqualified from the program and will not be eligible for free training and placements.
24. Student must clear mock interview to apply for our client companies.

PRINCIPAL
Avanthi Institute of Engg. & Tech

15/6, 2nd Floor, Manish Complex (Above SBI Bank), Mangammanapalya Main Road
Bommanahalli, Bengaluru - 560 068
Ph : 080-41645630, email : info@techpalle.com | website : www.techpalle.com

Mandatory Requirements while joining:

(6) Student has to send a photo copy of his or her X, XII mark sheets
(7) Student has to send a photo copy of Engineering all semester mark sheets up to 6th semester
(8) Student has to send photo copy of Aadhar card
(9) Student has to send photo copy of college ID proof
(10) Student has to send his or her pass port size photo

We look forward to welcome you on board.

Sincerely,
HR Team
Palle Technologies

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gangaram (V), Abdullapurmet (Mdl), R.R. Dist.

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Avanthi Engineering College

Date: 22.11.2022

Dear EEDHULA

SHIRISHA,

Congratulations!!!
With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Lanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village Lanco Hills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers is up to 2.80 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
Gunthapally (V), Abdullapurmet (M), R.R.Dist.

This is a digitally generated soft copy hence a signature is not required

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Avanthi Engineering College

Date: 22.11.2022

Dear ETTULA SAI

PRASANNA,

Congratulations!!!
With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Lanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village Lanco Hills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

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- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
Talent Acquisition
Sutherland

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gantepally (V), Abdullapurmet (Md), R.R. Dist.

This is a digitally generated soft copy hence a signature is not required

DXCTechnology

Date: 23/11/2022

Dear GATLA PRABATH,

We are pleased to extend to you an offer of employment with **DXC Technology**. This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by DXC or an appropriate third party and the results of such background checks being favorable in DXC's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by DXC. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

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To accept the offer of employment, please sign by providing your full name and unique identifier.

We welcome you to join us in this exciting journey.

Thanking you,
Yours Sincerely,

Lokendra Panth
Vice President – Human Resources

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Md), R.R. Dist.

DXC Technology India Private Limited (formerly known as CSC Technologies India Private Limited)
Registered Office:
Unit 13, Block 4, IMF Building, Chennai – 600 045.
Ph:+91-44-22668808/22663380,
Fax:+91-44-22788177

GlobalLogic

A Hitachi Group Company

We take pleasure in welcoming you to our organization and look forward to a mutually beneficial association. Your point of contact on the day of joining wil be HR SPOC at Hyderabad location. You are requested to report to our office situated at (GlobalLogic Technologies Private Limited, Unit-3 6th Floor, Block-1, M/s DLF Assets Pvt Ltd, Codeveloper for M/s DLF Infocity Hyderabad Ltd, IT/ITES SEZ, Gachibowli Village, Serlingampally, Mandal, Ranga Reddy District.) at 9:30 am.

For **GlobalLogic Technologies Private Ltd.**

Shuchita Shukla
Authorized Signatory

OFFER ACCEPTANCE & DECLARATION

I have read and understood the above terms and conditions of the above mentioned offer letter and I hereby confirm the acceptance of the same. I also confirm that there has not been any commitment (be it verbal or written) made to me by the company which is not covered in the scope of this offer letter. I will be reporting for duty on **22-November- 2022.**

Signature

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

GlobalLogic

A Hitachi Group Company

Annexure – 1 Salary Structure	
Name: GAVINI NAVEEN KUMAR	
Designation: Human Resource Department (PA)	Grade: CEO2 Band: X
WEF: 22 November-2022	Location : Hyderabad
Section A – Gross Fixed Salary Break Up	
Monthly Components (In Rs.)	
Basic	10000
House Rent Allowance	1251
Statutory Bonus Information	1800
Special Allowance	0
ESI Information	424
Total Monthly (A)	13475
Total Monthly Annualised (B)	161700
Annual Components (In Rs.)	
Provident Fund (As per the PF Act 1952)	14400
National Pension Scheme-	0
Total Annualised (C)	14400
Total Fixed Annual Gross Salary (B+C)	176100
Section B – Additional Benefits	
Retirals & Health Benefits (Annualized Amount)	
Gratuity	5769
Mediclaim Insurance	1100
Total of Section B	6869
Total CTC (Section A + B)	182969
Incentive Indication (per annum)**	36000
Max Annual Total Remuneration	218969

In addition to Mediclaim employee will be covered under below additional benefits.
1.Group Term Life Insurance worth Rs.5 Lacs,
2. Group Personal Accident Insurance worth Rs. 2 Lacs

-An employee contribution of 0.75% will be deducted from employees in hand salary
Employer ESI contribution shall be at the rate of 3.25% of the gross salary.

*** Incentive amount is not a guaranteed amount of your CTC. It may be higher, lower or nil per the terms described herein. Only top performers are eligible to get this incentive basis their monthly/ quarterly performance. The incentive amount may also be fixed for performance. It is pro-rated to the duration spent with GlobalLogic for the financial year and will be paid to you only if you are active on GlobalLogic's payroll on the day the incentive is paid.*

For GlobalLogic Technologies Private Ltd.

Shuchita Shukla Gajula Rachana

Gajula Rachana

Associate Analyst, Content Engineering

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

TekWorks

Date: 28/12/2022

To

Dear GOSHIKA SREEVANI,

We are happy to welcome you to **TekWorks Enterprise Solutions Private Limited.** As a valued member of the team, we look forward to you playing an important role in helping us achieve our Vision, uphold our Leadership Principles, and live our Culture.

As an organization, we value **PASSION, ACCOUNTABILITY, OUT-OF-THE-BOX THINKING, and COLLABORATION** in people.

This letter of intent is made to you based on your performance in our Assessment and final round of interview. You are required to undergo our intense 6-month, **Training Program.** Post the successful completion of the Training, you will be hired as a full-time employee of **TekWorks**. **You will be paid INR 10,000 per month** as a stipend during these 6 months of training.

After successful completion of your college degree graduation and the **Training Program, you will be issued an offer letter** with a minimum salary package of INR 3.5 lakhs per annum with mentioning your salary details and that you will be hired on the payrolls of **TekWorks** from **Nov 2022.** We look forward to you beginning your career with **our Training Program** within **Dec 2022.**

Please complete your joining formalities as per our instructions from Our HR Team. Kindly be ready with all your documents (Originals and attested) to complete your joining formalities.

We request you to get in touch with the HR team in case you need any further assistance and support at info@tekworks.in. **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 / 2022

18-Nov, 2022

Subject: Letter of Intent to Hire

Dear KARINGU LAVANYA,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a **Trainee Business Developer** in our Organization.

We request you to confirm to us your intent to join and accept this letter by signing and returning a copy of this letter to our HR team (mail id: hrteam@eidiko.com), no later than **19-Dec-2022,** failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

The detailed Terms and Conditions of your appointment shall be issued to you along with the offer letter at the time joining. You will be under a probationary period of 6 (six) months, from the date of joining.

Upon confirmation of your acceptance to join, you will be required to join the company on **28-Dec-2022** or inform the HR about any delay in joining date with a genuine reason, failing which our offer is closed and no further communication will be entertained.

Following are the details about Trainee Business Developer:

Compensation

CTC: Your Annual Gross CTC for the year, which is inclusive of Basic Salary and other Variable emoluments, is **Rs. 3,50,000/-** Per Annum (INR One Lakh Eighty Thousand Rupees Only).

This offer is subject to you satisfying the following requirements:

6. You are required to mandatorily possess the following documents at the time of joining:
    a. A valid Passport
    b. Income Tax PAN Card at the time of joining the Company.
7. You should have completed your academic course with a minimum of **65% or equivalent** as specified at the time of your selection.
8. Minimum of 65% in HSC or equivalent course and minimum of First Class 65% in all other courses completed by you prior to your qualifying academic course.
9. You should have completed any Company organized training imparted prior to your date of joining
10. Submit all necessary legal documentation pertaining to your employment

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

+91 40-33182600 info@eidiko.com

Eidiko Systems Integrators, Suite #1, Floor #1, MJR Magnifique, Khajaguda X Roads, Gachibowli, Hyderabad, India – 500008

www.eidiko.com

We look forward to you having a rewarding career with us

Please revert to us with your acceptance of this offer.

Wishing you all the best,

Yours sincerely,

Ratan Siripurapu
Vice President - Operations
Eidiko Systems Integrators Pvt. Ltd

www.eidiko.com

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

+91 40-33182600 info@eidiko.com

Eidiko Systems Integrators, Suite #1, Floor #1, MJR Magnifique,
Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008

OUTPERORM IT

ENTERPRISE IT SOLUTIONS

Suite 3-D, Brij Tarang, Kundan Bagh, Begumpet, Hyderabad 500016

Date -04/07/2022

Dear KASULA ANUSHA,

In reference to your interest in being employed by us and subsequent performance during our selection process, we are happy to inform you that you are offered the following position at our company.

Welcome aboard and wish you all the best.

01. **Designation** - HR (Trainee)

02. **Gross Salary** - Rs 3,36,000 / Annum

03. **Probation** - You will be under probation for a period of 3 months during which you will be paid a stipend of Rs. 10,000.00 per month.

04. **Bond** - There is a bond to serve the company for a period of 1 year 3 Months from date of joining.

9. **Details of the compensation** - Your compensation has been divided into Basic Salary and HRA. Following is the breakup of the same.

Basic Salary	- Rs 16,800.00
HRA	- Rs 11,200.00
Total Compensation	- Rs 28,000.00

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

10. **Health Insurance -** Outperform provides health insurance to all its employees. Details of such insurance will be provided separately to you.

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info@outperformit.com
www.outperformit.com

OUTPERORM IT
ENTERPRISE IT SOLUTIONS
Suite 3-D, Brij Tarang, Kundan Bagh, Begumpet, Hyderabad 500016

11. **Promotions and Increments** - Promotions and increments are given solely on the basis of your performance and contribution to the company. These are usually done on an annual basis.

12. **Notice Period** - During probation, the company reserves a right to discontinue your services due to lack of perfomance with a notice period of 1 month. After serving the bond period, you need to give a notice period of 3 month in case you want to be relieved of the service.

13. **Other Terms and Condition** - You agree not to undertake employment, whether full-time or part-time as Director/Member/Employee of any other organization/ entity in any form of business activity without consent of Outperform. The consent may be given subject to terms and conditions that the Company may think fit and may be withdrawn at the discretion of the the Company.

You also agree to maintain confidentiality and proper conduct during your employment with us.

In token of acceptance of this offer, please e-sign the offer letter. We wish you all the best and hope for your continued support.

Following are the details of the revision.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

Shailendu Verma
President

Name KASULA ANUSHA
Date 04/07/2022

MLX Technology

Date: 22/11/2022

Dear KODURU NAGAMANI,

We are pleased to extend to you an offer of employment with **MLX Technology**. This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by **MLX** or an appropriate third party and the results of such background checks being favorable in **MLX**'s reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by **MLX**. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

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At **MLX Technology**, we are greatly excited about the challenging and rewarding work environment. You will be an important part of the leading global information technology company and part of a culture that is driven to improve and outperform.

To accept the offer of employment, please sign by providing your full name and unique identifier.

We welcome you to join us in this exciting journey.

Thanking you,
Yours Sincerely,

Rajender Nath
Vice President – Human Resources



OUTPERORM IT
ENTERPRISE IT SOLUTIONS

Suite 3-D, Brij Tarang, Kundan Bagh, Begumpet, Hyderabad 500016

Date -04/07/2022

Dear KONREDDY LAVANYA,

In reference to your interest in being employed by us and subsequent performance during our selection process, we are happy to inform you that you are offered the following position at our company.

Welcome aboard and wish you all the best.

01. **Designation** - HR (Trainee)

02. **Gross Salary** - Rs 3,36,000 / Annum

03. **Probation** - You will be under probation for a period of 3 months during which you will be paid a stipend of Rs. 10,000.00 per month.

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HRA	- Rs 11,200.00
Total Compensation	- Rs 28,000.00

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthangally (V), Abdullapurmet (Mdl), R.R. Dist.

11. **Health Insurance** - Outperform provides health insurance to all its employees. Details of such insurance will be provided separately to you.

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info@outperformit.com
www.outperformit.com

OUTPERORM IT

ENTERPRISE IT SOLUTIONS

Suite 3-D, Brij Tarang, Kundan Bagh, Begumpet, Hyderabad 500016

12. **Promotions and Increments** - Promotions and increments are given solely on the basis of your performance and contribution to the company. These are usually done on an annual basis.

13. **Notice Period** - During probation, the company reserves a right to discontinue your services due to lack of perfomance with a notice period of 1 month. After serving the bond period, you need to give a notice period of 3 month in case you want to be relieved of the service.

14. **Other Terms and Condition** - You agree not to undertake employment, whether full-time or part-time as Director/Member/Employee of any other organization/ entity in any form of business activity without consent of Outperform. The consent may be given subject to terms and conditions that the Company may think fit and may be withdrawn at the discretion of the the Company.

You also agree to maintain confidentiality and proper conduct during your employment with us.

In token of acceptance of this offer, please e-sign the offer letter. We wish you all the best and hope for your continued support.

Following are the details of the revision.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Sri Rama Valley, Maluthumet (Mdl), R.R. Dist.

Shailendu Verma
President

Name KONREDDY LAVANYA
Date 04/07/2022

DXCTechnology

Date: 23/11/2022

Dear KORKELA VINAY,

We are pleased to extend to you an offer of employment with **DXC Technology**. This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by DXC or an appropriate third party and the results of such background checks being favorable in DXC's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by DXC. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

At **DXC Technology**, we are greatly excited about the challenging and rewarding work environment. You will be an important part of the leading global information technology company and part of a culture that is driven to improve and outperform.

To accept the offer of employment, please sign by providing your full name and unique identifier.

We welcome you to join us in this exciting journey.

Thanking you,
Yours Sincerely,

Lokendra Panth
Vice President – Human Resources

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

DXC Technology India Private Limited (formerly known as CSC Technologies India Private limited)
Registered Office:
Unit 13, Block 4, IMF Building, Chennai – 600 045.
Ph:+91-44-22668808/22663380,
Fax:+91-44-22788177

TekWorks

Date: 28/12/2022

To

Dear B PALLAVI,

We are happy to welcome you to **TekWorks Enterprise Solutions Private Limited.** As a valued member of the team, we look forward to you playing an important role in helping us achieve our Vision, uphold our Leadership Principles, and live our Culture.

As an organization, we value **PASSION, ACCOUNTABILITY, OUT-OF-THE-BOX THINKING, and COLLABORATION** in people.

This letter of intent is made to you based on your performance in our Assessment and final round of interview. You are required to undergo our intense 6-month, **Training Program.** Post the successful completion of the Training, you will be hired as a full-time employee of **TekWorks**. **You will be paid INR 10,000 per month** as a stipend during these 6 months of training.

After successful completion of your college degree graduation and the **Training Program, you will be issued an offer letter** with a minimum salary package of INR 3.5 lakhs per annum with mentioning your salary details and that you will be hired on the payrolls of **TekWorks** from **Nov 2022.** We look forward to you beginning your career with **our Training Program** within **Dec 2022.**

Please complete your joining formalities as per our instructions from Our HR Team. Kindly be ready with all your documents (Originals and attested) to complete your joining formalities.

We request you to get in touch with the HR team in case you need any further assistance and support at info@tekworks.in. **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.

DXCTechnology

Date: 23/11/2022

Dear KUNA HARI CHANDANA,

We are pleased to extend to you an offer of employment with **DXC Technology**. This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by DXC or an appropriate third party and the results of such background checks being favorable in DXC's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by DXC. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

At **DXC Technology**, we are greatly excited about the challenging and rewarding work environment. You will be an important part of the leading global information technology company and part of a culture that is driven to improve and outperform.

To accept the offer of employment, please sign by providing your full name and unique identifier.

We welcome you to join us in this exciting journey.

Thanking you,
Yours Sincerely,

Lokendra Panth
Vice President – Human Resources

PRINCIPAL
Anurag Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

DXC Technology India Private Limited (formerly known as CSC Technologies India Private limited)
Registered Office:
Unit 13, Block 4, IMF Building, Chennai – 600 045.
Ph:+91-44-22668808/22663380,
Fax:+91-44-22788177

GlobalLogic

A Hitachi Group Company

We take pleasure in welcoming you to our organization and look forward to a mutually beneficial association. Your point of contact on the day of joining wil be HR SPOC at Hyderabad location. You are requested to report to our office situated at (GlobalLogic Technologies Private Limited, Unit-3 6th Floor, Block-1, M/s DLF Assets Pvt Ltd, Codeveloper for M/s DLF Infocity Hyderabad Ltd, IT/ITES SEZ, Gachibowli Village, Serlingampally, Mandal, Ranga Reddy District.) at 9:30 am.

For **GlobalLogic Technologies Private Ltd.**

Shuchita Shukla
Authorized Signatory

OFFER ACCEPTANCE & DECLARATION

I have read and understood the above terms and conditions of the above mentioned offer letter and I hereby confirm the acceptance of the same. I also confirm that there has not been any commitment (be it verbal or written) made to me by the company which is not covered in the scope of this offer letter. I will be reporting for duty on **22-November- 2022.**

Signature

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

GlobalLogic

A Hitachi Group Company

Annexure – 1 Salary Structure	
Name: KUNAPAREDDY SONY	
Designation: Human Resource Department (PA)	Grade: CEO2 Band: X
WEF: 22 November-2022	Location : Hyderabad
Section A – Gross Fixed Salary Break Up	
Monthly Components (In Rs.)	
Basic	10000
House Rent Allowance	1251
Statutory Bonus Information	1800
Special Allowance	0
ESI Information	424
Total Monthly (A)	13475
Total Monthly Annualised (B)	161700
Annual Components (In Rs.)	
Provident Fund (As per the PF Act 1952)	14400
National Pension Scheme-	0
Total Annualised (C)	14400
Total Fixed Annual Gross Salary (B+C)	176100
Section B – Additional Benefits	
Retirals & Health Benefits (Annualized Amount)	
Gratuity	5769
Mediclaim Insurance	1100
Total of Section B	6869
Total CTC (Section A + B)	182969
Incentive Indication (per annum)**	36000
Max Annual Total Remuneration	218969

In addition to Mediclaim employee will be covered under below additional benefits.
1.Group Term Life Insurance worth Rs.5 Lacs,
2. Group Personal Accident Insurance worth Rs. 2 Lacs

-An employee contribution of 0.75% will be deducted from employees in hand salary
Employer ESI contribution shall be at the rate of 3.25% of the gross salary.

*** Incentive amount is not a guaranteed amount of your CTC. It may be higher, lower or nil per the terms described herein. Only top performers are eligible to get this incentive basis their monthly/ quarterly performance. The incentive amount may also be fixed for performance. It is pro-rated to the duration spent with GlobalLogic for the financial year and will be paid to you only if you are active on GlobalLogic's payroll on the day the incentive is paid.*

For GlobalLogic Technologies Private Ltd.

Shuchita Shukla Gajula Rachana

Gajula Rachana

Associate Analyst, Content Engineering

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

TekWorks

Date: 28/12/2022

To

Dear MADDURI PAVANKALYAN,

We are happy to welcome you to **TekWorks Enterprise Solutions Private Limited.** As a valued member of the team, we look forward to you playing an important role in helping us achieve our Vision, uphold our Leadership Principles, and live our Culture.

As an organization, we value **PASSION, ACCOUNTABILITY, OUT-OF-THE-BOX THINKING, and COLLABORATION** in people.

This letter of intent is made to you based on your performance in our Assessment and final round of interview. You are required to undergo our intense 6-month, **Training Program.** Post the successful completion of the Training, you will be hired as a full-time employee of **TekWorks**. **You will be paid INR 10,000 per month** as a stipend during these 6 months of training.

After successful completion of your college degree graduation and the **Training Program, you will be issued an offer letter** with a minimum salary package of INR 3.5 lakhs per annum with mentioning your salary details and that you will be hired on the payrolls of **TekWorks** from **Nov 2022.** We look forward to you beginning your career with **our Training Program** within **Dec 2022.**

Please complete your joining formalities as per our instructions from Our HR Team. Kindly be ready with all your documents (Originals and attested) to complete your joining formalities.

We request you to get in touch with the HR team in case you need any further assistance and support at info@tekworks.in. **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 / 2022

18-Nov, 2022

Subject: Letter of Intent to Hire

Dear MANDHA PREETHI,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a **Trainee Business Developer** in our Organization.

We request you to confirm to us your intent to join and accept this letter by signing and returning a copy of this letter to our HR team (mail id: hrteam@eidiko.com), no later than **19-Dec-2022,** failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

The detailed Terms and Conditions of your appointment shall be issued to you along with the offer letter at the time joining. You will be under a probationary period of 6 (six) months, from the date of joining.

Upon confirmation of your acceptance to join, you will be required to join the company on **28-Dec-2022** or inform the HR about any delay in joining date with a genuine reason, failing which our offer is closed and no further communication will be entertained.

Following are the details about Trainee Business Developer:

Compensation

CTC: Your Annual Gross CTC for the year, which is inclusive of Basic Salary and other Variable emoluments, is **Rs. 3,50,000/-** Per Annum (INR One Lakh Eighty Thousand Rupees Only).

This offer is subject to you satisfying the following requirements:

11. You are required to mandatorily possess the following documents at the time of joining:
    a. A valid Passport
    b. Income Tax PAN Card at the time of joining the Company.
12. You should have completed your academic course with a minimum of **65% or equivalent** as specified at the time of your selection.
13. Minimum of 65% in HSC or equivalent course and minimum of First Class 65% in all other courses completed by you prior to your qualifying academic course.
14. You should have completed any Company organized training imparted prior to your date of joining
15. Submit all necessary legal documentation pertaining to your employment

PRINCIPAL
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.com

We look forward to you having a rewarding career with us

Please revert to us with your acceptance of this offer.

Wishing you all the best,

Yours sincerely,

Ratan Siripurapu
Vice President - Operations
Eidiko Systems Integrators Pvt. Ltd

www.eidiko.com

PRINCIPAL
Avanthi Institute of Engg. & Tech.
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

OUTPERORM IT

ENTERPRISE IT SOLUTIONS

Suite 3-D, Brij Tarang, Kundan Bagh, Begumpet, Hyderabad 500016

Date -04/07/2022

Dear MANDLA YADAGIRI,

In reference to your interest in being employed by us and subsequent performance during our selection process, we are happy to inform you that you are offered the following position at our company.

