



# DADI INSTITUTE OF ENGINEERING & TECHNOLOGY

(Approved by A.I.C.T.E., New Delhi & Permanently Affiliated to JNTUK, Kakinada)

NAAC Accredited Institute and Inclusion under Section 2(f) & 12(B) of UGC Act

An ISO 9001:2008; ISO 14001:2004 & OHSAS 18001:2007 Certified Institution

NH-16, Anakapalle – 531002, Visakhapatnam, A.P.

Mobile: +91 9963981111, Website: [www.diet.edu.in](http://www.diet.edu.in), E-mail: [info@diet.edu.in](mailto:info@diet.edu.in)

## 2016-17 PLACEMENT SUMMARY

S.NO.	YEAR	NAME OF THE STUDENT PLACED AND CONTACT DETAILS	PROGRAM GRADUATED FROM	NAME OF THE EMPLOYER WITH CONTACT DETAILS	PAY PACKAGE AT APPOINTMENT	PAGE No.
1	2017	BAYYA SASI - 8121930068	CSE	RICHEES IT INFOTECH - 7989357404	2.4 LPA	4
2	2017	BOMMADEVARA DENNY MORIZAN - 7661823676	CSE	RICHEES IT INFOTECH - 7989357404	2.4 LPA	5
3	2017	BUDDHA PRAVEENA - 7893152194	CSE	RICHEES IT INFOTECH - 7989357404	2.4 LPA	6
4	2017	GANGALAKURTI SAI NISANTH - 7893152194	CSE	CONCENTRIX -0891-4530217	1.2 LPA	7
5	2017	GANTA SUDHEER KUMAR - 8374719727	CSE	RICHEES IT INFOTECH -	2.4 LPA	8
6	2017	KONATHALA BHAGYASRI-7702560927	CSE	RICHEES IT INFOTECH -	2.4 LPA	9
7	2017	D RAJEEV- 9052610841	CSE	RICHEES IT INFOTECH - 7989357404	2.4 LPA	10
8	2017	KARRI NAGARAJU- 9951545217	CSE	RICHEES IT INFOTECH - 7989357404	2.4 LPA	11
9	2017	B NIKHIL KUMAR	MBA	QUESS	1.56LPA	12
10	2017	D LEELA MAHESH	MBA	QUESS	1.56LPA	13
11	2017	P AKHIL	MBA	QUESS	1.8LPA	14
12	2017	S ANGEL	MBA	QUESS	1.8LPA	15
13	2017	T.T.V.SURENDRA,9493739298	EEE	RICHEES IT INFOTECH	2.4LPA	16
14	2017	T.ASHOK KUMAR,9703806269	EEE	RICHEES IT INFOTECH	2.4LPA	17
15	2017	N.UDAY KUMAR,9985662171	EEE	RICHEES IT INFOTECH	2.4LPA	18
16	2017	KONATHALA PRIYANKA,9247235709	EEE	SRIVARI ENTERPRISES	1.29LPA	19
17	2017	INDALA RAGINI,8008929432	EEE	SRIVARI ENTERPRISES	1.29LPA	20
18	2017	GURI GREESHMA,9505324334	EEE	SRIVARI ENTERPRISES	1.29LPA	21