Welcome aboard and wish you all the best.

01. **Designation** - HR (Trainee)

02. **Gross Salary** - Rs 3,36,000 / Annum

03. **Probation** - You will be under probation for a period of 3 months during which you will be paid a stipend of Rs. 10,000.00 per month.

04. **Bond** - There is a bond to serve the company for a period of 1 year 3 Months from date of joining.

11. **Details of the compensation** - Your compensation has been divided into Basic Salary and HRA. Following is the breakup of the same.

Basic Salary	- Rs 16,800.00
HRA	- Rs 11,200.00
Total Compensation	- Rs 28,000.00

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

12. **Health Insurance** - Outperform provides health insurance to all its employees. Details of such insurance will be provided separately to you.

Tel. +1 (469) 592-7131
info@outperformit.com
www.outperformit.com

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ENTERPRISE IT SOLUTIONS

Suite 3-D, Brij Tarang, Kundan Bagh, Begumpet, Hyderabad 500016

13. **Promotions and Increments** - Promotions and increments are given solely on the basis of your performance and contribution to the company. These are usually done on an annual basis.

14. **Notice Period** - During probation, the company reserves a right to discontinue your services due to lack of perfomance with a notice period of 1 month. After serving the bond period, you need to give a notice period of 3 month in case you want to be relieved of the service.

15. **Other Terms and Condition** - You agree not to undertake employment, whether full-time or part-time as Director/Member/Employee of any other organization/ entity in any form of business activity without consent of Outperform. The consent may be given subject to terms and conditions that the Company may think fit and may be withdrawn at the discretion of the the Company.

You also agree to maintain confidentiality and proper conduct during your employment with us.

In token of acceptance of this offer, please e-sign the offer letter. We wish you all the best and hope for your continued support.

Following are the details of the revision.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

Shailendu Verma
President

Name MANDLA YADAGIRI
Date 04/07/2022

DXCTechnology

Date: 23/11/2022

Dear MANDUGALA PAVANI,

We are pleased to extend to you an offer of employment with **DXC Technology**. This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by DXC or an appropriate third party and the results of such background checks being favorable in DXC's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by DXC. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

At **DXC Technology**, we are greatly excited about the challenging and rewarding work environment. You will be an important part of the leading global information technology company and part of a culture that is driven to improve and outperform.

To accept the offer of employment, please sign by providing your full name and unique identifier.

We welcome you to join us in this exciting journey.

Thanking you,
Yours Sincerely,

Lokendra Panth
Vice President – Human Resources

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

DXC Technology India Private Limited (formerly known as CSC Technologies India Private limited)
Registered Office:
Unit 13, Block 4, IMF Building, Chennai – 600 045.
Ph:+91-44-22668808/22663380, Fax:+91-44-22788177

GlobalLogic

A Hitachi Group Company

We take pleasure in welcoming you to our organization and look forward to a mutually beneficial association. Your point of contact on the day of joining wil be HR SPOC at Hyderabad location. You are requested to report to our office situated at (GlobalLogic Technologies Private Limited, Unit-3 6th Floor, Block-1, M/s DLF Assets Pvt Ltd, Codeveloper for M/s DLF Infocity Hyderabad Ltd, IT/ITES SEZ, Gachibowli Village, Serlingampally, Mandal, Ranga Reddy District.) at 9:30 am.

For **GlobalLogic Technologies Private Ltd.**

Shuchita Shukla
Authorized Signatory

OFFER ACCEPTANCE & DECLARATION

I have read and understood the above terms and conditions of the above mentioned offer letter and I hereby confirm the acceptance of the same. I also confirm that there has not been any commitment (be it verbal or written) made to me by the company which is not covered in the scope of this offer letter. I will be reporting for duty on **22-November- 2022.**

Signature

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

GlobalLogic

A Hitachi Group Company

Annexure – 1 Salary Structure	
Name: MIRYALA NIKHILA PRAVALLIKA	
Designation: Human Resource Department (PA)	Grade: CEO2 Band: X
WEF: 22 November-2022	Location : Hyderabad
Section A – Gross Fixed Salary Break Up	
Monthly Components (In Rs.)	
Basic	10000
House Rent Allowance	1251
Statutory Bonus Information	1800
Special Allowance	0
ESI Information	424
Total Monthly (A)	13475
Total Monthly Annualised (B)	161700
Annual Components (In Rs.)	
Provident Fund (As per the PF Act 1952)	14400
National Pension Scheme-	0
Total Annualised (C)	14400
Total Fixed Annual Gross Salary (B+C)	176100
Section B – Additional Benefits	
Retirals & Health Benefits (Annualized Amount)	
Gratuity	5769
Mediclaim Insurance	1100
Total of Section B	6869
Total CTC (Section A + B)	182969
Incentive Indication (per annum)**	36000
Max Annual Total Remuneration	218969

In addition to Mediclaim employee will be covered under below additional benefits.
1.Group Term Life Insurance worth Rs.5 Lacs,
2. Group Personal Accident Insurance worth Rs. 2 Lacs

-An employee contribution of 0.75% will be deducted from employees in hand salary
Employer ESI contribution shall be at the rate of 3.25% of the gross salary.

*** Incentive amount is not a guaranteed amount of your CTC. It may be higher, lower or nil per the terms described herein. Only top performers are eligible to get this incentive basis their monthly/ quarterly performance. The incentive amount may also be fixed for performance. It is pro-rated to the duration spent with GlobalLogic for the financial year and will be paid to you only if you are active on GlobalLogic's payroll on the day the incentive is paid.*

For GlobalLogic Technologies Private Ltd.

Shuchita Shukla Gajula Rachana

Gajula Rachana

Associate Analyst, Content Engineering

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

TekWorks

Date: 28/12/2022

To

Dear NOMULA SAMITHA,

We are happy to welcome you to **TekWorks Enterprise Solutions Private Limited.** As a valued member of the team, we look forward to you playing an important role in helping us achieve our Vision, uphold our Leadership Principles, and live our Culture.

As an organization, we value **PASSION, ACCOUNTABILITY, OUT-OF-THE-BOX THINKING, and COLLABORATION** in people.

This letter of intent is made to you based on your performance in our Assessment and final round of interview. You are required to undergo our intense 6-month, **Training Program.** Post the successful completion of the Training, you will be hired as a full-time employee of **TekWorks**. **You will be paid INR 10,000 per month** as a stipend during these 6 months of training.

After successful completion of your college degree graduation and the **Training Program, you will be issued an offer letter** with a minimum salary package of INR 3.5 lakhs per annum with mentioning your salary details and that you will be hired on the payrolls of **TekWorks** from **Nov 2022.** We look forward to you beginning your career with **our Training Program** within **Dec 2022.**

Please complete your joining formalities as per our instructions from Our HR Team. Kindly be ready with all your documents (Originals and attested) to complete your joining formalities.

We request you to get in touch with the HR team in case you need any further assistance and support at info@tekworks.in. **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 (M), R.R. Dist.

ELTP / 2022

18-Nov, 2022

Subject: Letter of Intent to Hire

Dear PAKALA NARSIMHA,

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 **19-Dec-2022,** failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

The detailed Terms and Conditions of your appointment shall be issued to you along with the offer letter at the time joining. You will be under a probationary period of 6 (six) months, from the date of joining.

Upon confirmation of your acceptance to join, you will be required to join the company on **28-Dec-2022** or inform the HR about any delay in joining date with a genuine reason, failing which our offer is closed and no further communication will be entertained.

Following are the details about Trainee Business Developer:

Compensation

CTC: Your Annual Gross CTC for the year, which is inclusive of Basic Salary and other Variable emoluments, is **Rs. 3,50,000/-** Per Annum (INR One Lakh Eighty Thousand Rupees Only).

This offer is subject to you satisfying the following requirements:

16. You are required to mandatorily possess the following documents at the time of joining:
    a. A valid Passport
    b. Income Tax PAN Card at the time of joining the Company.
17. You should have completed your academic course with a minimum of **65% or equivalent** as specified at the time of your selection.
18. Minimum of 65% in HSC or equivalent course and minimum of First Class 65% in all other courses completed by you prior to your qualifying academic course.
19. You should have completed any Company organized training imparted prior to your date of joining
20. Submit all necessary legal documentation pertaining to your employment

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

+91 40-33182600 info@eidiko.com

Eidiko Systems Integrators, Suite #1, Floor #1, MJR Magnifique, Khajaguda X Roads, Gachibowli, Hyderabad, India – 500008

www.eidiko.com

We look forward to you having a rewarding career with us

Please revert to us with your acceptance of this offer.

Wishing you all the best,

Yours sincerely,

Ratan Siripurapu
Vice President - Operations
Eidiko Systems Integrators Pvt. Ltd

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Md), R.R. Dist.

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

OUTPERORM IT

ENTERPRISE IT SOLUTIONS

Suite 3-D, Brij Tarang, Kundan Bagh, Begumpet, Hyderabad 500016

Date -04/07/2022

Dear PALLE NIKITHA,

In reference to your interest in being employed by us and subsequent performance during our selection process, we are happy to inform you that you are offered the following position at our company.

Welcome aboard and wish you all the best.

01. **Designation** - HR (Trainee)

02. **Gross Salary** - Rs 3,36,000 / Annum

03. **Probation** - You will be under probation for a period of 3 months during which you will be paid a stipend of Rs. 10,000.00 per month.

04. **Bond** - There is a bond to serve the company for a period of 1 year 3 Months from date of joining.

12. **Details of the compensation** - Your compensation has been divided into Basic Salary and HRA. Following is the breakup of the same.

Basic Salary	- Rs 16,800.00
HRA	- Rs 11,200.00
Total Compensation	- Rs 28,000.00

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

13. **Health Insurance -** Outperform provides health insurance to all its employees. Details of such insurance will be provided separately to you.

Tel. +1 (469) 592-7131
info@outperformit.com
www.outperformit.com

OUTPERORM IT
ENTERPRISE IT SOLUTIONS
Suite 3-D, Brij Tarang, Kundan Bagh, Begumpet, Hyderabad 500016

14. **Promotions and Increments** - Promotions and increments are given solely on the basis of your performance and contribution to the company. These are usually done on an annual basis.

15. **Notice Period** - During probation, the company reserves a right to discontinue your services due to lack of perfomance with a notice period of 1 month. After serving the bond period, you need to give a notice period of 3 month in case you want to be relieved of the service.

16. **Other Terms and Condition** - You agree not to undertake employment, whether full-time or part-time as Director/Member/Employee of any other organization/ entity in any form of business activity without consent of Outperform. The consent may be given subject to terms and conditions that the Company may think fit and may be withdrawn at the discretion of the the Company.

You also agree to maintain confidentiality and proper conduct during your employment with us.

In token of acceptance of this offer, please e-sign the offer letter. We wish you all the best and hope for your continued support.

Following are the details of the revision.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Abdullapurmet (Mdl), R.R. Dist.

Shailendu Verma
President

Name PALLE NIKITHA
Date 04/07/2022

DXCTechnology

Date: 23/11/2022

Dear PEESODI SHIVANI,

We are pleased to extend to you an offer of employment with **DXC Technology**. This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by DXC or an appropriate third party and the results of such background checks being favorable in DXC's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by DXC. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

At **DXC Technology**, we are greatly excited about the challenging and rewarding work environment. You will be an important part of the leading global information technology company and part of a culture that is driven to improve and outperform.

To accept the offer of employment, please sign by providing your full name and unique identifier.

We welcome you to join us in this exciting journey.

Thanking you,
Yours Sincerely,

Lokendra Panth
Vice President – Human Resources

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

DXC Technology India Private Limited (formerly known as CSC Technologies India Private limited)
Registered Office:
Unit 13, Block 4, IMF Building, Chennai – 600 045.
Ph:+91-44-22668808/22663380,
Fax:+91-44-22788177

GlobalLogic

A Hitachi Group Company

We take pleasure in welcoming you to our organization and look forward to a mutually beneficial association. Your point of contact on the day of joining wil be HR SPOC at Hyderabad location. You are requested to report to our office situated at (GlobalLogic Technologies Private Limited, Unit-3 6th Floor, Block-1, M/s DLF Assets Pvt Ltd, Codeveloper for M/s DLF Infocity Hyderabad Ltd, IT/ITES SEZ, Gachibowli Village, Serlingampally, Mandal, Ranga Reddy District.) at 9:30 am.

For **GlobalLogic Technologies Private Ltd.**

Shuchita Shukla
Authorized Signatory

OFFER ACCEPTANCE & DECLARATION

I have read and understood the above terms and conditions of the above mentioned offer letter and I hereby confirm the acceptance of the same. I also confirm that there has not been any commitment (be it verbal or written) made to me by the company which is not covered in the scope of this offer letter. I will be reporting for duty on **22-November- 2022.**

Signature

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Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

GlobalLogic

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Annexure – 1 Salary Structure	
Name: PIPPERA ROHITH	
Designation: Human Resource Department (PA)	Grade: CEO2 Band: X
WEF: 22 November-2022	Location : Hyderabad
Section A – Gross Fixed Salary Break Up	
Monthly Components (In Rs.)	
Basic	10000
House Rent Allowance	1251
Statutory Bonus Information	1800
Special Allowance	0
ESI Information	424
Total Monthly (A)	13475
Total Monthly Annualised (B)	161700
Annual Components (In Rs.)	
Provident Fund (As per the PF Act 1952)	14400
National Pension Scheme-	0
Total Annualised (C)	14400
Total Fixed Annual Gross Salary (B+C)	176100
Section B – Additional Benefits	
Retirals & Health Benefits (Annualized Amount)	
Gratuity	5769
Mediclaim Insurance	1100
Total of Section B	6869
Total CTC (Section A + B)	182969
Incentive Indication (per annum)**	36000
Max Annual Total Remuneration	218969

In addition to Mediclaim employee will be covered under below additional benefits.
1.Group Term Life Insurance worth Rs.5 Lacs,
2. Group Personal Accident Insurance worth Rs. 2 Lacs

-An employee contribution of 0.75% will be deducted from employees in hand salary
Employer ESI contribution shall be at the rate of 3.25% of the gross salary.

*** Incentive amount is not a guaranteed amount of your CTC. It may be higher, lower or nil per the terms described herein. Only top performers are eligible to get this incentive basis their monthly/ quarterly performance. The incentive amount may also be fixed for performance. It is pro-rated to the duration spent with GlobalLogic for the financial year and will be paid to you only if you are active on GlobalLogic's payroll on the day the incentive is paid.*

For GlobalLogic Technologies Private Ltd.

Shuchita Shukla Gajula Rachana

Gajula Rachana

Associate Analyst, Content Engineering

PRINCIPAL
Avanthi Institute of Engg. & Tec

TekWorks

Date: 28/12/2022

To

Dear POOJA GEHLOT,

We are happy to welcome you to **TekWorks Enterprise Solutions Private Limited.** As a valued member of the team, we look forward to you playing an important role in helping us achieve our Vision, uphold our Leadership Principles, and live our Culture.

As an organization, we value **PASSION, ACCOUNTABILITY, OUT-OF-THE-BOX THINKING, and COLLABORATION** in people.

This letter of intent is made to you based on your performance in our Assessment and final round of interview. You are required to undergo our intense 6-month, **Training Program.** Post the successful completion of the Training, you will be hired as a full-time employee of **TekWorks**. **You will be paid INR 10,000 per month** as a stipend during these 6 months of training.

After successful completion of your college degree graduation and the **Training Program, you will be issued an offer letter** with a minimum salary package of INR 3.5 lakhs per annum with mentioning your salary details and that you will be hired on the payrolls of **TekWorks** from **Nov 2022.** We look forward to you beginning your career with **our Training Program** within **Dec 2022.**

Please complete your joining formalities as per our instructions from Our HR Team. Kindly be ready with all your documents (Originals and attested) to complete your joining formalities.

We request you to get in touch with the HR team in case you need any further assistance and support at info@tekworks.in. **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 / 2022

18-Nov, 2022

Subject: Letter of Intent to Hire

Dear RAGEERU ANIL KUMAR,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a **Trainee 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 **19-Dec-2022,** failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

The detailed Terms and Conditions of your appointment shall be issued to you along with the offer letter at the time joining. You will be under a probationary period of 6 (six) months, from the date of joining.

Upon confirmation of your acceptance to join, you will be required to join the company on **28-Dec-2022** or inform the HR about any delay in joining date with a genuine reason, failing which our offer is closed and no further communication will be entertained.

Following are the details about Trainee Business Developer:

Compensation
CTC: Your Annual Gross CTC for the year, which is inclusive of Basic Salary and other Variable emoluments, is **Rs. 3,50,000/-** Per Annum (INR One Lakh Eighty Thousand Rupees Only).

This offer is subject to you satisfying the following requirements:

21. You are required to mandatorily possess the following documents at the time of joining:
    a. A valid Passport
    b. Income Tax PAN Card at the time of joining the Company.
22. You should have completed your academic course with a minimum of **65% or equivalent** as specified at the time of your selection.
23. Minimum of 65% in HSC or equivalent course and minimum of First Class 65% in all other courses completed by you prior to your qualifying academic course.
24. You should have completed any Company organized training imparted prior to your date of joining
25. Submit all necessary legal documentation pertaining to your employment

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), [illegible] R. Dist.

+91 40-33182600 info@eidiko.com

Eidiko Systems Integrators, Suite #1, Floor #1, MJR Magnifique, Khajaguda X Roads, Gachibowli, Hyderabad, India – 500008

www.eidiko.com

We look forward to you having a rewarding career with us

Please revert to us with your acceptance of this offer.

Wishing you all the best,

Yours sincerely,

Ratan Siripurapu
Vice President - Operations
Eidiko Systems Integrators Pvt. Ltd

www.eidiko.com

PRINCIPAL
Avanthi Institute of Engg. & Tech
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

OUTPERORM IT

ENTERPRISE IT SOLUTIONS

Suite 3-D, Brij Tarang, Kundan Bagh, Begumpet, Hyderabad 500016

Date -04/07/2022

Dear SAMALA SAIRAM,

In reference to your interest in being employed by us and subsequent performance during our selection process, we are happy to inform you that you are offered the following position at our company.

Welcome aboard and wish you all the best.

01. **Designation** - HR (Trainee)

02. **Gross Salary** - Rs 3,36,000 / Annum

03. **Probation** - You will be under probation for a period of 3 months during which you will be paid a stipend of Rs. 10,000.00 per month.

04. **Bond** - There is a bond to serve the company for a period of 1 year 3 Months from date of joining.

13. **Details of the compensation** - Your compensation has been divided into Basic Salary and HRA. Following is the breakup of the same.

Basic Salary	- Rs 16,800.00
HRA	- Rs 11,200.00
Total Compensation	- Rs 28,000.00

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Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

14. **Health Insurance** - Outperform provides health insurance to all its employees. Details of such insurance will be provided separately to you.

Tel. +1 (469) 592-7131
info@outperformit.com
www.outperformit.com

OUTPERORM IT
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Suite 3-D, Brij Tarang, Kundan Bagh, Begumpet, Hyderabad 500016

15. **Promotions and Increments** - Promotions and increments are given solely on the basis of your performance and contribution to the company. These are usually done on an annual basis.

16. **Notice Period** - During probation, the company reserves a right to discontinue your services due to lack of perfomance with a notice period of 1 month. After serving the bond period, you need to give a notice period of 3 month in case you want to be relieved of the service.

17. **Other Terms and Condition** - You agree not to undertake employment, whether full-time or part-time as Director/Member/Employee of any other organization/ entity in any form of business activity without consent of Outperform. The consent may be given subject to terms and conditions that the Company may think fit and may be withdrawn at the discretion of the the Company.

You also agree to maintain confidentiality and proper conduct during your employment with us.

In token of acceptance of this offer, please e-sign the offer letter. We wish you all the best and hope for your continued support.

Following are the details of the revision.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

Shailendu Verma
President

Name SAMALA SAIRAM
Date 04/07/2022

DXCTechnology

Date: 23/11/2022

Dear SURGI MADHU,

We are pleased to extend to you an offer of employment with **DXC Technology**. This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by DXC or an appropriate third party and the results of such background checks being favorable in DXC's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by DXC. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

At **DXC Technology**, we are greatly excited about the challenging and rewarding work environment. You will be an important part of the leading global information technology company and part of a culture that is driven to improve and outperform.

To accept the offer of employment, please sign by providing your full name and unique identifier.

We welcome you to join us in this exciting journey.

Thanking you,
Yours Sincerely,

Lokendra Panth
Vice President – Human Resources

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

DXC Technology India Private Limited (formerly known as CSC Technologies India Private limited)
Registered Office:
Unit 13, Block 4, IMF Building, Chennai – 600 045.
Ph:+91-44-22668808/22663380,
Fax:+91-44-22788177

GlobalLogic

A Hitachi Group Company

We take pleasure in welcoming you to our organization and look forward to a mutually beneficial association. Your point of contact on the day of joining wil be HR SPOC at Hyderabad location. You are requested to report to our office situated at (GlobalLogic Technologies Private Limited, Unit-3 6th Floor, Block-1, M/s DLF Assets Pvt Ltd, Codeveloper for M/s DLF Infocity Hyderabad Ltd, IT/ITES SEZ, Gachibowli Village, Serlingampally, Mandal, Ranga Reddy District.) at 9:30 am.

For **GlobalLogic Technologies Private Ltd.**

Shuchita Shukla
Authorized Signatory

OFFER ACCEPTANCE & DECLARATION

I have read and understood the above terms and conditions of the above mentioned offer letter and I hereby confirm the acceptance of the same. I also confirm that there has not been any commitment (be it verbal or written) made to me by the company which is not covered in the scope of this offer letter. I will be reporting for duty on **22-November- 2022.**

Signature

PRINCIPAL
Avanthi Institute of Engg. & Tech
Cunchipally (V), Abdullapurmet (Mdl), R.R. Dist.

GlobalLogic

A Hitachi Group Company

Annexure – 1 Salary Structure	
Name: TARAK JAGADISH	
Designation: Human Resource Department (PA)	Grade: CEO2 Band: X
WEF: 22 November-2022	Location : Hyderabad
Section A – Gross Fixed Salary Break Up	
Monthly Components (In Rs.)	
Basic	10000
House Rent Allowance	1251
Statutory Bonus Information	1800
Special Allowance	0
ESI Information	424
Total Monthly (A)	13475
Total Monthly Annualised (B)	161700
Annual Components (In Rs.)	
Provident Fund (As per the PF Act 1952)	14400
National Pension Scheme-	0
Total Annualised (C)	14400
Total Fixed Annual Gross Salary (B+C)	176100
Section B – Additional Benefits	
Retirals & Health Benefits (Annualized Amount)	
Gratuity	5769
Mediclaim Insurance	1100
Total of Section B	6869
Total CTC (Section A + B)	182969
Incentive Indication (per annum)**	36000
Max Annual Total Remuneration	218969

In addition to Mediclaim employee will be covered under below additional benefits.
1.Group Term Life Insurance worth Rs.5 Lacs,
2. Group Personal Accident Insurance worth Rs. 2 Lacs

-An employee contribution of 0.75% will be deducted from employees in hand salary
Employer ESI contribution shall be at the rate of 3.25% of the gross salary.

*** Incentive amount is not a guaranteed amount of your CTC. It may be higher, lower or nil per the terms described herein. Only top performers are eligible to get this incentive basis their monthly/ quarterly performance. The incentive amount may also be fixed for performance. It is pro-rated to the duration spent with GlobalLogic for the financial year and will be paid to you only if you are active on GlobalLogic's payroll on the day the incentive is paid.*

For GlobalLogic Technologies Private Ltd.

Shuchita Shukla Gajula Rachana

Gajula Rachana

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

Associate Analyst, Content Engineering

TekWorks

Date: 28/12/2022

To

Dear THAKUR KALYANI,

We are happy to welcome you to **TekWorks Enterprise Solutions Private Limited.** As a valued member of the team, we look forward to you playing an important role in helping us achieve our Vision, uphold our Leadership Principles, and live our Culture.

As an organization, we value **PASSION, ACCOUNTABILITY, OUT-OF-THE-BOX THINKING, and COLLABORATION** in people.

This letter of intent is made to you based on your performance in our Assessment and final round of interview. You are required to undergo our intense 6-month, **Training Program.** Post the successful completion of the Training, you will be hired as a full-time employee of **TekWorks**. **You will be paid INR 10,000 per month** as a stipend during these 6 months of training.

After successful completion of your college degree graduation and the **Training Program, you will be issued an offer letter** with a minimum salary package of INR 3.5 lakhs per annum with mentioning your salary details and that you will be hired on the payrolls of **TekWorks** from **Nov 2022.** We look forward to you beginning your career with **our Training Program** within **Dec 2022.**

Please complete your joining formalities as per our instructions from Our HR Team. Kindly be ready with all your documents (Originals and attested) to complete your joining formalities.

We request you to get in touch with the HR team in case you need any further assistance and support at info@tekworks.in. **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 / 2022

18-Nov, 2022

Subject: Letter of Intent to Hire

Dear THUNGA NAVYASRI,

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 **19-Dec-2022,** failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

The detailed Terms and Conditions of your appointment shall be issued to you along with the offer letter at the time joining. You will be under a probationary period of 6 (six) months, from the date of joining.

Upon confirmation of your acceptance to join, you will be required to join the company on **28-Dec-2022** or inform the HR about any delay in joining date with a genuine reason, failing which our offer is closed and no further communication will be entertained.

Following are the details about Trainee Business Developer:

Compensation

CTC: Your Annual Gross CTC for the year, which is inclusive of Basic Salary and other Variable emoluments, is **Rs. 3,50,000/-** Per Annum (INR One Lakh Eighty Thousand Rupees Only).

This offer is subject to you satisfying the following requirements:

26. You are required to mandatorily possess the following documents at the time of joining:
    a. A valid Passport
    b. Income Tax PAN Card at the time of joining the Company.
27. You should have completed your academic course with a minimum of **65% or equivalent** as specified at the time of your selection.
28. Minimum of 65% in HSC or equivalent course and minimum of First Class 65% in all other courses completed by you prior to your qualifying academic course.
29. You should have completed any Company organized training imparted prior to your date of joining
30. Submit all necessary legal documentation pertaining to your employment

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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.com

We look forward to you having a rewarding career with us

Please revert to us with your acceptance of this offer.

Wishing you all the best,

Yours sincerely,

Ratan Siripurapu
Vice President - Operations
Eidiko Systems Integrators Pvt. Ltd

www.eidiko.com

PRINCIPAL
Avanthi Institute of Engg. & Tech
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

OUTPERORM IT

ENTERPRISE IT SOLUTIONS

Suite 3-D, Brij Tarang, Kundan Bagh, Begumpet, Hyderabad 500016

Date -04/07/2022

Dear VANAM OMKAR,

In reference to your interest in being employed by us and subsequent performance during our selection process, we are happy to inform you that you are offered the following position at our company.

Welcome aboard and wish you all the best.

01. **Designation** - HR (Trainee)

02. **Gross Salary** - Rs 3,36,000 / Annum

03. **Probation** - You will be under probation for a period of 3 months during which you will be paid a stipend of Rs. 10,000.00 per month.

04. **Bond** - There is a bond to serve the company for a period of 1 year 3 Months from date of joining.

14. **Details of the compensation** - Your compensation has been divided into Basic Salary and HRA. Following is the breakup of the same.

Basic Salary	- Rs 16,800.00
HRA	- Rs 11,200.00
Total Compensation	- Rs 28,000.00

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Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

15. **Health Insurance** - Outperform provides health insurance to all its employees. Details of such insurance will be provided separately to you.

Tel. +1 (469) 592-7131
info@outperformit.com
www.outperformit.com

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Suite 3-D, Brij Tarang, Kundan Bagh, Begumpet, Hyderabad 500016

16. **Promotions and Increments** - Promotions and increments are given solely on the basis of your performance and contribution to the company. These are usually done on an annual basis.

17. **Notice Period** - During probation, the company reserves a right to discontinue your services due to lack of perfomance with a notice period of 1 month. After serving the bond period, you need to give a notice period of 3 month in case you want to be relieved of the service.

18. **Other Terms and Condition** - You agree not to undertake employment, whether full-time or part-time as Director/Member/Employee of any other organization/ entity in any form of business activity without consent of Outperform. The consent may be given subject to terms and conditions that the Company may think fit and may be withdrawn at the discretion of the the Company.

You also agree to maintain confidentiality and proper conduct during your employment with us.

In token of acceptance of this offer, please e-sign the offer letter. We wish you all the best and hope for your continued support.

Following are the details of the revision.

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

Shailendu Verma
President

Name VANAM OMKAR
Date 04/07/2022

DXCTechnology

Date: 23/11/2022

Dear VELUGUPALLY SHRAVANI,

We are pleased to extend to you an offer of employment with **DXC Technology**. This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by DXC or an appropriate third party and the results of such background checks being favorable in DXC's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by DXC. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

At **DXC Technology**, we are greatly excited about the challenging and rewarding work environment. You will be an important part of the leading global information technology company and part of a culture that is driven to improve and outperform.

To accept the offer of employment, please sign by providing your full name and unique identifier.

We welcome you to join us in this exciting journey.

Thanking you,
Yours Sincerely,

Lokendra Panth
Vice President – Human Resources

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

DXC Technology India Private Limited (formerly known as CSC Technologies India Private limited)
Registered Office:
Unit 13, Block 4, IMF Building, Chennai – 600 045.
Ph:+91-44-22668808/22663380,
Fax:+91-44-22788177

GlobalLogic

A Hitachi Group Company

We take pleasure in welcoming you to our organization and look forward to a mutually beneficial association. Your point of contact on the day of joining wil be HR SPOC at Hyderabad location. You are requested to report to our office situated at (GlobalLogic Technologies Private Limited, Unit-3 6th Floor, Block-1, M/s DLF Assets Pvt Ltd, Codeveloper for M/s DLF Infocity Hyderabad Ltd, IT/ITES SEZ, Gachibowli Village, Serlingampally, Mandal, Ranga Reddy District.) at 9:30 am.

For **GlobalLogic Technologies Private Ltd.**

Shuchita Shukla
Authorized Signatory

OFFER ACCEPTANCE & DECLARATION

I have read and understood the above terms and conditions of the above mentioned offer letter and I hereby confirm the acceptance of the same. I also confirm that there has not been any commitment (be it verbal or written) made to me by the company which is not covered in the scope of this offer letter. I will be reporting for duty on **22-November- 2022.**

Signature

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthepally (V), Abdullapurmet (Mdl), R.R. Dist.

GlobalLogic

A Hitachi Group Company

Annexure – 1 Salary Structure	
Name: VIJAYAGIRI SANJAY	
Designation: Human Resource Department (PA)	Grade: CEO2 Band: X
WEF: 22 November-2022	Location : Hyderabad
Section A – Gross Fixed Salary Break Up	
Monthly Components (In Rs.)	
Basic	10000
House Rent Allowance	1251
Statutory Bonus Information	1800
Special Allowance	0
ESI Information	424
Total Monthly (A)	13475
Total Monthly Annualised (B)	161700
Annual Components (In Rs.)	
Provident Fund (As per the PF Act 1952)	14400
National Pension Scheme-	0
Total Annualised (C)	14400
Total Fixed Annual Gross Salary (B+C)	176100
Section B – Additional Benefits	
Retirals & Health Benefits (Annualized Amount)	
Gratuity	5769
Mediclaim Insurance	1100
Total of Section B	6869
Total CTC (Section A + B)	182969
Incentive Indication (per annum)**	36000
Max Annual Total Remuneration	218969

In addition to Mediclaim employee will be covered under below additional benefits.
1.Group Term Life Insurance worth Rs.5 Lacs,
2. Group Personal Accident Insurance worth Rs. 2 Lacs

-An employee contribution of 0.75% will be deducted from employees in hand salary
Employer ESI contribution shall be at the rate of 3.25% of the gross salary.

*** Incentive amount is not a guaranteed amount of your CTC. It may be higher, lower or nil per the terms described herein. Only top performers are eligible to get this incentive basis their monthly/ quarterly performance. The incentive amount may also be fixed for performance. It is pro-rated to the duration spent with GlobalLogic for the financial year and will be paid to you only if you are active on GlobalLogic's payroll on the day the incentive is paid.*

For GlobalLogic Technologies Private Ltd.

Shuchita Shukla Gajula Rachana

Gajula Rachana

Associate Analyst, Content Engineering

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

DXCTechnology

Date: 23/11/2022

Dear YELUGANDULA MAHIPAL,

We are pleased to extend to you an offer of employment with **DXC Technology**. This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by DXC or an appropriate third party and the results of such background checks being favorable in DXC's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by DXC. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

At **DXC Technology**, we are greatly excited about the challenging and rewarding work environment. You will be an important part of the leading global information technology company and part of a culture that is driven to improve and outperform.

To accept the offer of employment, please sign by providing your full name and unique identifier.

We welcome you to join us in this exciting journey.

Thanking you,
Yours Sincerely,

Lokendra Panth
Vice President – Human Resources

DXC Technology India Private Limited (formerly known as CSC Technologies India Private limited)
Registered Office:
Unit 13, Block 4, IMF Building, Chennai – 600 045.
Ph:+91-44-22668808/22663380,
Fax:+91-44-22788177

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthipally (V), Abdullapurmet (M), R.R. Dist.

GlobalLogic

A Hitachi Group Company

We take pleasure in welcoming you to our organization and look forward to a mutually beneficial association. Your point of contact on the day of joining wil be HR SPOC at Hyderabad location. You are requested to report to our office situated at (GlobalLogic Technologies Private Limited, Unit-3 6th Floor, Block-1, M/s DLF Assets Pvt Ltd, Codeveloper for M/s DLF Infocity Hyderabad Ltd, IT/ITES SEZ, Gachibowli Village, Serlingampally, Mandal, Ranga Reddy District.) at 9:30 am.

For **GlobalLogic Technologies Private Ltd.**

Shuchita Shukla
Authorized Signatory

OFFER ACCEPTANCE & DECLARATION

I have read and understood the above terms and conditions of the above mentioned offer letter and I hereby confirm the acceptance of the same. I also confirm that there has not been any commitment (be it verbal or written) made to me by the company which is not covered in the scope of this offer letter. I will be reporting for duty on **22-November- 2022.**

Signature

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

GlobalLogic

A Hitachi Group Company

Annexure – 1 Salary Structure	
Name: YELUGANDULA SRIKANTH	
Designation: Human Resource Department (PA)	Grade: CEO2 Band: X
WEF: 22 November-2022	Location : Hyderabad
Section A – Gross Fixed Salary Break Up	
Monthly Components (In Rs.)	
Basic	10000
House Rent Allowance	1251
Statutory Bonus Information	1800
Special Allowance	0
ESI Information	424
Total Monthly (A)	13475
Total Monthly Annualised (B)	161700
Annual Components (In Rs.)	
Provident Fund (As per the PF Act 1952)	14400
National Pension Scheme-	0
Total Annualised (C)	14400
Total Fixed Annual Gross Salary (B+C)	176100
Section B – Additional Benefits	
Retirals & Health Benefits (Annualized Amount)	
Gratuity	5769
Mediclaim Insurance	1100
Total of Section B	6869
Total CTC (Section A + B)	182969
Incentive Indication (per annum)**	36000
Max Annual Total Remuneration	218969

In addition to Mediclaim employee will be covered under below additional benefits.
1.Group Term Life Insurance worth Rs.5 Lacs,
2. Group Personal Accident Insurance worth Rs. 2 Lacs

-An employee contribution of 0.75% will be deducted from employees in hand salary
Employer ESI contribution shall be at the rate of 3.25% of the gross salary.

*** Incentive amount is not a guaranteed amount of your CTC. It may be higher, lower or nil per the terms described herein. Only top performers are eligible to get this incentive basis their monthly/ quarterly performance. The incentive amount may also be fixed for performance. It is pro-rated to the duration spent with GlobalLogic for the financial year and will be paid to you only if you are active on GlobalLogic's payroll on the day the incentive is paid.*

For GlobalLogic Technologies Private Ltd.

Shuchita Shukla Gajula Rachana

Gajula Rachana

Associate Analyst, Content Engineering

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Md), R.R. Dist.

TekWorks

Date: 28/12/2022

To

Dear VAKDOTH SHASHI REKHA,

We are happy to welcome you to **TekWorks Enterprise Solutions Private Limited.** As a valued member of the team, we look forward to you playing an important role in helping us achieve our Vision, uphold our Leadership Principles, and live our Culture.

As an organization, we value **PASSION, ACCOUNTABILITY, OUT-OF-THE-BOX THINKING, and COLLABORATION** in people.

This letter of intent is made to you based on your performance in our Assessment and final round of interview. You are required to undergo our intense 6-month, **Training Program.** Post the successful completion of the Training, you will be hired as a full-time employee of **TekWorks**. **You will be paid INR 10,000 per month** as a stipend during these 6 months of training.

After successful completion of your college degree graduation and the **Training Program, you will be issued an offer letter** with a minimum salary package of INR 3.5 lakhs per annum with mentioning your salary details and that you will be hired on the payrolls of **TekWorks** from **Nov 2022.** We look forward to you beginning your career with **our Training Program** within **Dec 2022.**

Please complete your joining formalities as per our instructions from Our HR Team. Kindly be ready with all your documents (Originals and attested) to complete your joining formalities.

We request you to get in touch with the HR team in case you need any further assistance and support at info@tekworks.in. **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

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Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

ELTP / 2022

18-Nov, 2022

Subject: Letter of Intent to Hire

Dear KAMPELLI SIMON PRAKASH,

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 **19-Dec-2022,** failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

The detailed Terms and Conditions of your appointment shall be issued to you along with the offer letter at the time joining. You will be under a probationary period of 6 (six) months, from the date of joining.

Upon confirmation of your acceptance to join, you will be required to join the company on **28-Dec-2022** or inform the HR about any delay in joining date with a genuine reason, failing which our offer is closed and no further communication will be entertained.

Following are the details about Trainee Business Developer:

Compensation

CTC: Your Annual Gross CTC for the year, which is inclusive of Basic Salary and other Variable emoluments, is **Rs. 3,50,000/-** Per Annum (INR One Lakh Eighty Thousand Rupees Only).

This offer is subject to you satisfying the following requirements:

31. You are required to mandatorily possess the following documents at the time of joining:
    a. A valid Passport
    b. Income Tax PAN Card at the time of joining the Company.
32. You should have completed your academic course with a minimum of **65% or equivalent** as specified at the time of your selection.
33. Minimum of 65% in HSC or equivalent course and minimum of First Class 65% in all other courses completed by you prior to your qualifying academic course.
34. You should have completed any Company organized training imparted prior to your date of joining
35. Submit all necessary legal documentation pertaining to your employment

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Avanthi Institute of Engg. & Tech
Gunthepally (V), Abdullapurmet (Mdl), R.R. Dist.

+91 40-33182600 info@eidiko.com

Eidiko Systems Integrators, Suite #1, Floor #1, MJR Magnifique, Khajaguda X Roads, Gachibowli, Hyderabad, India – 500008

www.eidiko.com

We look forward to you having a rewarding career with us

Please revert to us with your acceptance of this offer.

Wishing you all the best,

Yours sincerely,

Ratan Siripurapu
Vice President - Operations
Eidiko Systems Integrators Pvt. Ltd

www.eidiko.com

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

+91 40-33182600 info@eidiko.com

Eidiko Systems Integrators, Suite #1, Floor #1, MJR Magnifique,
Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008

YESPEAL TECHNOLOGIES PVT LTD

AVS Compound, 4 th Block, Near Sony World Signal, Kormangala, Bangalore- 560034.
Website: www.yespealtechnologies.com || Email:hr@yespealtechnologies.com

22-Nov-2022

Dear ANUGU PRAVALIKA,

In Continuation to our discussion, we are pleased to offer you the role of H R Department–Yespeal Technologies Private Limited., (Yespeal).

- During Training Period You Will Be entitled With the Stipend 5,000/- To 15,000/- Per Month Based on The Performance. This May Vary depending on Yespeal Performance and Your Performance

We would like to inform you that Yespeal has considered 0 Months of your Experience as relevant, which would be updated in our Records. Your Place of Posting will be Bangalore.

Your Appointment will be governed by the Terms and Condition of Employment Presented in Annexure A. You will also be governed by the rules and Regulation Practices in Vogue and those that may change from time to Time. Your Compensation is Highly Confidential and if Need arises, you may discuss it only with Manager.

We Request You To Join us After Completion of Your Final Semester Exam.

Yespeal is keen that there is a secure environment for clients and internally too.

Please Note:

This appointment is Subject to satisfactory reference Checks

This offer from Yespeal is Valid for 2 Days only from the date of offer, any extension is said validity shall be at the discretion of the company and shall be communicated to you in writing Prior to commencing employment with Yespeal You Must provide yespeal with evidence of right to work in India and other such documents as yespeal may request.

We look forward to you joining us. Should have any further question or clarifications, Please feel free to contact us.

Yours Sincerely,

For Yespeal Technologies Pvt Ltd.,

darshanmurthy

Darshan Murthy

Global Head-Talent Acquisition

I Have read the offer, Understood and accept the above mentioned terms and condition.

Signature Date:

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. 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 incentivescheme of the company
   - First 3 Months Would be under Training Period.From The date of Joining.
   - The Incentive Scheme is subject to revisions at the discretion of the Management.

4. **Work Conduct:**
   - During your employment with the Company, you shall devote your best efforts for promoting the **Yespeal Technologies Private Limited** (and of any other relevant affiliate and / or business associate of the **Yespeal Technologies Private Limited**) business.
   - You are required to effectively carry out all duties and responsibilities as assigned to you by the Company and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavoring to the best of your ability to protect and promote the interests of the Company.
   - You shall not, except with the written permission of the Company, engage directly or indirectly in any other business, occupation or activity, whether as a principal agent or otherwise which will be detrimental whether directly, to the Company's interests.
   - You will be bound by the Code of Conduct and all other rules, regulations, policies and orders issued by the Company from time to time in relation to your conduct, discipline rules, regulation, policies et al, were part of this contract of appointment.

5. **Training**
   - You will be imparted training on-the-job and periodically when the training programs will be organized. The Company lays high importance when the training its employees and spends considerable resources on it. A full commitment from employee side is expected during the training period.

6. **Disclosure of Information:**
   - You confirm that you have disclosed all your business interests in the Company whether or not they are similar to or in conflict with the business (es) or the activities of the Company, & all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the Company and you or any immediate relatives. Also you agree to immediately disclose, to the Company any such interests or circumstances which may arise during your employment

7. **Confidentiality:**
   - All information regarding the affairs or business matters of the Company (and of any other relevant affiliate and/or business associate of the (**Yespeal Technologies Private Limited**) concepts, working methods, client portfolios, strategies – that come to your knowledge by reasons of your employment is deemed to be confidential and considered a trade secret.
   - You shall be required to maintain strict confidentiality of such information and data that may come to your possession or knowledge by virtue of the engagement, use it only as may be required in the normal course of your work and shall not disclose or any information or data, without prior consent of an authorized officer of the company.
   - You shall at all times keep the details of your salary and employment benefits at the Company strictly and shall not disclose such details to any other person within the Company.

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- You shall use the Company name, Logos trademarks or other identifiers strictly in the manner permitted by the Company's policies or for the purposes of provision of Services 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.
- You shall not keep any copies of these items in any form whatsoever.
- Violation of this clause may invite legal action.

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12. Non – Competition:

In the event of your separation from Company for whatever reason:

- For a period of **1 year** thereafter (except with the written approval of the Company) you will not solicit business in competition with the Company nor pass information to a third party that may result in the same effect from any other organization which is at the data of separation a client or a prospect with which negotiations are underway neither will you in competition offer or supply products or services which compete directly with those products or services offered by the Company.
- You agree that for a period of **1 year** after your separation from the Company you will not endeavour to solicit or entice away any person who is an employee of the Company or who was in its employment up to **1 Year** preceding your severance.

13. Other:

- Under the Sexual Harassment Prevention Act. 2013, sexual harassment is considered as misconduct. The Consequences of such misconduct can be – apart from deduction of wages, termination of employment or transfer to another location.
- Your appointment is contingent upon Medical Fitness Certificate satisfactory reference background checks, including verification of your application materials education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-competes obligation or other restrictive clauses with any previous employer).
- You will be governed by the Company's policies during the course of your employment. It will be obligatory on your part to ensure compliance to the applicable statuses, regulations and requirements laid down by the Company and other regulatory and statutory bodies. Violation of the terms and conditions mentioned herein would attract disciplinary and/or legal action, including immediate termination.
- The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies and abide by the same.