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19	2017	KANCHINADHAM S.S.L.S. MADHAVI,9100525521	EEE	SRIVARI ENTERPRISES	1.29LPA	22
20	2017	GOTTUMUKKALA SWETHAPADMINI,8330932396	EEE	SRIVARI ENTERPRISES	1.29LPA	23
21	2017	R.RAMYA SRI	ECE	SRIVARI ENTERPRISES	1.29LPA	24
22	2017	PUDI VENKATA LAKSHMI	ECE	SRIVARI ENTERPRISES	1.29LPA	25
23	2017	PRABHA SAILAJA	ECE	SRIVARI ENTERPRISES	1.29LPA	26
24	2017	DADI ANUSHA	ECE	SRIVARI ENTERPRISES	1.29LPA	27
25	2017	VILLA HIMA BINDU	ECE	SRIVARI ENTERPRISES	1.29LPA	28
26	2017	B GANGADHAR DURGA PRASAD	ECE	ASSAM RIFLES	5.81LPA	29
27	2017	K CHANDINI	ECE	PATRA	2.4LPA	31
28	2017	REVATHI TEKKALI	ECE	DOCS TIME	3LPA	35
29	2017	SURLA RAJU RAMALAKSHMI	ECE	SRIVARI ENTERPRISES	1.29LPA	44
30	2017	GURI INDIRA	ECE	SRIVARI ENTERPRISES	1.29LPA	45
31	2017	PRABHA SAILAJA	ECE	SRIVARI ENTERPRISES	1.29LPA	46
32	2017	KAPUGANTI LAKSHMI	ECE	SRIVARI ENTERPRISES	1.29LPA	47
33	2017	D.GIRIJA	ECE	SRIVARI ENTERPRISES	1.29LPA	48
34	2017	SUNANDHA MALLA	ECE	MIRACLE SOFTWARE SOLUTIONS	1.2LPA	49
35	2017	SURISSETTY SIRISHA	ECE	SRIVARI ENTERPRISES	1.29LPA	50
36	2017	M SUNITHA	ECE	RICHIEES IT INFOTECH PVT LIMITED	2.4LPA	51
37	2017	K.SRAVYA	ECE	RICHIEES IT INFOTECH PVT LIMITED	2.4LPA	52
38	2017	M.D.SAZIDA PRAVEEN	ECE	RICHIEES IT INFOTECH PVT LIMITED	2.4LPA	53



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39	2017	CHANDRIKA	ECE	RICHIEES IT INFOTECH PVT LIMITED	2.4LPA	54
40	2017	KARRI SWETHA	ECE	SRIVARI ENTERPRISES	1.29LPA	55
41	2017	A SIVARAMAKRISHNA	ECE	SARPANCH, GOVT OF A.P		56
42	2017	K MOHAN	ECE	DELOITTE	7.5LPA	57
43	2017	M RAMCHANDRASEKHAR	ECE	NIKNAM	2.5LPA	58
44	2017	SEELA SHANMUKH SIVA KUMAR	ECE	A.P SOCIAL WELFARE DEPARTMENT	3.6LPA	61
45	2017	LAKSHMI MANOHAR	ECE	PROSPECTA	1.2LPA	64
46	2017	SURISSETTI BALAJI	ECE	BEL	4.2LPA	65
47	2017	K VARA JYOTHI	ECE	CAPGEMINI	3LPA	67
48	2017	DASARI SANDEEP	CIVIL	NAVAYUGA ENGINEERING COMPANY	2.16LPA	88
49	2017	K DEMUDU BABU	CIVIL	NAVAYUGA ENGINEERING COMPANY	2.16LPA	89
50	2017	N VENKATA SAI ASHISH	CIVIL	NAVAYUGA ENGINEERING COMPANY	2.16LPA	87
51	2017	P SATEESH	CIVIL	NAVAYUGA ENGINEERING COMPANY	2.16LPA	90
52	2017	SANIVADA SIVA	CIVIL	NAVAYUGA ENGINEERING COMPANY	2.16LPA	91
53	2017	KARRI SAI RAM	MBA	HDFC BANK	2.16LPA	92
54	2017	B CHANDRA SEKHAR,8143798678	EEE	STATE BANK OF INDIA	3.6 LPA	98
55	2017	G PRAVEEN KUMAR,9652667421	EEE	RINL STEEL PLANT	3.2 LPA	108
56	2017	K.SAI KUMAR	CIVIL	SACHIVALAYAM	1.80LPA	100
57	2017	SURYA PRADEEP REDDY	CIVIL	GPS RENEWABLES	6.00LPA	105
58	2017	CH.HEMANTH SIVA KUMAR REDDY	CIVIL	SACHIVALAYAM	1.80LPA	107
59	2017	P.SAI KMAR	CIVIL	CONCRETE INDIA	3.60LPA	99
60	2017	T.VENKATA RAMESH	CIVIL	SACHIVALAYAM	1.80LPA	109
61	2017	Y.SIVA TEJA	CIVIL	MOTT MACDONALD PVT LTD	3.6LPA	110

# RICHIEES IT INFOTECH PVT .LTD

## OFFER LETTER

Date: 10<sup>th</sup> Jan 2017

Dear B.Sasi,

On behalf of **Richiee's IT Infotech** i am very much pleased to offer you the position of Software Trainee. Your initial appointment shall commence on 7<sup>th</sup> Aug 2017.