- You shall at all times keep the details of your salary and employment benefits at the Company strictly and shall not disclose such details to any other person within the Company.
- You shall use the Company name, Logos trademarks or other identifiers strictly in the manner permitted by the Company's policies or for the purposes of provision of Services delegatedto you to the extent required.
- You shall at all times. Whether during or the termination of your employment act with utmost fidelity and shall not disclose or divulge any such confidential information to third parties or make use of such information for your own benefit of the benefit of any third party, either during the term of your employment or thereafter.

14. Monitoring Policy:

- Please note that emails sent to you and by you may be monitored from time to time for the purpose of identifying any non-compliance with the Company policies or applicable laws. These emails along with attachments are considered as property of the company.
- If such monitoring discloses breach of any law or Company policies, disciplinary action may follow including termination of the employment.

15. Notice Period:

- During the probation (including any extension), services may be terminated by either party, giving written notice to one week or payment salary in Lieu of thereof.
- Employee need to complete 1 year of tenure period in the Organization from the date of joining. In case of Major issues the company can relieve the employee failing that employee need to pay the compensation of loss bearing the employee training.
- Post confirmation, services may be terminated by either party, giving One months' notice, which comprises a non-negotiable mandatory working period of **2 month**, with the remainder of the notice period being negotiable on both sides (to agree the release date & salary payment in lieu of notice if any).
- The Company may terminate / suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry that you have committed (i) any

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heinous criminal act or any offense involving moral turpitude. Examples include rape, forgery, robbery, etc. (ii) sexual harassment or (iii) other act that threatens or likely to damage the Company's reputation.

- You are required to identify and train your replacement and facilitate a successful handover/knowledge transfer. Failure to comply with the clause would be considered against the Company policy. A prior approval by the Management shall be considered as an exception to this clause through mutual settlement between both the parties.0
- The Company reserves the right to terminate your employment on the grounds mentioned in clause 11 below. In such an event, you will be subject to immediate dismissal and the Company will not be liable to give you pay for the notice period. The Company further reserves the right to initiate legal action as it deems fit.

16. Termination of Services:

- If at any time during the course of your employment, it is found that you have made a false or an incomplete declaration with regard to your qualification / experience and other detail, your appointment will be treated void with immediate effect without any payment in lieu of notice period.
- If at any time during the course of your employment, it is found that you have committed any act of gross misconduct or serious breach of employment terms, been guilty of conduct tending to bring yourself or the Company into disrepute, been absent for a continuous period of 10 days without approval/information, indulged in policy violation/fraud/financial irregularities and/or been found to demonstrate unsatisfactory job performance your services will be terminated and you shall not be entitled to any notice period or payment in lieu thereof.

17. Leave:

- You will be entitled to Casual/Sick Leaves: National/Festival holidays as stipulated by law/company policy, in a calendar year. The same may be changed from time to time in accordance with changes in law and/or company policy

18. Deductions:

a) During your employment or in the event of any termination the Company is entitled to deduct any amount due from you to the Company from actual total compensation including but not limited to:
b) Any debt or advance for the time being owed by you to the Company
c) Any deduction related to leave or holiday taken in excess of entitlement as at the date of termination of employment: an.
d) Any deduction with respect to expenses incurred by the Company or the cost of repairing damage to the Company's property caused by you (and of recovering the same).

19. Return of Company Property

- You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data , information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment..
- You shall not keep any copies of these items in any form whatsoever.
- Violation of this clause may invite legal action.

20. Non – Competition:

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.

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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 Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

OUTPERORM IT

ENTERPRISE IT SOLUTIONS

Suite 3-D, Brij Tarang, Kundan Bagh, Begumpet, Hyderabad 500016

Date -04/07/2022

Dear BADRI SRINATH YADAV,

In reference to your interest in being employed by us and subsequent performance during our selection process, we are happy to inform you that you are offered the following position at our company.

Welcome aboard and wish you all the best.

01. **Designation** - HR (Trainee)

02. **Gross Salary** - Rs 3,36,000 / Annum

03. **Probation** - You will be under probation for a period of 3 months during which you will be paid a stipend of Rs. 10,000.00 per month.

04. **Bond** - There is a bond to serve the company for a period of 1 year 3 Months from date of joining.

15. **Details of the compensation** - Your compensation has been divided into Basic Salary and HRA. Following is the breakup of the same.

Basic Salary	- Rs 16,800.00
HRA	- Rs 11,200.00
Total Compensation	- Rs 28,000.00

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16. **Health Insurance** - Outperform provides health insurance to all its employees. Details of such insurance will be provided separately to you.

Tel. +1 (469) 592-7131
info@outperformit.com
www.outperformit.com

OUTPERORM IT
ENTERPRISE IT SOLUTIONS
Suite 3-D, Brij Tarang, Kundan Bagh, Begumpet, Hyderabad 500016

17. **Promotions and Increments** - Promotions and increments are given solely on the basis of your performance and contribution to the company. These are usually done on an annual basis.

18. **Notice Period** - During probation, the company reserves a right to discontinue your services due to lack of perfomance with a notice period of 1 month. After serving the bond period, you need to give a notice period of 3 month in case you want to be relieved of the service.

19. **Other Terms and Condition** - You agree not to undertake employment, whether full-time or part-time as Director/Member/Employee of any other organization/ entity in any form of business activity without consent of Outperform. The consent may be given subject to terms and conditions that the Company may think fit and may be withdrawn at the discretion of the the Company.

You also agree to maintain confidentiality and proper conduct during your employment with us.

In token of acceptance of this offer, please e-sign the offer letter. We wish you all the best and hope for your continued support.

Following are the details of the revision.

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

Shailendu Verma
President

Name BADRI SRINATH YADAV
Date 04/07/2022

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Avanthi Engineering College

Date: 22.11.2022

Dear BANDARI CHARANI,

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 2.80 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
R.R. Dist.

This is a digitally generated soft copy hence a signature is not required
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc-A1, 6th Floor, Chennai, Tamil Nadu, PIN 600063

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Avanthi Engineering College

Date: 22.11.2022

Dear BELLE NAVYA,

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 2.80 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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- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
Talent Acquisition
Sutherland

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl.), R.R. Dist.

This is a digitally generated soft copy hence a signature is not required

DXCTechnology

Date: 23/11/2022

Dear BIRADAR DIVYA,

We are pleased to extend to you an offer of employment with **DXC Technology**. This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by DXC or an appropriate third party and the results of such background checks being favorable in DXC's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by DXC. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

At **DXC Technology**, we are greatly excited about the challenging and rewarding work environment. You will be an important part of the leading global information technology company and part of a culture that is driven to improve and outperform.

To accept the offer of employment, please sign by providing your full name and unique identifier.

We welcome you to join us in this exciting journey.

Thanking you,
Yours Sincerely,

Lokendra Panth
Vice President – Human Resources

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

DXC Technology India Private Limited (formerly known as CSC Technologies India Private limited)
Registered Office:
Unit 13, Block 4, IMF Building, Chennai – 600 045.
Ph:+91-44-22668808/22663380, Fax:+91-44-22788177

GlobalLogic

A Hitachi Group Company

We take pleasure in welcoming you to our organization and look forward to a mutually beneficial association. Your point of contact on the day of joining wil be HR SPOC at Hyderabad location. You are requested to report to our office situated at (GlobalLogic Technologies Private Limited, Unit-3 6th Floor, Block-1, M/s DLF Assets Pvt Ltd, Codeveloper for M/s DLF Infocity Hyderabad Ltd, IT/ITES SEZ, Gachibowli Village, Serlingampally, Mandal, Ranga Reddy District.) at 9:30 am.

For **GlobalLogic Technologies Private Ltd.**

Shuchita Shukla
Authorized Signatory

OFFER ACCEPTANCE & DECLARATION

I have read and understood the above terms and conditions of the above mentioned offer letter and I hereby confirm the acceptance of the same. I also confirm that there has not been any commitment (be it verbal or written) made to me by the company which is not covered in the scope of this offer letter. I will be reporting for duty on **22-November- 2022.**

Signature

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

GlobalLogic

A Hitachi Group Company

Annexure – 1 Salary Structure	
Name: BURRI NAGAMANI	
Designation: Human Resource Department (PA)	Grade: CEO2 Band: X
WEF: 22 November-2022	Location : Hyderabad
Section A – Gross Fixed Salary Break Up	
Monthly Components (In Rs.)	
Basic	10000
House Rent Allowance	1251
Statutory Bonus Information	1800
Special Allowance	0
ESI Information	424
Total Monthly (A)	13475
Total Monthly Annualised (B)	161700
Annual Components (In Rs.)	
Provident Fund (As per the PF Act 1952)	14400
National Pension Scheme-	0
Total Annualised (C)	14400
Total Fixed Annual Gross Salary (B+C)	176100
Section B – Additional Benefits	
Retirals & Health Benefits (Annualized Amount)	
Gratuity	5769
Mediclaim Insurance	1100
Total of Section B	6869
Total CTC (Section A + B)	182969
Incentive Indication (per annum)**	36000
Max Annual Total Remuneration	218969

In addition to Mediclaim employee will be covered under below additional benefits.
1.Group Term Life Insurance worth Rs.5 Lacs,
2. Group Personal Accident Insurance worth Rs. 2 Lacs

-An employee contribution of 0.75% will be deducted from employees in hand salary
Employer ESI contribution shall be at the rate of 3.25% of the gross salary.

*** Incentive amount is not a guaranteed amount of your CTC. It may be higher, lower or nil per the terms described herein. Only top performers are eligible to get this incentive basis their monthly/ quarterly performance. The incentive amount may also be fixed for performance. It is pro-rated to the duration spent with GlobalLogic for the financial year and will be paid to you only if you are active on GlobalLogic's payroll on the day the incentive is paid.*

For GlobalLogic Technologies Private Ltd.

Shuchita Shukla Gajula Rachana

Gajula Rachana

Associate Analyst, Content Engineering

PRINCIPAL
Aveni Institute of Engg. & Tech
Cuntlapally (V), Abdullapurmet (Mdl), R.R. Dist.

TekWorks

Date: 28/12/2022

To

Dear CHENNARAP SHARATH,

We are happy to welcome you to **TekWorks Enterprise Solutions Private Limited.** As a valued member of the team, we look forward to you playing an important role in helping us achieve our Vision, uphold our Leadership Principles, and live our Culture.

As an organization, we value **PASSION, ACCOUNTABILITY, OUT-OF-THE-BOX THINKING, and COLLABORATION** in people.

This letter of intent is made to you based on your performance in our Assessment and final round of interview. You are required to undergo our intense 6-month, **Training Program.** Post the successful completion of the Training, you will be hired as a full-time employee of **TekWorks**. **You will be paid INR 10,000 per month** as a stipend during these 6 months of training.

After successful completion of your college degree graduation and the **Training Program, you will be issued an offer letter** with a minimum salary package of INR 3.5 lakhs per annum with mentioning your salary details and that you will be hired on the payrolls of **TekWorks** from **Nov 2022.** We look forward to you beginning your career with **our Training Program** within **Dec 2022.**

Please complete your joining formalities as per our instructions from Our HR Team. Kindly be ready with all your documents (Originals and attested) to complete your joining formalities.

We request you to get in touch with the HR team in case you need any further assistance and support at info@tekworks.in. **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 / 2022

18-Nov, 2022

Subject: Letter of Intent to Hire

Dear PANNALA BHAVANI,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a **Trainee 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 **19-Dec-2022,** failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

The detailed Terms and Conditions of your appointment shall be issued to you along with the offer letter at the time joining. You will be under a probationary period of 6 (six) months, from the date of joining.

Upon confirmation of your acceptance to join, you will be required to join the company on **28-Dec-2022** or inform the HR about any delay in joining date with a genuine reason, failing which our offer is closed and no further communication will be entertained.

Following are the details about Trainee Business Developer:

Compensation

CTC: Your Annual Gross CTC for the year, which is inclusive of Basic Salary and other Variable emoluments, is **Rs. 3,50,000/-** Per Annum (INR One Lakh Eighty Thousand Rupees Only).

This offer is subject to you satisfying the following requirements:

36. You are required to mandatorily possess the following documents at the time of joining:
    a. A valid Passport
    b. Income Tax PAN Card at the time of joining the Company.
37. You should have completed your academic course with a minimum of **65% or equivalent** as specified at the time of your selection.
38. Minimum of 65% in HSC or equivalent course and minimum of First Class 65% in all other courses completed by you prior to your qualifying academic course.
39. You should have completed any Company organized training imparted prior to your date of joining
40. Submit all necessary legal documentation pertaining to your employment

PRINCIPAL
Aveerthi Institute of Engg. & Tech
Cuntlapally (V), Abdullapurmet (M), R.R. Dist.

+91 40-33182600 info@eidiko.com

Eidiko Systems Integrators, Suite #1, Floor #1, MJR Magnifique, Khajaguda X Roads, Gachibowli, Hyderabad, India – 500008

www.eidiko.com

We look forward to you having a rewarding career with us

Please revert to us with your acceptance of this offer.

Wishing you all the best,

Yours sincerely,

Ratan Siripurapu
Vice President - Operations
Eidiko Systems Integrators Pvt. Ltd

www.eidiko.com

PRINCIPAL
Aveethil Institute of Engg. & Tech
Gundlapally (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

OUTPERORM IT

ENTERPRISE IT SOLUTIONS

Suite 3-D, Brij Tarang, Kundan Bagh, Begumpet, Hyderabad 500016

Date -04/07/2022

Dear SIRIGADA SAITEJA,

In reference to your interest in being employed by us and subsequent performance during our selection process, we are happy to inform you that you are offered the following position at our company.

Welcome aboard and wish you all the best.

01. **Designation** - HR (Trainee)

02. **Gross Salary** - Rs 3,36,000 / Annum

03. **Probation** - You will be under probation for a period of 3 months during which you will be paid a stipend of Rs. 10,000.00 per month.

04. **Bond** - There is a bond to serve the company for a period of 1 year 3 Months from date of joining.

16. **Details of the compensation** - Your compensation has been divided into Basic Salary and HRA. Following is the breakup of the same.

Basic Salary	- Rs 16,800.00
HRA	- Rs 11,200.00
Total Compensation	- Rs 28,000.00

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

17. **Health Insurance -** Outperform provides health insurance to all its employees. Details of such insurance will be provided separately to you.

Tel. +1 (469) 592-7131
info@outperformit.com
www.outperformit.com

OUTPERORM IT
ENTERPRISE IT SOLUTIONS
Suite 3-D, Brij Tarang, Kundan Bagh, Begumpet, Hyderabad 500016

18. **Promotions and Increments** - Promotions and increments are given solely on the basis of your performance and contribution to the company. These are usually done on an annual basis.

19. **Notice Period** - During probation, the company reserves a right to discontinue your services due to lack of perfomance with a notice period of 1 month. After serving the bond period, you need to give a notice period of 3 month in case you want to be relieved of the service.

20. **Other Terms and Condition** - You agree not to undertake employment, whether full-time or part-time as Director/Member/Employee of any other organization/ entity in any form of business activity without consent of Outperform. The consent may be given subject to terms and conditions that the Company may think fit and may be withdrawn at the discretion of the the Company.

You also agree to maintain confidentiality and proper conduct during your employment with us.

In token of acceptance of this offer, please e-sign the offer letter. We wish you all the best and hope for your continued support.

Following are the details of the revision.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

Shailendu Verma
President

Name SIRIGADA SAITEJA
Date 04/07/2022

MLX Technology

Date: 22/11/2022

Dear DONTHULA RAMYA,

We are pleased to extend to you an offer of employment with **MLX Technology**. This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by **MLX** or an appropriate third party and the results of such background checks being favorable in **MLX**'s reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by **MLX**. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

At **MLX Technology**, we are greatly excited about the challenging and rewarding work environment. You will be an important part of the leading global information technology company and part of a culture that is driven to improve and outperform.

To accept the offer of employment, please sign by providing your full name and unique identifier.

We welcome you to join us in this exciting journey.

Thanking you,
Yours Sincerely,

Rajender Nath
Vice President – Human Resources



OUTPERORM IT

ENTERPRISE IT SOLUTIONS

Suite 3-D, Brij Tarang, Kundan Bagh, Begumpet, Hyderabad 500016

Date -04/07/2022

Dear EDLA RAGHAVENDER,

In reference to your interest in being employed by us and subsequent performance during our selection process, we are happy to inform you that you are offered the following position at our company.

Welcome aboard and wish you all the best.

01. **Designation** - HR (Trainee)

02. **Gross Salary** - Rs 3,36,000 / Annum

03. **Probation** - You will be under probation for a period of 3 months during which you will be paid a stipend of Rs. 10,000.00 per month.

04. **Bond** - There is a bond to serve the company for a period of 1 year 3 Months from date of joining.

17. **Details of the compensation** - Your compensation has been divided into Basic Salary and HRA. Following is the breakup of the same.

Basic Salary	- Rs 16,800.00
HRA	- Rs 11,200.00
Total Compensation	- Rs 28,000.00

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

18. **Health Insurance** - Outperform provides health insurance to all its employees. Details of such insurance will be provided separately to you.

Tel. +1 (469) 592-7131
info@outperformit.com
www.outperformit.com

OUTPERORM IT
ENTERPRISE IT SOLUTIONS

Suite 3-D, Brij Tarang, Kundan Bagh, Begumpet, Hyderabad 500016

19. **Promotions and Increments** - Promotions and increments are given solely on the basis of your performance and contribution to the company. These are usually done on an annual basis.

20. **Notice Period** - During probation, the company reserves a right to discontinue your services due to lack of perfomance with a notice period of 1 month. After serving the bond period, you need to give a notice period of 3 month in case you want to be relieved of the service.

21. **Other Terms and Condition** - You agree not to undertake employment, whether full-time or part-time as Director/Member/Employee of any other organization/ entity in any form of business activity without consent of Outperform. The consent may be given subject to terms and conditions that the Company may think fit and may be withdrawn at the discretion of the the Company.

You also agree to maintain confidentiality and proper conduct during your employment with us.

In token of acceptance of this offer, please e-sign the offer letter. We wish you all the best and hope for your continued support.

Following are the details of the revision.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

Shailendu Verma
President

Name EDLA RAGHAVENDER
Date 04/07/2022

DXCTechnology

Date: 23/11/2022

Dear EERAMOUNI ANIL KUMAR,

We are pleased to extend to you an offer of employment with **DXC Technology**. This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by DXC or an appropriate third party and the results of such background checks being favorable in DXC's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by DXC. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

At **DXC Technology**, we are greatly excited about the challenging and rewarding work environment. You will be an important part of the leading global information technology company and part of a culture that is driven to improve and outperform.

To accept the offer of employment, please sign by providing your full name and unique identifier.

We welcome you to join us in this exciting journey.

Thanking you,
Yours Sincerely,

Lokendra Panth
Vice President – Human Resources

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

DXC Technology India Private Limited (formerly known as CSC Technologies India Private limited)
Registered Office:
Unit 13, Block 4, IMF Building, Chennai – 600 045.
Ph:+91-44-22668808/22663380,
Fax:+91-44-22788177

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Avanthi Engineering College

Date: 22.11.2022

Dear GUNDREDDY

SRAVANTHI REDDY,

Congratulations!!!
With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Lanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village Lanco Hills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers is up to 2.80 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.
Abdullapurmet (V), Abdullapurmet (Mdl), R.R. Dist.

This is a digitally generated soft copy hence a signature is not required
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Avanthi Engineering College

Date: 22.11.2022

Dear JUNNU HARISH,

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 2.80 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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- 10th, 12th, and UG/PG education certificates - (whichever is completed)
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- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, and Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
Talent Acquisition
Sutherland

PRINCIPAL
Avanthi Institute of Engg. & Tech.

This is a digitally generated soft copy hence a signature is not required

DXCTechnology

Date: 23/11/2022

Dear KASARAMONI PRASHANTH,

We are pleased to extend to you an offer of employment with **DXC Technology**. This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by DXC or an appropriate third party and the results of such background checks being favorable in DXC's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by DXC. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

At **DXC Technology**, we are greatly excited about the challenging and rewarding work environment. You will be an important part of the leading global information technology company and part of a culture that is driven to improve and outperform.

To accept the offer of employment, please sign by providing your full name and unique identifier.

We welcome you to join us in this exciting journey.

Thanking you,
Yours Sincerely,

Lokendra Panth
Vice President – Human Resources

DXC Technology India Private Limited (formerly known as CSC Technologies India Private limited)
Registered Office:
Unit 13, Block 4, IMF Building, Chennai – 600 045.
Ph:+91-44-22668808/22663380, Fax:+91-44-22788177

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

GlobalLogic

A Hitachi Group Company

We take pleasure in welcoming you to our organization and look forward to a mutually beneficial association. Your point of contact on the day of joining wil be HR SPOC at Hyderabad location. You are requested to report to our office situated at (GlobalLogic Technologies Private Limited, Unit-3 6th Floor, Block-1, M/s DLF Assets Pvt Ltd, Codeveloper for M/s DLF Infocity Hyderabad Ltd, IT/ITES SEZ, Gachibowli Village, Serlingampally, Mandal, Ranga Reddy District.) at 9:30 am.

For **GlobalLogic Technologies Private Ltd.**

Shuchita Shukla
Authorized Signatory

OFFER ACCEPTANCE & DECLARATION

I have read and understood the above terms and conditions of the above mentioned offer letter and I hereby confirm the acceptance of the same. I also confirm that there has not been any commitment (be it verbal or written) made to me by the company which is not covered in the scope of this offer letter. I will be reporting for duty on **22-November- 2022.**

Signature

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

GlobalLogic

A Hitachi Group Company

Annexure – 1 Salary Structure	
Name: LINGALA SAIKUMAR	
Designation: Human Resource Department (PA)	Grade: CEO2 Band: X
WEF: 22 November-2022	Location : Hyderabad
Section A – Gross Fixed Salary Break Up	
Monthly Components (In Rs.)	
Basic	10000
House Rent Allowance	1251
Statutory Bonus Information	1800
Special Allowance	0
ESI Information	424
Total Monthly (A)	13475
Total Monthly Annualised (B)	161700
Annual Components (In Rs.)	
Provident Fund (As per the PF Act 1952)	14400
National Pension Scheme-	0
Total Annualised (C)	14400
Total Fixed Annual Gross Salary (B+C)	176100
Section B – Additional Benefits	
Retirals & Health Benefits (Annualized Amount)	
Gratuity	5769
Mediclaim Insurance	1100
Total of Section B	6869
Total CTC (Section A + B)	182969
Incentive Indication (per annum)**	36000
Max Annual Total Remuneration	218969

In addition to Mediclaim employee will be covered under below additional benefits.
1.Group Term Life Insurance worth Rs.5 Lacs,
2. Group Personal Accident Insurance worth Rs. 2 Lacs

-An employee contribution of 0.75% will be deducted from employees in hand salary
Employer ESI contribution shall be at the rate of 3.25% of the gross salary.