Designation : Software Trainee  
CTC (PA) : 2.4 Laes (INR)  
Place of appointment : Vizag/ Hyderabad.  
Probation : Three months of training  
Date of Joining : Aug 7, 2017.  
Timings : 10:00 AM TO 5:30 PM

In addition to the above, there is potential opportunity for you to earn incentive Under the (a) performance incentive (b) Subject to meeting the performance criteria as stipulated by your technical head and project manager.

Please indicate your acceptance of this offer under the terms described above by returning a signed and dated copy of this letter to the office on or before Feb 1<sup>st</sup>,2017.

Appointment letter will be given at the time joining as per above mentioned date.

We welcome you to **Richiees IT Infotech** family and enhance your career in a better way,

Regards,

HR Manager

Richiees IT Infotech Pvt Ltd





# RICHIEES IT INFOTECH PVT .LTD

## OFFER LETTER

Date: 10<sup>th</sup> Jan 2017

Dear B.D.Morizan

On behalf of **Richiee's IT Infotech** i am very much pleased to offer you the position of Software Trainee. Your initial appointment shall commence on 7<sup>th</sup> Aug 2017.

**Designation** : Software Trainee  
**CTC (PA)** : 2.4 Lacs (INR)  
**Place of appointment** : Vizag/ Hyderabad.  
**Probation** : Three months of training  
**Date of Joining** : Aug 7, 2017.  
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Please indicate your acceptance of this offer under the terms described above by returning a signed and dated copy of this letter to the office on or before Feb 1<sup>st</sup>,2017.

Appointment letter will be given at the time joining as per above mentioned date.

We welcome you to **Richiees IT Infotech** family and enhance your career in a better way.

Regards,

HR Manager



Richiees IT Infotech Pvt Ltd

# RICHIEES IT INFOTECH PVT LTD

## OFFER LETTER

Date: 10<sup>th</sup> Jan 2017

Dear B.Praveena,

On behalf of **Richiee's IT Infotech** i am very much pleased to offer you the position of Software Trainee. Your initial appointment shall commence on 7<sup>th</sup> Aug 2017.

Designation : Software Trainee  
CTC (PA) : 2.4 Lacs (INR)  
Place of appointment : Vizag/ Hyderabad.  
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Appointment letter will be given at the time joining as per above mentioned date.

We welcome you to **Richiees IT Infotech** family and enhance your career in a better way.

Regards,

HR Manager



Richiees IT Infotech Pvt Ltd

Private & Confidential

Date: 05/05/17

Gangalakurti Sai Nisanth

D No: 1-120-2, MVI Colony, Ushodaya Circle

VISAKHAPATNAM-AP

**APPOINTMENT LETTER**

Dear Gangalakurti Sai Nisanth,

Subsequent to the meetings between Concentrix Daksh Services India Private Limited (hereinafter "Concentrix"/Company) and you, we are pleased to make an offer of employment on the following terms and conditions. Your compensation and benefits are detailed in the attached Annexure.

**1. Appointment**

1.1 You shall be appointed to the position of <Practitioner> in Band <S>. Your designation may be changed at the discretion of the Company depending on the work assigned to you.

1.2 Your initial place of work shall be <Visakhapatnam>

However, your services are transferable to any other role, competency, place or office of the Company or to any subsidiary or associate company, whether now existing or still to be formed. Such transfer/rotation will be in accordance with the Company's rules being in force at the time.

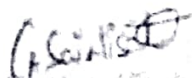
On transfer or assignment, you will be governed by the Rules, Regulations and Conditions of Service applicable to that location or role. Refusal to accept such transfer or assignment may lead to disciplinary action including but not limited to termination of your employment.

1.3 Your appointment will be effective from <27/05/17> (dd/mm/yy) or at an earlier date as mutually agreed, subject to your completing the on boarding formalities. You are required to submit all the documents (as per the Mandatory Document Checklist) on <26/05/17> (dd/mm/yy), failing which the Company reserves the right to withdraw this offer letter and/or cancel your appointment. If this date is not suitable, please contact us immediately at <elias.khan1@concentrix.com> to seek an alternative date on which to submit all required documents.

Please note that the offer will be withdrawn at the on boarding date if you do not notify us of your acceptance or we are unable to agree to an alternate joining date.

1.4 On on-boarding / joining you shall report to <Buddha Mahesh> or any other person nominated by him/her.

1.5 As per Company regulations you are required to furnish before joining, documentary proof of your last drawn salary, educational qualifications and work testimonials and also that you are free from any contractual restrictions preventing you from accepting this offer or starting work on the above-mentioned date. (Document Checklist)

  
Signature of Candidate

**Concentrix Daksh Services India Private Limited**

Registered Office: 10th Floor, 101, Anandapuri, 2nd Level, Near Jayapuri, Ring Road, District Centre, Bangalore, New Delhi 110024

Corporate Identity Number: U72200DL1969PTC102377

Phone: 91-1244-35700 Fax: 91-124-4263311

E-mail: hr@concentrix.com Website: www.concentrix.com

# **RICHIEES IT INFOTECH PVT .LTD**

## OFFER LETTER

Date: 10<sup>th</sup> Jan 2017

Dear G.Sudhir Kumar,

On behalf of **Richiee's IT Infotech** i am very much pleased to offer you the position of Software Trainee. Your initial appointment shall commence on 7<sup>th</sup> Aug 2017.

Designation : Software Trainee  
CTC (PA) : 2.4 Lacs (INR)  
Place of appointment : Vizag/ Hyderabad.  
Probation : Three months of training  
Date of Joining : Aug 7, 2017.  
Timings : 10:00 AM TO 5:30 PM

In addition to the above, there is potential opportunity for you to earn incentive Under the (a) performance incentive (b) Subject to meeting the performance criteria as stipulated by your technical head and project manager.

Please indicate your acceptance of this offer under the terms described above by returning a signed and dated copy of this letter to the office on or before Feb 1<sup>st</sup>,2017.

Appointment letter will be given at the time joining as per above mentioned date.

We welcome you to **Richiees IT Infotech** family and enhance your career in a better way,

Regards,

HR Manager



Richiees IT Infotech Pvt Ltd



# RICHIEES IT INFOTECH PVT .LTD

## OFFER LETTER

Date: 10<sup>th</sup> Jan 2017

Dear K.bhagya sri,

On behalf of **Richiee's IT Infotech** i am very much pleased to offer you the position of Software Trainee. Your initial appointment shall commence on 7<sup>th</sup> Aug 2017.

Designation : Software Trainee  
CTC (PA) : 2.4 Lacs (INR)  
Place of appointment : Vizag/ Hyderabad.  
Probation : Three months of training  
Date of Joining : Aug 7, 2017.  
Timings : 10:00 AM TO 5:30 PM

In addition to the above, there is potential opportunity for you to earn incentive Under the (a) performance incentive (b) Subject to meeting the performance criteria as stipulated by your technical head and project manager.

Please indicate your acceptance of this offer under the terms described above by returning a signed and dated copy of this letter to the office on or before Feb 1<sup>st</sup>,2017.

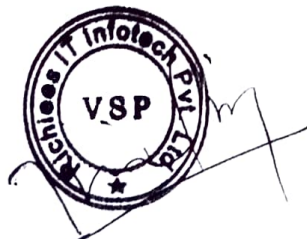
Appointment letter will be given at the time joining as per above mentioned date.

We welcome you to **Richiees IT Infotech** family and enhance your career in a better way.

Regards,

HR Manager

Richiees IT Infotech Pvt Ltd



# **RICHIEES IT INFOTECH PVT .LTD**

## OFFER LETTER

Date: 10<sup>th</sup> Jan 2017

Dear D.Rajeev,

On behalf of **Richiee's IT Infotech** i am very much pleased to offer you the position of Software Trainee. Your initial appointment shall commence on 7<sup>th</sup> Aug 2017.

Designation : Software Trainee  
CTC (PA) : 2.4 Laes (INR)  
Place of appointment : Vizag/ Hyderabad.  
Probation : Three months of training  
Date of Joining : Aug 7, 2017.  
Timings : 10:00 AM TO 5:30 PM

In additional to the above, there is potential opportunity for you to earn incentive Under the (a) performance incentive (b) Subject to meeting the performance criteria as stipulated by your technical head and project manager.

Please indicate your acceptance of this offer under the terms described above by returning a signed and dated copy of this letter to the office on or before Feb 1<sup>st</sup>,2017.

Appointment letter will be given at the time joining as per above mentioned date.

We welcome you to **Richiees IT Infotech** family and enhance your career in a better way.