*** Incentive amount is not a guaranteed amount of your CTC. It may be higher, lower or nil per the terms described herein. Only top performers are eligible to get this incentive basis their monthly/ quarterly performance. The incentive amount may also be fixed for performance. It is pro-rated to the duration spent with GlobalLogic for the financial year and will be paid to you only if you are active on GlobalLogic's payroll on the day the incentive is paid.*

For GlobalLogic Technologies Private Ltd.

Shuchita Shukla Gajula Rachana

Gajula Rachana

Associate Analyst, Content Engineering

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

TekWorks

Date: 28/12/2022

To

Dear MACHA RAVINDER,

We are happy to welcome you to **TekWorks Enterprise Solutions Private Limited.** As a valued member of the team, we look forward to you playing an important role in helping us achieve our Vision, uphold our Leadership Principles, and live our Culture.

As an organization, we value **PASSION, ACCOUNTABILITY, OUT-OF-THE-BOX THINKING, and COLLABORATION** in people.

This letter of intent is made to you based on your performance in our Assessment and final round of interview. You are required to undergo our intense 6-month, **Training Program.** Post the successful completion of the Training, you will be hired as a full-time employee of **TekWorks**. **You will be paid INR 10,000 per month** as a stipend during these 6 months of training.

After successful completion of your college degree graduation and the **Training Program, you will be issued an offer letter** with a minimum salary package of INR 3.5 lakhs per annum with mentioning your salary details and that you will be hired on the payrolls of **TekWorks** from **Nov 2022.** We look forward to you beginning your career with **our Training Program** within **Dec 2022.**

Please complete your joining formalities as per our instructions from Our HR Team. Kindly be ready with all your documents (Originals and attested) to complete your joining formalities.

We request you to get in touch with the HR team in case you need any further assistance and support at info@tekworks.in. **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 / 2022

18-Nov, 2022

Subject: Letter of Intent to Hire

Dear MACHHA SHIVA KRISHNA,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a **Trainee 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 **19-Dec-2022,** failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

The detailed Terms and Conditions of your appointment shall be issued to you along with the offer letter at the time joining. You will be under a probationary period of 6 (six) months, from the date of joining.

Upon confirmation of your acceptance to join, you will be required to join the company on **28-Dec-2022** or inform the HR about any delay in joining date with a genuine reason, failing which our offer is closed and no further communication will be entertained.

Following are the details about Trainee Business Developer:

Compensation

CTC: Your Annual Gross CTC for the year, which is inclusive of Basic Salary and other Variable emoluments, is **Rs. 3,50,000/-** Per Annum (INR One Lakh Eighty Thousand Rupees Only).

This offer is subject to you satisfying the following requirements:

41. You are required to mandatorily possess the following documents at the time of joining:
    a. A valid Passport
    b. Income Tax PAN Card at the time of joining the Company.
42. You should have completed your academic course with a minimum of **65% or equivalent** as specified at the time of your selection.
43. Minimum of 65% in HSC or equivalent course and minimum of First Class 65% in all other courses completed by you prior to your qualifying academic course.
44. You should have completed any Company organized training imparted prior to your date of joining
45. Submit all necessary legal documentation pertaining to your employment

PRINCIPAL
Avanthi Institute of Engg. & Tech
Abdullapurmet (M), R.R. Dist.

+91 40-33182600 info@eidiko.com

Eidiko Systems Integrators, Suite #1, Floor #1, MR Magnifique, Khajaguda X Roads, Gachibowli, Hyderabad, India – 500008

www.eidiko.com

We look forward to you having a rewarding career with us

Please revert to us with your acceptance of this offer.

Wishing you all the best,

Yours sincerely,

Ratan Siripurapu
Vice President - Operations
Eidiko Systems Integrators Pvt. Ltd

www.eidiko.com

PRINCIPAL
Avanthi Institute of Engg. & Tech.
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

OUTPERORM IT

ENTERPRISE IT SOLUTIONS

Suite 3-D, Brij Tarang, Kundan Bagh, Begumpet, Hyderabad 500016

Date -04/07/2022

Dear NARRA SPANDHANA REDDY,

In reference to your interest in being employed by us and subsequent performance during our selection process, we are happy to inform you that you are offered the following position at our company.

Welcome aboard and wish you all the best.

01. **Designation** - HR (Trainee)

02. **Gross Salary** - Rs 3,36,000 / Annum

03. **Probation** - You will be under probation for a period of 3 months during which you will be paid a stipend of Rs. 10,000.00 per month.

04. **Bond** - There is a bond to serve the company for a period of 1 year 3 Months from date of joining.

18. **Details of the compensation** - Your compensation has been divided into Basic Salary and HRA. Following is the breakup of the same.

Basic Salary	- Rs 16,800.00
HRA	- Rs 11,200.00
Total Compensation	- Rs 28,000.00

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

19. **Health Insurance** - Outperform provides health insurance to all its employees. Details of such insurance will be provided separately to you.

Tel. +1 (469) 592-7131
info@outperformit.com
www.outperformit.com

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ENTERPRISE IT SOLUTIONS
Suite 3-D, Brij Tarang, Kundan Bagh, Begumpet, Hyderabad 500016

20. **Promotions and Increments** - Promotions and increments are given solely on the basis of your performance and contribution to the company. These are usually done on an annual basis.

21. **Notice Period** - During probation, the company reserves a right to discontinue your services due to lack of perfomance with a notice period of 1 month. After serving the bond period, you need to give a notice period of 3 month in case you want to be relieved of the service.

22. **Other Terms and Condition** - You agree not to undertake employment, whether full-time or part-time as Director/Member/Employee of any other organization/ entity in any form of business activity without consent of Outperform. The consent may be given subject to terms and conditions that the Company may think fit and may be withdrawn at the discretion of the the Company.

You also agree to maintain confidentiality and proper conduct during your employment with us.

In token of acceptance of this offer, please e-sign the offer letter. We wish you all the best and hope for your continued support.

Following are the details of the revision.

PRINCIPAL
Avanthi Institute of Engg. & Tec
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dis

Shailendu Verma
President

Name NARRA SPANDHANA REDDY
Date 04/07/2022

MLX Technology

Date: 22/11/2022

Dear NARRI RAMALINGAM,

We are pleased to extend to you an offer of employment with **MLX Technology**. This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by **MLX** or an appropriate third party and the results of such background checks being favorable in **MLX**'s reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by **MLX**. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

At **MLX Technology**, we are greatly excited about the challenging and rewarding work environment. You will be an important part of the leading global information technology company and part of a culture that is driven to improve and outperform.

To accept the offer of employment, please sign by providing your full name and unique identifier.

We welcome you to join us in this exciting journey.

Thanking you,
Yours Sincerely,

Rajender Nath
Vice President – Human Resources

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

OUTPERORM IT

ENTERPRISE IT SOLUTIONS

Suite 3-D, Brij Tarang, Kundan Bagh, Begumpet, Hyderabad 500016

Date -04/07/2022

Dear PALLE SURESH KUMAR,

In reference to your interest in being employed by us and subsequent performance during our selection process, we are happy to inform you that you are offered the following position at our company.

Welcome aboard and wish you all the best.

01. **Designation** - HR (Trainee)

02. **Gross Salary** - Rs 3,36,000 / Annum

03. **Probation** - You will be under probation for a period of 3 months during which you will be paid a stipend of Rs. 10,000.00 per month.

04. **Bond** - There is a bond to serve the company for a period of 1 year 3 Months from date of joining.

19. **Details of the compensation** - Your compensation has been divided into Basic Salary and HRA. Following is the breakup of the same.

Basic Salary	- Rs 16,800.00
HRA	- Rs 11,200.00
Total Compensation	- Rs 28,000.00

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

20. **Health Insurance -** Outperform provides health insurance to all its employees. Details of such insurance will be provided separately to you.

Tel. +1 (469) 592-7131
info@outperformit.com
www.outperformit.com

OUTPERORM IT
ENTERPRISE IT SOLUTIONS
Suite 3-D, Brij Tarang, Kundan Bagh, Begumpet, Hyderabad 500016

21. **Promotions and Increments** - Promotions and increments are given solely on the basis of your performance and contribution to the company. These are usually done on an annual basis.

22. **Notice Period** - During probation, the company reserves a right to discontinue your services due to lack of perfomance with a notice period of 1 month. After serving the bond period, you need to give a notice period of 3 month in case you want to be relieved of the service.

23. **Other Terms and Condition** - You agree not to undertake employment, whether full-time or part-time as Director/Member/Employee of any other organization/ entity in any form of business activity without consent of Outperform. The consent may be given subject to terms and conditions that the Company may think fit and may be withdrawn at the discretion of the the Company.

You also agree to maintain confidentiality and proper conduct during your employment with us.

In token of acceptance of this offer, please e-sign the offer letter. We wish you all the best and hope for your continued support.

Following are the details of the revision.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

Shailendu Verma
President

Name PALLE SURESH KUMAR
Date 04/07/2022

DXCTechnology

Date: 23/11/2022

Dear PANTHANGI UMA,

We are pleased to extend to you an offer of employment with **DXC Technology**. This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by DXC or an appropriate third party and the results of such background checks being favorable in DXC's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by DXC. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

At **DXC Technology**, we are greatly excited about the challenging and rewarding work environment. You will be an important part of the leading global information technology company and part of a culture that is driven to improve and outperform.

To accept the offer of employment, please sign by providing your full name and unique identifier.

We welcome you to join us in this exciting journey.

Thanking you,
Yours Sincerely,

Lokendra Panth
Vice President – Human Resources

DXC Technology India Private Limited (formerly known as CSC Technologies India Private limited)
Registered Office:
Unit 13, Block 4, IMF Building, Chennai – 600 045.
Ph:+91-44-22668808/22663380,
Fax:+91-44-22788177

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

OUTPERORM IT
ENTERPRISE IT SOLUTIONS

Suite 3-D, Brij Tarang, Kundan Bagh, Begumpet, Hyderabad 500016

Date -04/07/2022

Dear PENTA RAKESH,

In reference to your interest in being employed by us and subsequent performance during our selection process, we are happy to inform you that you are offered the following position at our company.

Welcome aboard and wish you all the best.

01. **Designation** - HR (Trainee)

02. **Gross Salary** - Rs 3,36,000 / Annum

03. **Probation** - You will be under probation for a period of 3 months during which you will be paid a stipend of Rs. 10,000.00 per month.

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HRA	- Rs 11,200.00
Total Compensation	- Rs 28,000.00

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

21. **Health Insurance -** Outperform provides health insurance to all its employees. Details of such insurance will be provided separately to you.

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info@outperformit.com
www.outperformit.com

OUTPERORM IT
ENTERPRISE IT SOLUTIONS

Suite 3-D, Brij Tarang, Kundan Bagh, Begumpet, Hyderabad 500016

22. **Promotions and Increments** - Promotions and increments are given solely on the basis of your performance and contribution to the company. These are usually done on an annual basis.

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You also agree to maintain confidentiality and proper conduct during your employment with us.

In token of acceptance of this offer, please e-sign the offer letter. We wish you all the best and hope for your continued support.

Following are the details of the revision.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

Shailendu Verma
President

Name PENTA RAKESH
Date 04/07/2022

Palle Technologies

LEADERS IN TECHNOLOGY TRAINING

SOFTWARE TRAINING | OUT SOURCING | SOLUTION

ISO 9001 : 2015 CERTIFIED & NASSCOM MEMBER

22/11/2022

Letter of Intent –Free Training and Placement under CSR

Dear POLAMONI SAI KUMAR (AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY)

We are pleased to inform you that you have been selected for CSR-Incubation batch of Technology Training and Placement which is of free of cost for merit students.

By Palle Technologies, Bangalore.

The program will begin from (November) 22/12/2022 Course Duration (3.5 month)
The Mode of Training will be Online – Using Zoom App.
The Training will be conducted every day between 6:30 PM to 8 PM.
During this Program you will be having Technology Training

1. Monday to Friday – Training, and Saturday Evaluation & interview preparation.

Program features:

25. Aptitude & reasoning training
26. Technology training on Java / python / Dot net based on student choice.
    Technology training on common modules which includes web technologies, and database mysql/sql server
27. Assignments – coding & aptitude
28. System tests on regular basis
29. Coding interview preparation
30. Mock technical interviews
31. Mock HR interviews
32. We will schedule unlimited number of interviews with our esteemed clients with packages starting from 3 LPA to 8 LPA until student gets placed
33. Course Completion Certificate will be provided after the successful completion of the Technology training
34. If student misses any one class during training period, then student will be dropped from the program and will not be eligible for free training and placements.
35. If student has not attended any interview scheduled by Palle Technologies, then student will be disqualified from the program and will not be eligible for free training and placements.
36. Student must clear mock interview to apply for our client companies.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

15/6, 2nd Floor, Manish Complex (Above SBI Bank), Mangammanapalya Main Road
Bommanahalli, Bengaluru - 560 068
Ph : 080-41645630, email : info@techpalle.com | website : www.techpalle.com

Mandatory Requirements while joining:

(11)Student has to send a photo copy of his or her X, XII mark sheets
(12)Student has to send a photo copy of Engineering all semester mark sheets up to 6th semester
(13)Student has to send photo copy of Aadhar card
(14)Student has to send photo copy of college ID proof
(15)Student has to send his or her pass port size photo

We look forward to welcome you on board.

Sincerely,
HR Team
Palle Technologies

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Avanthi Engineering College

Date: 22.11.2022

Dear RACHAPALLY

VAISHNAVIDEVI,

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 2.80 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
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

This is a digitally generated soft copy hence a signature is not required
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063

DXCTechnology

Date: 23/11/2022

Dear SURISHETTI VASAVI,

We are pleased to extend to you an offer of employment with **DXC Technology**. This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by DXC or an appropriate third party and the results of such background checks being favorable in DXC's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by DXC. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

At **DXC Technology**, we are greatly excited about the challenging and rewarding work environment. You will be an important part of the leading global information technology company and part of a culture that is driven to improve and outperform.

To accept the offer of employment, please sign by providing your full name and unique identifier.

We welcome you to join us in this exciting journey.

Thanking you,
Yours Sincerely,

Lokendra Panth
Vice President – Human Resources

DXC Technology India Private Limited (formerly known as CSC Technologies India Private limited)
Registered Office:
Unit 13, Block 4, IMF Building, Chennai – 600 045.
Ph:+91-44-22668808/22663380,
Fax:+91-44-22788177

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

GlobalLogic

A Hitachi Group Company

We take pleasure in welcoming you to our organization and look forward to a mutually beneficial association. Your point of contact on the day of joining wil be HR SPOC at Hyderabad location. You are requested to report to our office situated at (GlobalLogic Technologies Private Limited, Unit-3 6th Floor, Block-1, M/s DLF Assets Pvt Ltd, Codeveloper for M/s DLF Infocity Hyderabad Ltd, IT/ITES SEZ, Gachibowli Village, Serlingampally, Mandal, Ranga Reddy District.) at 9:30 am.

For **GlobalLogic Technologies Private Ltd.**

Shuchita Shukla
Authorized Signatory

OFFER ACCEPTANCE & DECLARATION

I have read and understood the above terms and conditions of the above mentioned offer letter and I hereby confirm the acceptance of the same. I also confirm that there has not been any commitment (be it verbal or written) made to me by the company which is not covered in the scope of this offer letter. I will be reporting for duty on **22-November- 2022.**

Signature

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

GlobalLogic

A Hitachi Group Company

Annexure – 1 Salary Structure	
Name: T THIRUPATHI	
Designation: Human Resource Department (PA)	Grade: CEO2 Band: X
WEF: 22 November-2022	Location : Hyderabad
Section A – Gross Fixed Salary Break Up	
Monthly Components (In Rs.)	
Basic	10000
House Rent Allowance	1251
Statutory Bonus Information	1800
Special Allowance	0
ESI Information	424
Total Monthly (A)	13475
Total Monthly Annualised (B)	161700
Annual Components (In Rs.)	
Provident Fund (As per the PF Act 1952)	14400
National Pension Scheme-	0
Total Annualised (C)	14400
Total Fixed Annual Gross Salary (B+C)	176100
Section B – Additional Benefits	
Retirals & Health Benefits (Annualized Amount)	
Gratuity	5769
Mediclaim Insurance	1100
Total of Section B	6869
Total CTC (Section A + B)	182969
Incentive Indication (per annum)**	36000
Max Annual Total Remuneration	218969

In addition to Mediclaim employee will be covered under below additional benefits.
1.Group Term Life Insurance worth Rs.5 Lacs,
2. Group Personal Accident Insurance worth Rs. 2 Lacs

-An employee contribution of 0.75% will be deducted from employees in hand salary
Employer ESI contribution shall be at the rate of 3.25% of the gross salary.

*** Incentive amount is not a guaranteed amount of your CTC. It may be higher, lower or nil per the terms described herein. Only top performers are eligible to get this incentive basis their monthly/ quarterly performance. The incentive amount may also be fixed for performance. It is pro-rated to the duration spent with GlobalLogic for the financial year and will be paid to you only if you are active on GlobalLogic's payroll on the day the incentive is paid.*

For GlobalLogic Technologies Private Ltd.

Shuchita Shukla Gajula Rachana

Gajula Rachana

Associate Analyst, Content Engineering

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

TekWorks

Date: 28/12/2022

To

Dear THOTALA PAVAN KUMAR,

We are happy to welcome you to **TekWorks Enterprise Solutions Private Limited.** As a valued member of the team, we look forward to you playing an important role in helping us achieve our Vision, uphold our Leadership Principles, and live our Culture.

As an organization, we value **PASSION, ACCOUNTABILITY, OUT-OF-THE-BOX THINKING, and COLLABORATION** in people.

This letter of intent is made to you based on your performance in our Assessment and final round of interview. You are required to undergo our intense 6-month, **Training Program.** Post the successful completion of the Training, you will be hired as a full-time employee of **TekWorks**. **You will be paid INR 10,000 per month** as a stipend during these 6 months of training.

After successful completion of your college degree graduation and the **Training Program, you will be issued an offer letter** with a minimum salary package of INR 3.5 lakhs per annum with mentioning your salary details and that you will be hired on the payrolls of **TekWorks** from **Nov 2022.** We look forward to you beginning your career with **our Training Program** within **Dec 2022.**

Please complete your joining formalities as per our instructions from Our HR Team. Kindly be ready with all your documents (Originals and attested) to complete your joining formalities.

We request you to get in touch with the HR team in case you need any further assistance and support at info@tekworks.in. **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 / 2022

18-Nov, 2022

Subject: Letter of Intent to Hire

Dear VAISHNAVI SHARMA,

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 **19-Dec-2022,** failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

The detailed Terms and Conditions of your appointment shall be issued to you along with the offer letter at the time joining. You will be under a probationary period of 6 (six) months, from the date of joining.

Upon confirmation of your acceptance to join, you will be required to join the company on **28-Dec-2022** or inform the HR about any delay in joining date with a genuine reason, failing which our offer is closed and no further communication will be entertained.

Following are the details about Trainee Business Developer:

Compensation

CTC: Your Annual Gross CTC for the year, which is inclusive of Basic Salary and other Variable emoluments, is **Rs. 3,50,000/-** Per Annum (INR One Lakh Eighty Thousand Rupees Only).

This offer is subject to you satisfying the following requirements:

46. You are required to mandatorily possess the following documents at the time of joining:
    a. A valid Passport
    b. Income Tax PAN Card at the time of joining the Company.
47. You should have completed your academic course with a minimum of **65% or equivalent** as specified at the time of your selection.
48. Minimum of 65% in HSC or equivalent course and minimum of First Class 65% in all other courses completed by you prior to your qualifying academic course.
49. You should have completed any Company organized training imparted prior to your date of joining
50. Submit all necessary legal documentation pertaining to your employment

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

+91 40-33182600 info@eidiko.com

Eidiko Systems Integrators, Suite #1, Floor #1, MJR Magnifique, Khajaguda X Roads, Gachibowli, Hyderabad, India – 500008

www.eidiko.com

We look forward to you having a rewarding career with us

Please revert to us with your acceptance of this offer.

Wishing you all the best,

Yours sincerely,

Ratan Siripurapu
Vice President - Operations
Eidiko Systems Integrators Pvt. Ltd

www.eidiko.com

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

+91 40-33182600 info@eidiko.com

Eidiko Systems Integrators, Suite #1, Floor #1, MJR Magnifique,
Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008

OUTPERORM IT

ENTERPRISE IT SOLUTIONS

Suite 3-D, Brij Tarang, Kundan Bagh, Begumpet, Hyderabad 500016

Date -04/07/2022

Dear VASKULA RAJKUMAR,

In reference to your interest in being employed by us and subsequent performance during our selection process, we are happy to inform you that you are offered the following position at our company.

Welcome aboard and wish you all the best.

01. **Designation** - HR (Trainee)

02. **Gross Salary** - Rs 3,36,000 / Annum

03. **Probation** - You will be under probation for a period of 3 months during which you will be paid a stipend of Rs. 10,000.00 per month.

04. **Bond** - There is a bond to serve the company for a period of 1 year 3 Months from date of joining.

21. **Details of the compensation** - Your compensation has been divided into Basic Salary and HRA. Following is the breakup of the same.

Basic Salary	- Rs 16,800.00
HRA	- Rs 11,200.00
Total Compensation	- Rs 28,000.00

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (M), R.R. Dist.

22. **Health Insurance -** Outperform provides health insurance to all its employees. Details of such insurance will be provided separately to you.

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info@outperformit.com
www.outperformit.com

OUTPERORM IT
ENTERPRISE IT SOLUTIONS

Suite 3-D, Brij Tarang, Kundan Bagh, Begumpet, Hyderabad 500016

23. **Promotions and Increments** - Promotions and increments are given solely on the basis of your performance and contribution to the company. These are usually done on an annual basis.

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25. **Other Terms and Condition** - You agree not to undertake employment, whether full-time or part-time as Director/Member/Employee of any other organization/ entity in any form of business activity without consent of Outperform. The consent may be given subject to terms and conditions that the Company may think fit and may be withdrawn at the discretion of the the Company.

You also agree to maintain confidentiality and proper conduct during your employment with us.

In token of acceptance of this offer, please e-sign the offer letter. We wish you all the best and hope for your continued support.

Following are the details of the revision.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

Shailendu Verma
President

Name VASKULA RAJKUMAR
Date 04/07/2022

OUTPERORM IT

ENTERPRISE IT SOLUTIONS

Suite 3-D, Brij Tarang, Kundan Bagh, Begumpet, Hyderabad 500016

Date -04/07/2022

Dear VISHAL GIRI,

In reference to your interest in being employed by us and subsequent performance during our selection process, we are happy to inform you that you are offered the following position at our company.

Welcome aboard and wish you all the best.

01. **Designation** - HR (Trainee)

02. **Gross Salary** - Rs 3,36,000 / Annum

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HRA	- Rs 11,200.00
Total Compensation	- Rs 28,000.00

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

23. **Health Insurance -** Outperform provides health insurance to all its employees. Details of such insurance will be provided separately to you.

Tel. +1 (469) 592-7131
info@outperformit.com
www.outperformit.com

OUTPERORM IT
ENTERPRISE IT SOLUTIONS

Suite 3-D, Brij Tarang, Kundan Bagh, Begumpet, Hyderabad 500016

24. **Promotions and Increments** - Promotions and increments are given solely on the basis of your performance and contribution to the company. These are usually done on an annual basis.

25. **Notice Period** - During probation, the company reserves a right to discontinue your services due to lack of perfomance with a notice period of 1 month. After serving the bond period, you need to give a notice period of 3 month in case you want to be relieved of the service.

26. **Other Terms and Condition** - You agree not to undertake employment, whether full-time or part-time as Director/Member/Employee of any other organization/ entity in any form of business activity without consent of Outperform. The consent may be given subject to terms and conditions that the Company may think fit and may be withdrawn at the discretion of the the Company.

You also agree to maintain confidentiality and proper conduct during your employment with us.

In token of acceptance of this offer, please e-sign the offer letter. We wish you all the best and hope for your continued support.

Following are the details of the revision.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

Shailendu Verma
President

Name VISHAL GIRI
Date 04/07/2022

DXCTechnology

Date: 23/11/2022

Dear YERRA MANASA,

We are pleased to extend to you an offer of employment with **DXC Technology**. This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by DXC or an appropriate third party and the results of such background checks being favorable in DXC's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by DXC. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

At **DXC Technology**, we are greatly excited about the challenging and rewarding work environment. You will be an important part of the leading global information technology company and part of a culture that is driven to improve and outperform.

To accept the offer of employment, please sign by providing your full name and unique identifier.

We welcome you to join us in this exciting journey.

Thanking you,
Yours Sincerely,

Lokendra Panth
Vice President – Human Resources

DXC Technology India Private Limited (formerly known as CSC Technologies India Private limited)
Registered Office:
Unit 13, Block 4, IMF Building, Chennai – 600 045.
Ph:+91-44-22668808/22663380,
Fax:+91-44-22788177

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Avanthi Engineering College

Date: 22.11.2022

Dear KATHALANU

SWAPNA,

Congratulations!!!
With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Lanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village Lanco Hills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers is up to 2.80 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
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Avanthi Engineering College

Date: 22.11.2022

Dear VANGAPALLY

SRIKANTH,

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 2.80 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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- 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 (Mdl), R.R. Dist.

DXCTechnology

Date: 23/11/2022

Dear BHUSHAN NAVEEN KUMAR,

We are pleased to extend to you an offer of employment with **DXC Technology**. This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by DXC or an appropriate third party and the results of such background checks being favorable in DXC's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by DXC. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

At **DXC Technology**, we are greatly excited about the challenging and rewarding work environment. You will be an important part of the leading global information technology company and part of a culture that is driven to improve and outperform.

To accept the offer of employment, please sign by providing your full name and unique identifier.

We welcome you to join us in this exciting journey.

Thanking you,
Yours Sincerely,

Lokendra Panth
Vice President – Human Resources

DXC Technology India Private Limited (formerly known as CSC Technologies India Private limited)
Registered Office:
Unit 13, Block 4, IMF Building, Chennai – 600 045.
Ph:+91-44-22668808/22663380, Fax:+91-44-22788177

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

TekWorks

Date: 28/12/2022

To

Dear AKASH,

We are happy to welcome you to **TekWorks Enterprise Solutions Private Limited.** As a valued member of the team, we look forward to you playing an important role in helping us achieve our Vision, uphold our Leadership Principles, and live our Culture.

As an organization, we value **PASSION, ACCOUNTABILITY, OUT-OF-THE-BOX THINKING, and COLLABORATION** in people.

This letter of intent is made to you based on your performance in our Assessment and final round of interview. You are required to undergo our intense 6-month, **Training Program.** Post the successful completion of the Training, you will be hired as a full-time employee of **TekWorks**. **You will be paid INR 10,000 per month** as a stipend during these 6 months of training.

After successful completion of your college degree graduation and the **Training Program, you will be issued an offer letter** with a minimum salary package of INR 3.5 lakhs per annum with mentioning your salary details and that you will be hired on the payrolls of **TekWorks** from **Nov 2022.** We look forward to you beginning your career with **our Training Program** within **Dec 2022.**

Please complete your joining formalities as per our instructions from Our HR Team. Kindly be ready with all your documents (Originals and attested) to complete your joining formalities.

We request you to get in touch with the HR team in case you need any further assistance and support at info@tekworks.in. **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 / 2022

18-Nov, 2022

Subject: Letter of Intent to Hire

Dear MEKARTI DANIEL,

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 **19-Dec-2022,** failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

The detailed Terms and Conditions of your appointment shall be issued to you along with the offer letter at the time joining. You will be under a probationary period of 6 (six) months, from the date of joining.

Upon confirmation of your acceptance to join, you will be required to join the company on **28-Dec-2022** or inform the HR about any delay in joining date with a genuine reason, failing which our offer is closed and no further communication will be entertained.

Following are the details about Trainee Business Developer:

Compensation

CTC: Your Annual Gross CTC for the year, which is inclusive of Basic Salary and other Variable emoluments, is **Rs. 3,50,000/-** Per Annum (INR One Lakh Eighty Thousand Rupees Only).

This offer is subject to you satisfying the following requirements:

51. You are required to mandatorily possess the following documents at the time of joining:
    a. A valid Passport
    b. Income Tax PAN Card at the time of joining the Company.
52. You should have completed your academic course with a minimum of **65% or equivalent** as specified at the time of your selection.
53. Minimum of 65% in HSC or equivalent course and minimum of First Class 65% in all other courses completed by you prior to your qualifying academic course.
54. You should have completed any Company organized training imparted prior to your date of joining
55. Submit all necessary legal documentation pertaining to your employment

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

+91 40-33182600 info@eidiko.com

Eidiko Systems Integrators, Suite #1, Floor #1, MJR Magnifique, Khajaguda X Roads, Gachibowli, Hyderabad, India – 500008

www.eidiko.com

We look forward to you having a rewarding career with us

Please revert to us with your acceptance of this offer.

Wishing you all the best,

Yours sincerely,



Ratan Siripurapu
Vice President - Operations
Eidiko Systems Integrators Pvt. Ltd

www.eidiko.com

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

DXCTechnology

Date: 23/11/2022

Dear BARDARKER SAI BHAVANI,

We are pleased to extend to you an offer of employment with **DXC Technology**. This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by DXC or an appropriate third party and the results of such background checks being favorable in DXC's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by DXC. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

At **DXC Technology**, we are greatly excited about the challenging and rewarding work environment. You will be an important part of the leading global information technology company and part of a culture that is driven to improve and outperform.

To accept the offer of employment, please sign by providing your full name and unique identifier.

We welcome you to join us in this exciting journey.

Thanking you,
Yours Sincerely,

Lokendra Panth
Vice President – Human Resources

DXC Technology India Private Limited (formerly known as CSC Technologies India Private limited)
Registered Office:
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Ph:+91-44-22668808/22663380,
Fax:+91-44-22788177

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

GlobalLogic

A Hitachi Group Company

We take pleasure in welcoming you to our organization and look forward to a mutually beneficial association. Your point of contact on the day of joining wil be HR SPOC at Hyderabad location. You are requested to report to our office situated at (GlobalLogic Technologies Private Limited, Unit-3 6th Floor, Block-1, M/s DLF Assets Pvt Ltd, Codeveloper for M/s DLF Infocity Hyderabad Ltd, IT/ITES SEZ, Gachibowli Village, Serlingampally, Mandal, Ranga Reddy District.) at 9:30 am.

For **GlobalLogic Technologies Private Ltd.**

Shuchita Shukla
Authorized Signatory

OFFER ACCEPTANCE & DECLARATION

I have read and understood the above terms and conditions of the above mentioned offer letter and I hereby confirm the acceptance of the same. I also confirm that there has not been any commitment (be it verbal or written) made to me by the company which is not covered in the scope of this offer letter. I will be reporting for duty on **22-November- 2022.**

Signature

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

GlobalLogic

A Hitachi Group Company

Annexure – 1 Salary Structure	
Name: CHALAVADI VENU GOPAL	
Designation: Human Resource Department (PA)	Grade: CEO2 Band: X
WEF: 22 November-2022	Location : Hyderabad
Section A – Gross Fixed Salary Break Up	
Monthly Components (In Rs.)	
Basic	10000
House Rent Allowance	1251
Statutory Bonus Information	1800
Special Allowance	0
ESI Information	424
Total Monthly (A)	13475
Total Monthly Annualised (B)	161700
Annual Components (In Rs.)	
Provident Fund (As per the PF Act 1952)	14400
National Pension Scheme-	0
Total Annualised (C)	14400
Total Fixed Annual Gross Salary (B+C)	176100
Section B – Additional Benefits	
Retirals & Health Benefits (Annualized Amount)	
Gratuity	5769
Mediclaim Insurance	1100
Total of Section B	6869
Total CTC (Section A + B)	182969
Incentive Indication (per annum)**	36000
Max Annual Total Remuneration	218969

In addition to Mediclaim employee will be covered under below additional benefits.
1.Group Term Life Insurance worth Rs.5 Lacs,
2. Group Personal Accident Insurance worth Rs. 2 Lacs

-An employee contribution of 0.75% will be deducted from employees in hand salary
Employer ESI contribution shall be at the rate of 3.25% of the gross salary.

*** Incentive amount is not a guaranteed amount of your CTC. It may be higher, lower or nil per the terms described herein. Only top performers are eligible to get this incentive basis their monthly/ quarterly performance. The incentive amount may also be fixed for performance. It is pro-rated to the duration spent with GlobalLogic for the financial year and will be paid to you only if you are active on GlobalLogic's payroll on the day the incentive is paid.*

For GlobalLogic Technologies Private Ltd.

Shuchita Shukla Gajula Rachana

Gajula Rachana

Associate Analyst, Content Engineering

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

GlobalLogic

A Hitachi Group Company

We take pleasure in welcoming you to our organization and look forward to a mutually beneficial association. Your point of contact on the day of joining wil be HR SPOC at Hyderabad location. You are requested to report to our office situated at (GlobalLogic Technologies Private Limited, Unit-3 6th Floor, Block-1, M/s DLF Assets Pvt Ltd, Codeveloper for M/s DLF Infocity Hyderabad Ltd, IT/ITES SEZ, Gachibowli Village, Serlingampally, Mandal, Ranga Reddy District.) at 9:30 am.

For **GlobalLogic Technologies Private Ltd.**

Shuchita Shukla
Authorized Signatory

OFFER ACCEPTANCE & DECLARATION

I have read and understood the above terms and conditions of the above mentioned offer letter and I hereby confirm the acceptance of the same. I also confirm that there has not been any commitment (be it verbal or written) made to me by the company which is not covered in the scope of this offer letter. I will be reporting for duty on **22-November- 2022.**

Signature

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

GlobalLogic

A Hitachi Group Company

Annexure – 1 Salary Structure	
Name: DEEPAK PANDA	
Designation: Human Resource Department (PA)	Grade: CEO2 Band: X
WEF: 22 November-2022	Location : Hyderabad
Section A – Gross Fixed Salary Break Up	
Monthly Components (In Rs.)	
Basic	10000
House Rent Allowance	1251
Statutory Bonus Information	1800
Special Allowance	0
ESI Information	424
Total Monthly (A)	13475
Total Monthly Annualised (B)	161700
Annual Components (In Rs.)	
Provident Fund (As per the PF Act 1952)	14400
National Pension Scheme-	0
Total Annualised (C)	14400
Total Fixed Annual Gross Salary (B+C)	176100
Section B – Additional Benefits	
Retirals & Health Benefits (Annualized Amount)	
Gratuity	5769
Mediclaim Insurance	1100
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Total CTC (Section A + B)	182969
Incentive Indication (per annum)**	36000
Max Annual Total Remuneration	218969

In addition to Mediclaim employee will be covered under below additional benefits.
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-An employee contribution of 0.75% will be deducted from employees in hand salary
Employer ESI contribution shall be at the rate of 3.25% of the gross salary.

*** Incentive amount is not a guaranteed amount of your CTC. It may be higher, lower or nil per the terms described herein. Only top performers are eligible to get this incentive basis their monthly/ quarterly performance. The incentive amount may also be fixed for performance. It is pro-rated to the duration spent with GlobalLogic for the financial year and will be paid to you only if you are active on GlobalLogic's payroll on the day the incentive is paid.*

For GlobalLogic Technologies Private Ltd.

Shuchita Shukla Gajula Rachana

Gajula Rachana

Associate Analyst, Content Engineering

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

TekWorks

Date: 28/12/2022

To

Dear KASU VENKATA NAGA PRASADA REDDY,

We are happy to welcome you to **TekWorks Enterprise Solutions Private Limited.** As a valued member of the team, we look forward to you playing an important role in helping us achieve our Vision, uphold our Leadership Principles, and live our Culture.

As an organization, we value **PASSION, ACCOUNTABILITY, OUT-OF-THE-BOX THINKING, and COLLABORATION** in people.

This letter of intent is made to you based on your performance in our Assessment and final round of interview. You are required to undergo our intense 6-month, **Training Program.** Post the successful completion of the Training, you will be hired as a full-time employee of **TekWorks**. **You will be paid INR 10,000 per month** as a stipend during these 6 months of training.

After successful completion of your college degree graduation and the **Training Program, you will be issued an offer letter** with a minimum salary package of INR 3.5 lakhs per annum with mentioning your salary details and that you will be hired on the payrolls of **TekWorks** from **Nov 2022.** We look forward to you beginning your career with **our Training Program** within **Dec 2022.**

Please complete your joining formalities as per our instructions from Our HR Team. Kindly be ready with all your documents (Originals and attested) to complete your joining formalities.

We request you to get in touch with the HR team in case you need any further assistance and support at info@tekworks.in. **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 / 2022

18-Nov, 2022

Subject: Letter of Intent to Hire

Dear LANKA RAMYA,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a **Trainee 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 **19-Dec-2022,** failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

The detailed Terms and Conditions of your appointment shall be issued to you along with the offer letter at the time joining. You will be under a probationary period of 6 (six) months, from the date of joining.

Upon confirmation of your acceptance to join, you will be required to join the company on **28-Dec-2022** or inform the HR about any delay in joining date with a genuine reason, failing which our offer is closed and no further communication will be entertained.

Following are the details about Trainee Business Developer:

Compensation

CTC: Your Annual Gross CTC for the year, which is inclusive of Basic Salary and other Variable emoluments, is **Rs. 3,50,000/-** Per Annum (INR One Lakh Eighty Thousand Rupees Only).

This offer is subject to you satisfying the following requirements:

56. 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.
57. You should have completed your academic course with a minimum of **65% or equivalent** as specified at the time of your selection.
58. 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.
59. You should have completed any Company organized training imparted prior to your date of joining
60. Submit all necessary legal documentation pertaining to your employment

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

+91 40-33182600 info@eidiko.com

Eidiko Systems Integrators, Suite #1, Floor #1, MJR Magnifique, Khajaguda X Roads, Gachibowli, Hyderabad, India – 500008

www.eidiko.com

We look forward to you having a rewarding career with us

Please revert to us with your acceptance of this offer.

Wishing you all the best,

Yours sincerely,

Ratan Siripurapu
Vice President - Operations
Eidiko Systems Integrators Pvt. Ltd

www.eidiko.com

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

OUTPERORM IT

ENTERPRISE IT SOLUTIONS

Suite 3-D, Brij Tarang, Kundan Bagh, Begumpet, Hyderabad 500016

Date -04/07/2022

Dear OBULAREDDY RAVINDERAREDDY,

In reference to your interest in being employed by us and subsequent performance during our selection process, we are happy to inform you that you are offered the following position at our company.

Welcome aboard and wish you all the best.

01. **Designation** - HR (Trainee)

02. **Gross Salary** - Rs 3,36,000 / Annum

03. **Probation** - You will be under probation for a period of 3 months during which you will be paid a stipend of Rs. 10,000.00 per month.

04. **Bond** - There is a bond to serve the company for a period of 1 year 3 Months from date of joining.

23. **Details of the compensation** - Your compensation has been divided into Basic Salary and HRA. Following is the breakup of the same.

Basic Salary	- Rs 16,800.00
HRA	- Rs 11,200.00
Total Compensation	- Rs 28,000.00

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Md), R.R. Dist.

24. **Health Insurance -** Outperform provides health insurance to all its employees. Details of such insurance will be provided separately to you.

Tel. +1 (469) 592-7131
info@outperformit.com
www.outperformit.com

OUTPERORM IT

ENTERPRISE IT SOLUTIONS

Suite 3-D, Brij Tarang, Kundan Bagh, Begumpet, Hyderabad 500016

25. **Promotions and Increments** - Promotions and increments are given solely on the basis of your performance and contribution to the company. These are usually done on an annual basis.

26. **Notice Period** - During probation, the company reserves a right to discontinue your services due to lack of perfomance with a notice period of 1 month. After serving the bond period, you need to give a notice period of 3 month in case you want to be relieved of the service.

27. **Other Terms and Condition** - You agree not to undertake employment, whether full-time or part-time as Director/Member/Employee of any other organization/ entity in any form of business activity without consent of Outperform. The consent may be given subject to terms and conditions that the Company may think fit and may be withdrawn at the discretion of the the Company.

You also agree to maintain confidentiality and proper conduct during your employment with us.

In token of acceptance of this offer, please e-sign the offer letter. We wish you all the best and hope for your continued support.

Following are the details of the revision.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

Shailendu Verma
President

Name OBULAREDDY RAVINDERAREDDY
Date 04/07/2022

Palle® Technologies

LEADERS IN TECHNOLOGY TRAINING

SOFTWARE TRAINING | OUT SOURCING | SOLUTION

ISO 9001 : 2015 CERTIFIED & NASSCOM MEMBER

22/11/2022

Letter of Intent –Free Training and Placement under CSR

Dear OM PAVANI KOTA (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) 22/12/2022 Course Duration (3.5 month)
The Mode of Training will be Online – Using Zoom App.
The Training will be conducted every day between 6:30 PM to 8 PM.
During this Program you will be having Technology Training

1. Monday to Friday – Training, and Saturday Evaluation & interview preparation.

Program features:

37. Aptitude & reasoning training
38. Technology training on Java / python / Dot net based on student choice.
    Technology training on common modules which includes web technologies, and database mysql/sql server
39. Assignments – coding & aptitude
40. System tests on regular basis
41. Coding interview preparation
42. Mock technical interviews
43. Mock HR interviews
44. We will schedule unlimited number of interviews with our esteemed clients with packages starting from 3 LPA to 8 LPA until student gets placed
45. Course Completion Certificate will be provided after the successful completion of the Technology training
46. If student misses any one class during training period, then student will be dropped from the program and will not be eligible for free training and placements.
47. If student has not attended any interview scheduled by Palle Technologies, then student will be disqualified from the program and will not be eligible for free training and placements.
48. Student must clear mock interview to apply for our client companies.

PRINCIPAL
Avanthi Institute of Engg. & Tech

15/6, 2nd Floor, Manish Complex (Above SBI Bank), Mangammanapalya Main Road
Bommanahalli, Bengaluru - 560 068
Ph : 080-41645630, email : info@techpalle.com | website : www.techpalle.com

Mandatory Requirements while joining:

(16)Student has to send a photo copy of his or her X, XII mark sheets
(17)Student has to send a photo copy of Engineering all semester mark sheets up to 6th semester
(18)Student has to send photo copy of Aadhar card
(19)Student has to send photo copy of college ID proof
(20)Student has to send his or her pass port size photo

We look forward to welcome you on board.

Sincerely,
HR Team
Palle Technologies

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Avanthi Engineering College

Date: 22.11.2022

Dear PAIDIPELLI SAGAR

GOUD,

Congratulations!!!
With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Lanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village Lanco Hills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

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 2.80 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
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

OUTPERORM IT

ENTERPRISE IT SOLUTIONS

Suite 3-D, Brij Tarang, Kundan Bagh, Begumpet, Hyderabad 500016

Date -04/07/2022

Dear SURAKANTI RAVALI,

In reference to your interest in being employed by us and subsequent performance during our selection process, we are happy to inform you that you are offered the following position at our company.

Welcome aboard and wish you all the best.

01. **Designation** - HR (Trainee)

02. **Gross Salary** - Rs 3,36,000 / Annum

03. **Probation** - You will be under probation for a period of 3 months during which you will be paid a stipend of Rs. 10,000.00 per month.

04. **Bond** - There is a bond to serve the company for a period of 1 year 3 Months from date of joining.

24. **Details of the compensation** - Your compensation has been divided into Basic Salary and HRA. Following is the breakup of the same.

Basic Salary	- Rs 16,800.00
HRA	- Rs 11,200.00
Total Compensation	- Rs 28,000.00

PRINCIPAL
Avanthi Institute of Engg. & Tech
Cherlapally (V), Abdullapurmet (Mdl), R.R. Dist.