Regards,

HR Manager

Richiees IT Infotech Pvt Ltd





# **RICHIEES IT INFOTECH PVT .LTD**

## OFFER LETTER

Date: 10<sup>th</sup> Jan 2017

Dear K.Nagaraju,

On behalf of **Richiee's IT Infotech** i am very much pleased to offer you the position of Software Trainee. Your initial appointment shall commence on 7<sup>th</sup> Aug 2017.

**Designation** : Software Trainee  
**CTC (PA)** : 2.4 Lacs (INR)  
**Place of appointment** : Vizag/ Hyderabad.  
**Probation** : Three months of training  
**Date of Joining** : Aug 7, 2017.  
**Timings** : 10:00 AM TO 5:30 PM

In addition to the above, there is potential opportunity for you to earn incentive Under the (a) performance incentive (b) Subject to meeting the performance criteria as stipulated by your technical head and project manager.

Please indicate your acceptance of this offer under the terms described above by returning a signed and dated copy of this letter to the office on or before Feb 1<sup>st</sup>,2017.

Appointment letter will be given at the time joining as per above mentioned date.

We welcome you to **Richiees IT Infotech** family and enhance your career in a better way,

Regards,

HR Manager

Richiees IT Infotech Pvt Ltd



Date: 17-Mar-17



Name: B.NIKHIL KUMAR  
Address: S/O B.V Patnaik, D.No. 6-11-2, Driver's Colony, Old Gajuwaka,  
Vishakhapatnam  
Location: VIZAG

Dear B.NIKHIL KUMAR,  
Congratulations! You have been offered through our campus interview program for fixed term contract with Quest Corp Ltd and you will be working for Sharekhan Ltd. The details of the offer are as below –

Job title	SALES EXECUTIVE
Probation period	6 months (On completion of probation period, candidate would be shifted to the payrolls of Sharekhan Ltd)
Salary	INR 13000 Monthly CTC
Date of joining	Upon the completion of your final year exams

Please note that this offer is conditional upon your completion and satisfactory performance which includes, and is not limited to,

- Satisfactory completion of your training and certification by Proedge Consulting and Training and upon confirmation of the same by Proedge Consulting and Training.
- Successful completion of the current educational qualification (graduation or post - graduation) being pursued by you.

The detailed terms and conditions of your employment will be issued to you during the joining formalities with us.

As a token of acceptance, you are required to sign on the copy of this letter and submit a copy to us, before or on the date of joining.

We are confident that you will be able to make a significant contribution to the success of our organization and look forward to working with you.

Yours sincerely,

**Tej Hans Raj Singh**

Vice President-Operations | Staffing

**Acknowledgement -**

I acknowledge that I have read and understood this offer and the terms and conditions contained herein and accept and agree to be bound by the terms and conditions of employment as outlined herein.

Name B. Nikhil Kumar

Signature B. Nikhil Kumar Date 23<sup>rd</sup> March 2017





Date: 17-Mar-17

Name: DODDI LEELA MAHESH  
Address: 10-102, Santhabayala, Opposite Vinayaka Temple, Munagapaka (MD and Post), Vishakhapatnam . Pin Code:- 531033  
Location: VIZAG

Dear DODDI LEELA MAHESH,  
Congratulations! You have been offered through our campus interview program for fixed term contract with Quest Corp Ltd and you will be working for Sharekhan Ltd. The details of the offer are as below –

Job title	SALES EXECUTIVE
Probation period	6 months (On completion of probation period, candidate would be shifted to the payrolls of Sharekhan Ltd)
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Date of joining	Upon the completion of your final year exams

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Yours sincerely,

**Tej Hans Raj Singh**  
Vice President-Operations | Staffing

**Acknowledgement -**

I acknowledge that I have read and understood this offer and the terms and conditions contained herein and accept and agree to be bound by the terms and conditions of employment as outlined herein.

Name D. Leela Mahesh  
Signature D. Leela Mahesh Date 23<sup>rd</sup> March 2017



Date: 17-Mar-17

Name: PENUGONDA AKHIL  
Address: D.No:3-20/2/2,S.V.T.R General Stores, Nagendra Colony, Kottapalem,  
Gopalapatnam, Vishakhapatnam - 530027  
Location: VIZAG

Dear PENUGONDA AKHIL,  
Congratulations! You have been offered through our campus interview program for fixed term contract with Quest Corp Ltd and you will be working for Sharekhan Ltd. The details of the offer are as below -