25. **Health Insurance -** Outperform provides health insurance to all its employees. Details of such insurance will be provided separately to you.

Tel. +1 (469) 592-7131
info@outperformit.com
www.outperformit.com

OUTPERORM IT
ENTERPRISE IT SOLUTIONS

Suite 3-D, Brij Tarang, Kundan Bagh, Begumpet, Hyderabad 500016

26. **Promotions and Increments** - Promotions and increments are given solely on the basis of your performance and contribution to the company. These are usually done on an annual basis.

27. **Notice Period** - During probation, the company reserves a right to discontinue your services due to lack of perfomance with a notice period of 1 month. After serving the bond period, you need to give a notice period of 3 month in case you want to be relieved of the service.

28. **Other Terms and Condition** - You agree not to undertake employment, whether full-time or part-time as Director/Member/Employee of any other organization/ entity in any form of business activity without consent of Outperform. The consent may be given subject to terms and conditions that the Company may think fit and may be withdrawn at the discretion of the the Company.

You also agree to maintain confidentiality and proper conduct during your employment with us.

In token of acceptance of this offer, please e-sign the offer letter. We wish you all the best and hope for your continued support.

Following are the details of the revision.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Abdullapurmet (Mdl), R.R. Dist.

Shailendu Verma
President

Name SURAKANTI RAVALI
Date 04/07/2022

Palle® Technologies

LEADERS IN TECHNOLOGY TRAINING

SOFTWARE TRAINING | OUT SOURCING | SOLUTION

ISO 9001 : 2015 CERTIFIED & NASSCOM MEMBER

22/11/2022

Letter of Intent –Free Training and Placement under CSR

Dear SHAIK ATA UR RAHMAN (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) 22/12/2022 Course Duration (3.5 month)
The Mode of Training will be Online – Using Zoom App.
The Training will be conducted every day between 6:30 PM to 8 PM.
During this Program you will be having Technology Training

1. Monday to Friday – Training, and Saturday Evaluation & interview preparation.

Program features:

49. Aptitude & reasoning training
50. Technology training on Java / python / Dot net based on student choice.
    Technology training on common modules which includes web technologies, and database mysql/sql server
51. Assignments – coding & aptitude
52. System tests on regular basis
53. Coding interview preparation
54. Mock technical interviews
55. Mock HR interviews
56. We will schedule unlimited number of interviews with our esteemed clients with packages starting from 3 LPA to 8 LPA until student gets placed
57. Course Completion Certificate will be provided after the successful completion of the Technology training
58. If student misses any one class during training period, then student will be dropped from the program and will not be eligible for free training and placements.
59. If student has not attended any interview scheduled by Palle Technologies, then student will be disqualified from the program and will not be eligible for free training and placements.
60. Student must clear mock interview to apply for our client companies.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Md), 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:

(21)Student has to send a photo copy of his or her X, XII mark sheets
(22)Student has to send a photo copy of Engineering all semester mark sheets up to 6th semester
(23)Student has to send photo copy of Aadhar card
(24)Student has to send photo copy of college ID proof
(25)Student has to send his or her pass port size photo

We look forward to welcome you on board.

Sincerely,
HR Team
Palle Technologies

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Avanthi Engineering College

Date: 22.11.2022

Dear SUNKARI SHIRISHA,

Congratulations!!!
With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Lanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village Lanco Hills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers is up to 2.80 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
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

GlobalLogic

A Hitachi Group Company

We take pleasure in welcoming you to our organization and look forward to a mutually beneficial association. Your point of contact on the day of joining wil be HR SPOC at Hyderabad location. You are requested to report to our office situated at (GlobalLogic Technologies Private Limited, Unit-3 6th Floor, Block-1, M/s DLF Assets Pvt Ltd, Codeveloper for M/s DLF Infocity Hyderabad Ltd, IT/ITES SEZ, Gachibowli Village, Serlingampally, Mandal, Ranga Reddy District.) at 9:30 am.

For **GlobalLogic Technologies Private Ltd.**

Shuchita Shukla
Authorized Signatory

OFFER ACCEPTANCE & DECLARATION

I have read and understood the above terms and conditions of the above mentioned offer letter and I hereby confirm the acceptance of the same. I also confirm that there has not been any commitment (be it verbal or written) made to me by the company which is not covered in the scope of this offer letter. I will be reporting for duty on **22-November- 2022.**

Signature

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

GlobalLogic

A Hitachi Group Company

Annexure – 1 Salary Structure	
Name: NAGULAPALLI JHANSI	
Designation: Human Resource Department (PA)	Grade: CEO2 Band: X
WEF: 22 November-2022	Location : Hyderabad
Section A – Gross Fixed Salary Break Up	
Monthly Components (In Rs.)	
Basic	10000
House Rent Allowance	1251
Statutory Bonus Information	1800
Special Allowance	0
ESI Information	424
Total Monthly (A)	13475
Total Monthly Annualised (B)	161700
Annual Components (In Rs.)	
Provident Fund (As per the PF Act 1952)	14400
National Pension Scheme-	0
Total Annualised (C)	14400
Total Fixed Annual Gross Salary (B+C)	176100
Section B – Additional Benefits	
Retirals & Health Benefits (Annualized Amount)	
Gratuity	5769
Mediclaim Insurance	1100
Total of Section B	6869
Total CTC (Section A + B)	182969
Incentive Indication (per annum)**	36000
Max Annual Total Remuneration	218969

In addition to Mediclaim employee will be covered under below additional benefits.
1.Group Term Life Insurance worth Rs.5 Lacs,
2. Group Personal Accident Insurance worth Rs. 2 Lacs

-An employee contribution of 0.75% will be deducted from employees in hand salary
Employer ESI contribution shall be at the rate of 3.25% of the gross salary.

*** Incentive amount is not a guaranteed amount of your CTC. It may be higher, lower or nil per the terms described herein. Only top performers are eligible to get this incentive basis their monthly/ quarterly performance. The incentive amount may also be fixed for performance. It is pro-rated to the duration spent with GlobalLogic for the financial year and will be paid to you only if you are active on GlobalLogic's payroll on the day the incentive is paid.*

For GlobalLogic Technologies Private Ltd.

Shuchita Shukla Gajula Rachana

Gajula Rachana

Associate Analyst, Content Engineering

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

TekWorks

Date: 28/12/2022

To

Dear GUDUGU KEERTHANA,

We are happy to welcome you to **TekWorks Enterprise Solutions Private Limited.** As a valued member of the team, we look forward to you playing an important role in helping us achieve our Vision, uphold our Leadership Principles, and live our Culture.

As an organization, we value **PASSION, ACCOUNTABILITY, OUT-OF-THE-BOX THINKING, and COLLABORATION** in people.

This letter of intent is made to you based on your performance in our Assessment and final round of interview. You are required to undergo our intense 6-month, **Training Program.** Post the successful completion of the Training, you will be hired as a full-time employee of **TekWorks**. **You will be paid INR 10,000 per month** as a stipend during these 6 months of training.

After successful completion of your college degree graduation and the **Training Program, you will be issued an offer letter** with a minimum salary package of INR 3.5 lakhs per annum with mentioning your salary details and that you will be hired on the payrolls of **TekWorks** from **Nov 2022.** We look forward to you beginning your career with **our Training Program** within **Dec 2022.**

Please complete your joining formalities as per our instructions from Our HR Team. Kindly be ready with all your documents (Originals and attested) to complete your joining formalities.

We request you to get in touch with the HR team in case you need any further assistance and support at info@tekworks.in. **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 / 2022

18-Nov, 2022

Subject: Letter of Intent to Hire

Dear RAY BITIKA,

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 **19-Dec-2022,** failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

The detailed Terms and Conditions of your appointment shall be issued to you along with the offer letter at the time joining. You will be under a probationary period of 6 (six) months, from the date of joining.

Upon confirmation of your acceptance to join, you will be required to join the company on **28-Dec-2022** or inform the HR about any delay in joining date with a genuine reason, failing which our offer is closed and no further communication will be entertained.

Following are the details about Trainee Business Developer:

Compensation

CTC: Your Annual Gross CTC for the year, which is inclusive of Basic Salary and other Variable emoluments, is **Rs. 3,50,000/-** Per Annum (INR One Lakh Eighty Thousand Rupees Only).

This offer is subject to you satisfying the following requirements:

61. 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.
62. You should have completed your academic course with a minimum of **65% or equivalent** as specified at the time of your selection.
63. 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.
64. You should have completed any Company organized training imparted prior to your date of joining
65. Submit all necessary legal documentation pertaining to your employment

PRINCIPAL
Avanthi Institute of Engg. & Tech
Abdullapurmet (Vill), Abdullapurmet (Mdl), R.R. Dist.

+91 40-33182600 info@eidiko.com

Eidiko Systems Integrators, Suite #1, Floor #1, MJR Magnifique, Khajaguda X Roads, Gachibowli, Hyderabad, India – 500008

www.eidiko.com

We look forward to you having a rewarding career with us

Please revert to us with your acceptance of this offer.

Wishing you all the best,

Yours sincerely,

Ratan Siripurapu
Vice President - Operations
Eidiko Systems Integrators Pvt. Ltd

www.eidiko.com

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

+91 40-33182600 info@eidiko.com

Eidiko Systems Integrators, Suite #1, Floor #1, MJR Magnifique,
Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008

GlobalLogic

A Hitachi Group Company

We take pleasure in welcoming you to our organization and look forward to a mutually beneficial association. Your point of contact on the day of joining wil be HR SPOC at Hyderabad location. You are requested to report to our office situated at (GlobalLogic Technologies Private Limited, Unit-3 6th Floor, Block-1, M/s DLF Assets Pvt Ltd, Codeveloper for M/s DLF Infocity Hyderabad Ltd, IT/ITES SEZ, Gachibowli Village, Serlingampally, Mandal, Ranga Reddy District.) at 9:30 am.

For **GlobalLogic Technologies Private Ltd.**

Shuchita Shukla
Authorized Signatory

OFFER ACCEPTANCE & DECLARATION

I have read and understood the above terms and conditions of the above mentioned offer letter and I hereby confirm the acceptance of the same. I also confirm that there has not been any commitment (be it verbal or written) made to me by the company which is not covered in the scope of this offer letter. I will be reporting for duty on **22-November- 2022.**

Signature

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

GlobalLogic

A Hitachi Group Company

Annexure – 1 Salary Structure	
Name: HARINATH PENDEM	
Designation: Human Resource Department (PA)	Grade: CEO2 Band: X
WEF: 22 November-2022	Location : Hyderabad
Section A – Gross Fixed Salary Break Up	
Monthly Components (In Rs.)	
Basic	10000
House Rent Allowance	1251
Statutory Bonus Information	1800
Special Allowance	0
ESI Information	424
Total Monthly (A)	13475
Total Monthly Annualised (B)	161700
Annual Components (In Rs.)	
Provident Fund (As per the PF Act 1952)	14400
National Pension Scheme-	0
Total Annualised (C)	14400
Total Fixed Annual Gross Salary (B+C)	176100
Section B – Additional Benefits	
Retirals & Health Benefits (Annualized Amount)	
Gratuity	5769
Mediclaim Insurance	1100
Total of Section B	6869
Total CTC (Section A + B)	182969
Incentive Indication (per annum)**	36000
Max Annual Total Remuneration	218969

In addition to Mediclaim employee will be covered under below additional benefits.
1.Group Term Life Insurance worth Rs.5 Lacs,
2. Group Personal Accident Insurance worth Rs. 2 Lacs

-An employee contribution of 0.75% will be deducted from employees in hand salary
Employer ESI contribution shall be at the rate of 3.25% of the gross salary.

*** Incentive amount is not a guaranteed amount of your CTC. It may be higher, lower or nil per the terms described herein. Only top performers are eligible to get this incentive basis their monthly/ quarterly performance. The incentive amount may also be fixed for performance. It is pro-rated to the duration spent with GlobalLogic for the financial year and will be paid to you only if you are active on GlobalLogic's payroll on the day the incentive is paid.*

For GlobalLogic Technologies Private Ltd.

Shuchita Shukla Gajula Rachana

Gajula Rachana

Associate Analyst, Content Engineering

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Md), R.R. Dist.

GlobalLogic

A Hitachi Group Company

We take pleasure in welcoming you to our organization and look forward to a mutually beneficial association. Your point of contact on the day of joining wil be HR SPOC at Hyderabad location. You are requested to report to our office situated at (GlobalLogic Technologies Private Limited, Unit-3 6th Floor, Block-1, M/s DLF Assets Pvt Ltd, Codeveloper for M/s DLF Infocity Hyderabad Ltd, IT/ITES SEZ, Gachibowli Village, Serlingampally, Mandal, Ranga Reddy District.) at 9:30 am.

For **GlobalLogic Technologies Private Ltd.**

Shuchita Shukla
Authorized Signatory

OFFER ACCEPTANCE & DECLARATION

I have read and understood the above terms and conditions of the above mentioned offer letter and I hereby confirm the acceptance of the same. I also confirm that there has not been any commitment (be it verbal or written) made to me by the company which is not covered in the scope of this offer letter. I will be reporting for duty on **22-November- 2022.**

Signature

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

GlobalLogic

A Hitachi Group Company

Annexure – 1 Salary Structure	
Name: NAZIA BEGUM	
Designation: Human Resource Department (PA)	Grade: CEO2 Band: X
WEF: 22 November-2022	Location : Hyderabad
Section A – Gross Fixed Salary Break Up	
Monthly Components (In Rs.)	
Basic	10000
House Rent Allowance	1251
Statutory Bonus Information	1800
Special Allowance	0
ESI Information	424
Total Monthly (A)	13475
Total Monthly Annualised (B)	161700
Annual Components (In Rs.)	
Provident Fund (As per the PF Act 1952)	14400
National Pension Scheme-	0
Total Annualised (C)	14400
Total Fixed Annual Gross Salary (B+C)	176100
Section B – Additional Benefits	
Retirals & Health Benefits (Annualized Amount)	
Gratuity	5769
Mediclaim Insurance	1100
Total of Section B	6869
Total CTC (Section A + B)	182969
Incentive Indication (per annum)**	36000
Max Annual Total Remuneration	218969

In addition to Mediclaim employee will be covered under below additional benefits.
1.Group Term Life Insurance worth Rs.5 Lacs,
2. Group Personal Accident Insurance worth Rs. 2 Lacs

-An employee contribution of 0.75% will be deducted from employees in hand salary
Employer ESI contribution shall be at the rate of 3.25% of the gross salary.

*** Incentive amount is not a guaranteed amount of your CTC. It may be higher, lower or nil per the terms described herein. Only top performers are eligible to get this incentive basis their monthly/ quarterly performance. The incentive amount may also be fixed for performance. It is pro-rated to the duration spent with GlobalLogic for the financial year and will be paid to you only if you are active on GlobalLogic's payroll on the day the incentive is paid.*

For GlobalLogic Technologies Private Ltd.

Shuchita Shukla Gajula Rachana

Gajula Rachana

Associate Analyst, Content Engineering

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (mdl), R.R. Dist.

TekWorks

Date: 28/12/2022

To

Dear JANGAM KAVYA REDDY,

We are happy to welcome you to **TekWorks Enterprise Solutions Private Limited.** As a valued member of the team, we look forward to you playing an important role in helping us achieve our Vision, uphold our Leadership Principles, and live our Culture.

As an organization, we value **PASSION, ACCOUNTABILITY, OUT-OF-THE-BOX THINKING, and COLLABORATION** in people.

This letter of intent is made to you based on your performance in our Assessment and final round of interview. You are required to undergo our intense 6-month, **Training Program.** Post the successful completion of the Training, you will be hired as a full-time employee of **TekWorks**. **You will be paid INR 10,000 per month** as a stipend during these 6 months of training.

After successful completion of your college degree graduation and the **Training Program, you will be issued an offer letter** with a minimum salary package of INR 3.5 lakhs per annum with mentioning your salary details and that you will be hired on the payrolls of **TekWorks** from **Nov 2022.** We look forward to you beginning your career with **our Training Program** within **Dec 2022.**

Please complete your joining formalities as per our instructions from Our HR Team. Kindly be ready with all your documents (Originals and attested) to complete your joining formalities.

We request you to get in touch with the HR team in case you need any further assistance and support at info@tekworks.in. **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 / 2022

18-Nov, 2022

Subject: Letter of Intent to Hire

Dear PATEL ABHISHEK REDDY,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a **Trainee Business Developer** in our Organization.

We request you to confirm to us your intent to join and accept this letter by signing and returning a copy of this letter to our HR team (mail id: hrteam@eidiko.com), no later than **19-Dec-2022,** failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

The detailed Terms and Conditions of your appointment shall be issued to you along with the offer letter at the time joining. You will be under a probationary period of 6 (six) months, from the date of joining.

Upon confirmation of your acceptance to join, you will be required to join the company on **28-Dec-2022** or inform the HR about any delay in joining date with a genuine reason, failing which our offer is closed and no further communication will be entertained.

Following are the details about Trainee Business Developer:

Compensation

CTC: Your Annual Gross CTC for the year, which is inclusive of Basic Salary and other Variable emoluments, is **Rs. 3,50,000/-** Per Annum (INR One Lakh Eighty Thousand Rupees Only).

This offer is subject to you satisfying the following requirements:

66. 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.
67. You should have completed your academic course with a minimum of **65% or equivalent** as specified at the time of your selection.
68. 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.
69. You should have completed any Company organized training imparted prior to your date of joining
70. Submit all necessary legal documentation pertaining to your employment

PRINCIPAL
Avanthi Institute of Engg. & Tech
Cherukupally (V), Abdullapurmet (Mdl), R.R. Dist.

+91 40-33182600 info@eidiko.com

Eidiko Systems Integrators, Suite #1, Floor #1, MJR Magnifique, Khajaguda X Roads, Gachibowli, Hyderabad, India – 500008

www.eidiko.com

We look forward to you having a rewarding career with us

Please revert to us with your acceptance of this offer.

Wishing you all the best,

Yours sincerely,

Ratan Siripurapu
Vice President - Operations
Eidiko Systems Integrators Pvt. Ltd

www.eidiko.com

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

+91 40-33182600 info@eidiko.com

Eidiko Systems Integrators, Suite #1, Floor #1, MJR Magnifique,
Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008

OUTPERORM IT

ENTERPRISE IT SOLUTIONS

Suite 3-D, Brij Tarang, Kundan Bagh, Begumpet, Hyderabad 500016

Date -04/07/2022

Dear RATHLAVATH SHANKAR,

In reference to your interest in being employed by us and subsequent performance during our selection process, we are happy to inform you that you are offered the following position at our company.

Welcome aboard and wish you all the best.

01. **Designation** - HR (Trainee)

02. **Gross Salary** - Rs 3,36,000 / Annum

03. **Probation** - You will be under probation for a period of 3 months during which you will be paid a stipend of Rs. 10,000.00 per month.

04. **Bond** - There is a bond to serve the company for a period of 1 year 3 Months from date of joining.

25. **Details of the compensation** - Your compensation has been divided into Basic Salary and HRA. Following is the breakup of the same.

Basic Salary	- Rs 16,800.00
HRA	- Rs 11,200.00
Total Compensation	- Rs 28,000.00

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

26. **Health Insurance** - Outperform provides health insurance to all its employees. Details of such insurance will be provided separately to you.

Tel. +1 (469) 592-7131
info@outperformit.com
www.outperformit.com

OUTPERORM IT
ENTERPRISE IT SOLUTIONS

Suite 3-D, Brij Tarang, Kundan Bagh, Begumpet, Hyderabad 500016

27. **Promotions and Increments** - Promotions and increments are given solely on the basis of your performance and contribution to the company. These are usually done on an annual basis.

28. **Notice Period** - During probation, the company reserves a right to discontinue your services due to lack of perfomance with a notice period of 1 month. After serving the bond period, you need to give a notice period of 3 month in case you want to be relieved of the service.

29. **Other Terms and Condition** - You agree not to undertake employment, whether full-time or part-time as Director/Member/Employee of any other organization/ entity in any form of business activity without consent of Outperform. The consent may be given subject to terms and conditions that the Company may think fit and may be withdrawn at the discretion of the the Company.

You also agree to maintain confidentiality and proper conduct during your employment with us.

In token of acceptance of this offer, please e-sign the offer letter. We wish you all the best and hope for your continued support.

Following are the details of the revision.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

Shailendu Verma
President

Name RATHLAVATH SHANKAR
Date 04/07/2022

Palle Technologies

LEADERS IN TECHNOLOGY TRAINING

SOFTWARE TRAINING | OUT SOURCING | SOLUTION

ISO 9001 : 2015 CERTIFIED & NASSCOM MEMBER

22/11/2022

Letter of Intent –Free Training and Placement under CSR

Dear BHARATHA SAI VARDHAN 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) 22/12/2022 Course Duration (3.5 month)
The Mode of Training will be Online – Using Zoom App.
The Training will be conducted every day between 6:30 PM to 8 PM.
During this Program you will be having Technology Training

1. Monday to Friday – Training, and Saturday Evaluation & interview preparation.

Program features:

61. Aptitude & reasoning training
62. Technology training on Java / python / Dot net based on student choice.
    Technology training on common modules which includes web technologies, and database mysql/sql server
63. Assignments – coding & aptitude
64. System tests on regular basis
65. Coding interview preparation
66. Mock technical interviews
67. Mock HR interviews
68. We will schedule unlimited number of interviews with our esteemed clients with packages starting from 3 LPA to 8 LPA until student gets placed
69. Course Completion Certificate will be provided after the successful completion of the Technology training
70. If student misses any one class during training period, then student will be dropped from the program and will not be eligible for free training and placements.
71. If student has not attended any interview scheduled by Palle Technologies, then student will be disqualified from the program and will not be eligible for free training and placements.
72. Student must clear mock interview to apply for our client companies.

PRINCIPAL
Avanthi Institute of Engg. & Tech.

15/6, 2nd Floor, Manish Complex (Above SBI Bank), Mangammanapalya Main Road
Bommanahalli, Bengaluru - 560 068
Ph : 080-41645630, email : info@techpalle.com | website : www.techpalle.com

Mandatory Requirements while joining:

(26)Student has to send a photo copy of his or her X, XII mark sheets
(27)Student has to send a photo copy of Engineering all semester mark sheets up to 6th semester
(28)Student has to send photo copy of Aadhar card
(29)Student has to send photo copy of college ID proof
(30)Student has to send his or her pass port size photo

We look forward to welcome you on board.

Sincerely,
HR Team
Palle Technologies

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Avanthi Engineering College

Date: 22.11.2022

Dear GODHA SONY,

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 2.80 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
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

GlobalLogic

A Hitachi Group Company

We take pleasure in welcoming you to our organization and look forward to a mutually beneficial association. Your point of contact on the day of joining wil be HR SPOC at Hyderabad location. You are requested to report to our office situated at (GlobalLogic Technologies Private Limited, Unit-3 6th Floor, Block-1, M/s DLF Assets Pvt Ltd, Codeveloper for M/s DLF Infocity Hyderabad Ltd, IT/ITES SEZ, Gachibowli Village, Serlingampally, Mandal, Ranga Reddy District.) at 9:30 am.

For **GlobalLogic Technologies Private Ltd.**

Shuchita Shukla
Authorized Signatory

OFFER ACCEPTANCE & DECLARATION

I have read and understood the above terms and conditions of the above mentioned offer letter and I hereby confirm the acceptance of the same. I also confirm that there has not been any commitment (be it verbal or written) made to me by the company which is not covered in the scope of this offer letter. I will be reporting for duty on **22-November- 2022.**

Signature

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

GlobalLogic

A Hitachi Group Company

Annexure – 1 Salary Structure	
Name: GUDURU SAMPATH REDDY	
Designation: Human Resource Department (PA)	Grade: CEO2 Band: X
WEF: 22 November-2022	Location : Hyderabad
Section A – Gross Fixed Salary Break Up	
Monthly Components (In Rs.)	
Basic	10000
House Rent Allowance	1251
Statutory Bonus Information	1800
Special Allowance	0
ESI Information	424
Total Monthly (A)	13475
Total Monthly Annualised (B)	161700
Annual Components (In Rs.)	
Provident Fund (As per the PF Act 1952)	14400
National Pension Scheme-	0
Total Annualised (C)	14400
Total Fixed Annual Gross Salary (B+C)	176100
Section B – Additional Benefits	
Retirals & Health Benefits (Annualized Amount)	
Gratuity	5769
Mediclaim Insurance	1100
Total of Section B	6869
Total CTC (Section A + B)	182969
Incentive Indication (per annum)**	36000
Max Annual Total Remuneration	218969

In addition to Mediclaim employee will be covered under below additional benefits.
1.Group Term Life Insurance worth Rs.5 Lacs,
2. Group Personal Accident Insurance worth Rs. 2 Lacs

-An employee contribution of 0.75% will be deducted from employees in hand salary
Employer ESI contribution shall be at the rate of 3.25% of the gross salary.

*** Incentive amount is not a guaranteed amount of your CTC. It may be higher, lower or nil per the terms described herein. Only top performers are eligible to get this incentive basis their monthly/ quarterly performance. The incentive amount may also be fixed for performance. It is pro-rated to the duration spent with GlobalLogic for the financial year and will be paid to you only if you are active on GlobalLogic's payroll on the day the incentive is paid.*

For GlobalLogic Technologies Private Ltd.

Shuchita Shukla Gajula Rachana

Gajula Rachana

Associate Analyst, Content Engineering

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

GlobalLogic

A Hitachi Group Company

We take pleasure in welcoming you to our organization and look forward to a mutually beneficial association. Your point of contact on the day of joining wil be HR SPOC at Hyderabad location. You are requested to report to our office situated at (GlobalLogic Technologies Private Limited, Unit-3 6th Floor, Block-1, M/s DLF Assets Pvt Ltd, Codeveloper for M/s DLF Infocity Hyderabad Ltd, IT/ITES SEZ, Gachibowli Village, Serlingampally, Mandal, Ranga Reddy District.) at 9:30 am.

For **GlobalLogic Technologies Private Ltd.**

Shuchita Shukla
Authorized Signatory

OFFER ACCEPTANCE & DECLARATION

I have read and understood the above terms and conditions of the above mentioned offer letter and I hereby confirm the acceptance of the same. I also confirm that there has not been any commitment (be it verbal or written) made to me by the company which is not covered in the scope of this offer letter. I will be reporting for duty on **22-November- 2022.**

Signature

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

GlobalLogic

A Hitachi Group Company

Annexure – 1 Salary Structure	
Name: DESHABOINA HAREESH	
Designation: Human Resource Department (PA)	Grade: CEO2 Band: X
WEF: 22 November-2022	Location : Hyderabad
Section A – Gross Fixed Salary Break Up	
Monthly Components (In Rs.)	
Basic	10000
House Rent Allowance	1251
Statutory Bonus Information	1800
Special Allowance	0
ESI Information	424
Total Monthly (A)	13475
Total Monthly Annualised (B)	161700
Annual Components (In Rs.)	
Provident Fund (As per the PF Act 1952)	14400
National Pension Scheme-	0
Total Annualised (C)	14400
Total Fixed Annual Gross Salary (B+C)	176100
Section B – Additional Benefits	
Retirals & Health Benefits (Annualized Amount)	
Gratuity	5769
Mediclaim Insurance	1100
Total of Section B	6869
Total CTC (Section A + B)	182969
Incentive Indication (per annum)**	36000
Max Annual Total Remuneration	218969

In addition to Mediclaim employee will be covered under below additional benefits.
1.Group Term Life Insurance worth Rs.5 Lacs,
2. Group Personal Accident Insurance worth Rs. 2 Lacs

-An employee contribution of 0.75% will be deducted from employees in hand salary
Employer ESI contribution shall be at the rate of 3.25% of the gross salary.

*** Incentive amount is not a guaranteed amount of your CTC. It may be higher, lower or nil per the terms described herein. Only top performers are eligible to get this incentive basis their monthly/ quarterly performance. The incentive amount may also be fixed for performance. It is pro-rated to the duration spent with GlobalLogic for the financial year and will be paid to you only if you are active on GlobalLogic's payroll on the day the incentive is paid.*

For GlobalLogic Technologies Private Ltd.

Shuchita Shukla Gajula Rachana

Gajula Rachana

Associate Analyst, Content Engineering

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

TekWorks

Date: 28/12/2022

To

Dear BOMMANI MALLIKARJUN,

We are happy to welcome you to **TekWorks Enterprise Solutions Private Limited.** As a valued member of the team, we look forward to you playing an important role in helping us achieve our Vision, uphold our Leadership Principles, and live our Culture.

As an organization, we value **PASSION, ACCOUNTABILITY, OUT-OF-THE-BOX THINKING, and COLLABORATION** in people.

This letter of intent is made to you based on your performance in our Assessment and final round of interview. You are required to undergo our intense 6-month, **Training Program.** Post the successful completion of the Training, you will be hired as a full-time employee of **TekWorks**. **You will be paid INR 10,000 per month** as a stipend during these 6 months of training.

After successful completion of your college degree graduation and the **Training Program, you will be issued an offer letter** with a minimum salary package of INR 3.5 lakhs per annum with mentioning your salary details and that you will be hired on the payrolls of **TekWorks** from **Nov 2022.** We look forward to you beginning your career with **our Training Program** within **Dec 2022.**

Please complete your joining formalities as per our instructions from Our HR Team. Kindly be ready with all your documents (Originals and attested) to complete your joining formalities.

We request you to get in touch with the HR team in case you need any further assistance and support at info@tekworks.in. **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 (Md), R.R. Dist.

GlobalLogic

A Hitachi Group Company

We take pleasure in welcoming you to our organization and look forward to a mutually beneficial association. Your point of contact on the day of joining wil be HR SPOC at Hyderabad location. You are requested to report to our office situated at (GlobalLogic Technologies Private Limited, Unit-3 6th Floor, Block-1, M/s DLF Assets Pvt Ltd, Codeveloper for M/s DLF Infocity Hyderabad Ltd, IT/ITES SEZ, Gachibowli Village, Serlingampally, Mandal, Ranga Reddy District.) at 9:30 am.

For **GlobalLogic Technologies Private Ltd.**

Shuchita Shukla
Authorized Signatory

OFFER ACCEPTANCE & DECLARATION

I have read and understood the above terms and conditions of the above mentioned offer letter and I hereby confirm the acceptance of the same. I also confirm that there has not been any commitment (be it verbal or written) made to me by the company which is not covered in the scope of this offer letter. I will be reporting for duty on **22-November- 2022.**

Signature

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

GlobalLogic

A Hitachi Group Company

Annexure – 1 Salary Structure	
Name: FAROOQ ABDULLAH	
Designation: Human Resource Department (PA)	Grade: CEO2 Band: X
WEF: 22 November-2022	Location : Hyderabad
Section A – Gross Fixed Salary Break Up	
Monthly Components (In Rs.)	
Basic	10000
House Rent Allowance	1251
Statutory Bonus Information	1800
Special Allowance	0
ESI Information	424
Total Monthly (A)	13475
Total Monthly Annualised (B)	161700
Annual Components (In Rs.)	
Provident Fund (As per the PF Act 1952)	14400
National Pension Scheme-	0
Total Annualised (C)	14400
Total Fixed Annual Gross Salary (B+C)	176100
Section B – Additional Benefits	
Retirals & Health Benefits (Annualized Amount)	
Gratuity	5769
Mediclaim Insurance	1100
Total of Section B	6869
Total CTC (Section A + B)	182969
Incentive Indication (per annum)**	36000
Max Annual Total Remuneration	218969

In addition to Mediclaim employee will be covered under below additional benefits.
1.Group Term Life Insurance worth Rs.5 Lacs,
2. Group Personal Accident Insurance worth Rs. 2 Lacs

-An employee contribution of 0.75% will be deducted from employees in hand salary
Employer ESI contribution shall be at the rate of 3.25% of the gross salary.

*** Incentive amount is not a guaranteed amount of your CTC. It may be higher, lower or nil per the terms described herein. Only top performers are eligible to get this incentive basis their monthly/ quarterly performance. The incentive amount may also be fixed for performance. It is pro-rated to the duration spent with GlobalLogic for the financial year and will be paid to you only if you are active on GlobalLogic's payroll on the day the incentive is paid.*

For GlobalLogic Technologies Private Ltd.

Shuchita Shukla Gajula Rachana

Gajula Rachana

Associate Analyst, Content Engineering

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

TekWorks

Date: 28/12/2022

To

Dear PARNE AVINASH REDDY,

We are happy to welcome you to **TekWorks Enterprise Solutions Private Limited.** As a valued member of the team, we look forward to you playing an important role in helping us achieve our Vision, uphold our Leadership Principles, and live our Culture.

As an organization, we value **PASSION, ACCOUNTABILITY, OUT-OF-THE-BOX THINKING, and COLLABORATION** in people.

This letter of intent is made to you based on your performance in our Assessment and final round of interview. You are required to undergo our intense 6-month, **Training Program.** Post the successful completion of the Training, you will be hired as a full-time employee of **TekWorks**. **You will be paid INR 10,000 per month** as a stipend during these 6 months of training.

After successful completion of your college degree graduation and the **Training Program, you will be issued an offer letter** with a minimum salary package of INR 3.5 lakhs per annum with mentioning your salary details and that you will be hired on the payrolls of **TekWorks** from **Nov 2022.** We look forward to you beginning your career with **our Training Program** within **Dec 2022.**

Please complete your joining formalities as per our instructions from Our HR Team. Kindly be ready with all your documents (Originals and attested) to complete your joining formalities.

We request you to get in touch with the HR team in case you need any further assistance and support at info@tekworks.in. **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 / 2022

18-Nov, 2022

Subject: Letter of Intent to Hire

Dear GUTHA VINAY KUMAR REDDY,

This refers to your application and the subsequent discussions we had with you. We are pleased to inform you that you have been shortlisted for appointment as a **Trainee 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 **19-Dec-2022,** failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

The detailed Terms and Conditions of your appointment shall be issued to you along with the offer letter at the time joining. You will be under a probationary period of 6 (six) months, from the date of joining.

Upon confirmation of your acceptance to join, you will be required to join the company on **28-Dec-2022** or inform the HR about any delay in joining date with a genuine reason, failing which our offer is closed and no further communication will be entertained.

Following are the details about Trainee Business Developer:

Compensation

CTC: Your Annual Gross CTC for the year, which is inclusive of Basic Salary and other Variable emoluments, is **Rs. 3,50,000/-** Per Annum (INR One Lakh Eighty Thousand Rupees Only).

This offer is subject to you satisfying the following requirements:

71. 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.
72. You should have completed your academic course with a minimum of **65% or equivalent** as specified at the time of your selection.
73. 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.
74. You should have completed any Company organized training imparted prior to your date of joining
75. Submit all necessary legal documentation pertaining to your employment

PRINCIPAL
Avanthi Institute of Engg. & Tech
Cheethapally (V), Abdullapurmet (Mdl), R.R. Dist.

+91 40-33182600 info@eidiko.com

Eidiko Systems Integrators, Suite #1, Floor #1, MJR Magnifique, Khajaguda X Roads, Gachibowli, Hyderabad, India – 500008

www.eidiko.com

We look forward to you having a rewarding career with us

Please revert to us with your acceptance of this offer.

Wishing you all the best,

Yours sincerely,

Ratan Siripurapu
Vice President - Operations
Eidiko Systems Integrators Pvt. Ltd

www.eidiko.com

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

DXCTechnology

Date: 23/11/2022

Dear SURKANTI MAHEPAL REDDY,

We are pleased to extend to you an offer of employment with **DXC Technology**. This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by DXC or an appropriate third party and the results of such background checks being favorable in DXC's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by DXC. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

At **DXC Technology**, we are greatly excited about the challenging and rewarding work environment. You will be an important part of the leading global information technology company and part of a culture that is driven to improve and outperform.

To accept the offer of employment, please sign by providing your full name and unique identifier.

We welcome you to join us in this exciting journey.

Thanking you,
Yours Sincerely,

Lokendra Panth
Vice President – Human Resources

DXC Technology India Private Limited (formerly known as CSC Technologies India Private limited)
Registered Office:
Unit 13, Block 4, IMF Building, Chennai – 600 045.
Ph:+91-44-22668808/22663380,
Fax:+91-44-22788177

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

OUTPERORM IT

ENTERPRISE IT SOLUTIONS

Suite 3-D, Brij Tarang, Kundan Bagh, Begumpet, Hyderabad 500016

Date -04/07/2022

Dear DOPATHI GAMANISRI,

In reference to your interest in being employed by us and subsequent performance during our selection process, we are happy to inform you that you are offered the following position at our company.

Welcome aboard and wish you all the best.

01. **Designation** - HR (Trainee)

02. **Gross Salary** - Rs 3,36,000 / Annum

03. **Probation** - You will be under probation for a period of 3 months during which you will be paid a stipend of Rs. 10,000.00 per month.

04. **Bond** - There is a bond to serve the company for a period of 1 year 3 Months from date of joining.

26. **Details of the compensation** - Your compensation has been divided into Basic Salary and HRA. Following is the breakup of the same.

Basic Salary	- Rs 16,800.00
HRA	- Rs 11,200.00
Total Compensation	- Rs 28,000.00

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

27. **Health Insurance -** Outperform provides health insurance to all its employees. Details of such insurance will be provided separately to you.

Tel. +1 (469) 592-7131
info@outperformit.com
www.outperformit.com

OUTPERORM IT
ENTERPRISE IT SOLUTIONS
Suite 3-D, Brij Tarang, Kundan Bagh, Begumpet, Hyderabad 500016

28. **Promotions and Increments** - Promotions and increments are given solely on the basis of your performance and contribution to the company. These are usually done on an annual basis.

29. **Notice Period** - During probation, the company reserves a right to discontinue your services due to lack of perfomance with a notice period of 1 month. After serving the bond period, you need to give a notice period of 3 month in case you want to be relieved of the service.

30. **Other Terms and Condition** - You agree not to undertake employment, whether full-time or part-time as Director/Member/Employee of any other organization/ entity in any form of business activity without consent of Outperform. The consent may be given subject to terms and conditions that the Company may think fit and may be withdrawn at the discretion of the the Company.

You also agree to maintain confidentiality and proper conduct during your employment with us.

In token of acceptance of this offer, please e-sign the offer letter. We wish you all the best and hope for your continued support.

Following are the details of the revision.

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Md), R.R. Dist.

Shailendu Verma
President

Name DOPATHI GAMANISRI
Date 04/07/2022

GlobalLogic

A Hitachi Group Company

We take pleasure in welcoming you to our organization and look forward to a mutually beneficial association. Your point of contact on the day of joining wil be HR SPOC at Hyderabad location. You are requested to report to our office situated at (GlobalLogic Technologies Private Limited, Unit-3 6th Floor, Block-1, M/s DLF Assets Pvt Ltd, Codeveloper for M/s DLF Infocity Hyderabad Ltd, IT/ITES SEZ, Gachibowli Village, Serlingampally, Mandal, Ranga Reddy District.) at 9:30 am.

For **GlobalLogic Technologies Private Ltd.**

Shuchita Shukla
Authorized Signatory

OFFER ACCEPTANCE & DECLARATION

I have read and understood the above terms and conditions of the above mentioned offer letter and I hereby confirm the acceptance of the same. I also confirm that there has not been any commitment (be it verbal or written) made to me by the company which is not covered in the scope of this offer letter. I will be reporting for duty on **22-November- 2022.**

Signature

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

GlobalLogic

A Hitachi Group Company

Annexure – 1 Salary Structure	
Name: PRODATURU SHIVA KUMAR	
Designation: Human Resource Department (PA)	Grade: CEO2 Band: X
WEF: 22 November-2022	Location : Hyderabad
Section A – Gross Fixed Salary Break Up	
Monthly Components (In Rs.)	
Basic	10000
House Rent Allowance	1251
Statutory Bonus Information	1800
Special Allowance	0
ESI Information	424
Total Monthly (A)	13475
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2. Group Personal Accident Insurance worth Rs. 2 Lacs

-An employee contribution of 0.75% will be deducted from employees in hand salary
Employer ESI contribution shall be at the rate of 3.25% of the gross salary.

*** Incentive amount is not a guaranteed amount of your CTC. It may be higher, lower or nil per the terms described herein. Only top performers are eligible to get this incentive basis their monthly/ quarterly performance. The incentive amount may also be fixed for performance. It is pro-rated to the duration spent with GlobalLogic for the financial year and will be paid to you only if you are active on GlobalLogic's payroll on the day the incentive is paid.*

For GlobalLogic Technologies Private Ltd.

Shuchita Shukla Gajula Rachana

Gajula Rachana

Associate Analyst, Content Engineering

PRINCIPAL
Gandipally (V), Abdullapurmet (Mdl), R.R. Dist.

ELTP / 2022

18-Nov, 2022

Subject: Letter of Intent to Hire

Dear GUNJI VENU GOPAL,

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 **19-Dec-2022,** failing which, this Letter of Intent shall stand withdrawn / cancelled automatically without any further notice.

The detailed Terms and Conditions of your appointment shall be issued to you along with the offer letter at the time joining. You will be under a probationary period of 6 (six) months, from the date of joining.

Upon confirmation of your acceptance to join, you will be required to join the company on **28-Dec-2022** or inform the HR about any delay in joining date with a genuine reason, failing which our offer is closed and no further communication will be entertained.

Following are the details about Trainee Business Developer:

Compensation

CTC: Your Annual Gross CTC for the year, which is inclusive of Basic Salary and other Variable emoluments, is **Rs. 3,50,000/-** Per Annum (INR One Lakh Eighty Thousand Rupees Only).

This offer is subject to you satisfying the following requirements:

76. 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.
77. You should have completed your academic course with a minimum of **65% or equivalent** as specified at the time of your selection.
78. 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.
79. You should have completed any Company organized training imparted prior to your date of joining
80. 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.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

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Khajaguda X Roads, Gachibowli, Hyderabad, India - 500008

GlobalLogic

A Hitachi Group Company

We take pleasure in welcoming you to our organization and look forward to a mutually beneficial association. Your point of contact on the day of joining wil be HR SPOC at Hyderabad location. You are requested to report to our office situated at (GlobalLogic Technologies Private Limited, Unit-3 6th Floor, Block-1, M/s DLF Assets Pvt Ltd, Codeveloper for M/s DLF Infocity Hyderabad Ltd, IT/ITES SEZ, Gachibowli Village, Serlingampally, Mandal, Ranga Reddy District.) at 9:30 am.

For **GlobalLogic Technologies Private Ltd.**

Shuchita Shukla
Authorized Signatory

OFFER ACCEPTANCE & DECLARATION

I have read and understood the above terms and conditions of the above mentioned offer letter and I hereby confirm the acceptance of the same. I also confirm that there has not been any commitment (be it verbal or written) made to me by the company which is not covered in the scope of this offer letter. I will be reporting for duty on **22-November- 2022.**

Signature

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

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Annexure – 1 Salary Structure	
Name: B AJITHABREDDY	
Designation: Human Resource Department (PA)	Grade: CEO2 Band: X
WEF: 22 November-2022	Location : Hyderabad
Section A – Gross Fixed Salary Break Up	
Monthly Components (In Rs.)	
Basic	10000
House Rent Allowance	1251
Statutory Bonus Information	1800
Special Allowance	0
ESI Information	424
Total Monthly (A)	13475
Total Monthly Annualised (B)	161700
Annual Components (In Rs.)	
Provident Fund (As per the PF Act 1952)	14400
National Pension Scheme-	0
Total Annualised (C)	14400
Total Fixed Annual Gross Salary (B+C)	176100
Section B – Additional Benefits	
Retirals & Health Benefits (Annualized Amount)	
Gratuity	5769
Mediclaim Insurance	1100
Total of Section B	6869
Total CTC (Section A + B)	182969
Incentive Indication (per annum)**	36000
Max Annual Total Remuneration	218969

In addition to Mediclaim employee will be covered under below additional benefits.
1.Group Term Life Insurance worth Rs.5 Lacs,
2. Group Personal Accident Insurance worth Rs. 2 Lacs

-An employee contribution of 0.75% will be deducted from employees in hand salary
Employer ESI contribution shall be at the rate of 3.25% of the gross salary.

*** Incentive amount is not a guaranteed amount of your CTC. It may be higher, lower or nil per the terms described herein. Only top performers are eligible to get this incentive basis their monthly/ quarterly performance. The incentive amount may also be fixed for performance. It is pro-rated to the duration spent with GlobalLogic for the financial year and will be paid to you only if you are active on GlobalLogic's payroll on the day the incentive is paid.*

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