Job title	SALES EXECUTIVE
Probation period	6 months (On completion of probation period, candidate would be shifted to the payrolls of Sharekhan Ltd)
Salary	INR 13000 Monthly CTC
Date of joining	Upon the completion of your final year exams

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Yours sincerely,

Tej Hans Raj Singh

Vice President-Operations | Staffing

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Name P. Akhil

Signature P. Akhil Date 23/3/2017





Date: 17-Mar-17

Name: SIDDI ANGEL

Address: D/O Samuel, D.No: 1-48, Kothuru, Vedullanarava, Vishakhapatnam. Pin

Code:- 530049

Location: VIZAG

Dear SIDDI ANGEL,

Congratulations! You have been offered through our campus interview program for fixed term contract with Quest Corp Ltd and you will be working for Sharekhan Ltd.

The details of the offer are as below –

Job title	SALES EXECUTIVE
Probation period	6 months (On completion of probation period, candidate would be shifted to the payrolls of Sharekhan Ltd)
Salary	INR 13000 Monthly CTC
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Yours sincerely,

Tej Hans Raj Singh

Vice President-Operations | Staffing

**Acknowledgement -**

I acknowledge that I have read and understood this offer and the terms and conditions contained herein and accept and agree to be bound by the terms and conditions of employment as outlined herein.

Name S. Angel

Signature [Handwritten Signature]

Date 23/3/17

**OFFER LETTER**

Date: 10<sup>th</sup> Jan 2017

Dear T.T.V.Surendra,

On behalf of **Richiee's IT Infotech** i am very much pleased to offer you the position of Software Trainee. Your initial appointment shall commence on 7<sup>th</sup> Aug 2017.

**Designation** : Software Trainee  
**CTC (PA)** : 2.4 Lacs (INR)  
**Place of appointment** : Vizag/ Hyderabad.  
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Regards,

HR Manager



Richiees IT Infotech Pvt Ltd



OFFER LETTER

Date: 10<sup>th</sup> Jan 2017

Dear T.Ashok Kumar,

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CTC (PA) : 2.4 Laacs (INR)  
Place of appointment : Vizag/ Hyderabad.  
Probation : Three months of training  
Date of Joining : Aug 7, 2017.  
Timings : 10:00 AM TO 5:30 PM

In addition to the above, there is potential opportunity for you to earn incentive Under the (a) performance incentive (b) Subject to meeting the performance criteria as stipulated by your technical head and project manager.

Please indicate your acceptance of this offer under the terms described above by returning a signed and dated copy of this letter to the office on or before Feb 1<sup>st</sup>, 2017.

Appointment letter will be given at the time joining as per above mentioned date.

We welcome you to **Richiees IT Infotech** family and enhance your career in a better way.

Regards,

HR Manager

Richiees IT Infotech Pvt Ltd

**OFFER LETTER**

Date: 10<sup>th</sup> Jan 2017

Dear N.Uday Kumar,

On behalf of **Richiee's IT Infotech** i am very much pleased to offer you the position of Software Trainee. Your initial appointment shall commence on 7<sup>th</sup> Aug 2017.

**Designation** : Software Trainee  
**CTC (PA)** : 2.4 Lacs (INR)  
**Place of appointment** : Vizag/ Hyderabad.  
**Probation** : Three months of training  
**Date of Joining** : Aug 7, 2017.  
**Timings** : 10:00 AM TO 5:30 PM

In additional to the above, there is potential opportunity for you to earn incentive Under the (a) performance incentive (b) Subject to meeting the performance criteria as stipulated by your technical head and project manager.

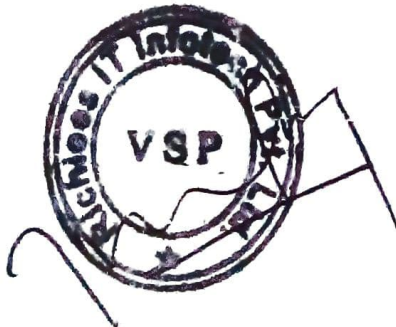
Please indicate your acceptance of this offer under the terms described above by returning a signed and dated copy of this letter to the office on or before Feb 1<sup>st</sup>, 2017.

Appointment letter will be given at the time joining as per above mentioned date.

We welcome you to **Richiees IT Infotech** family and enhance your career in a better way,

Regards,

HR Manager



Richiees IT Infotech Pvt Ltd



# SRIVARI ENTERPRISES

D.No.W2-243,Kurugonda Village,Ozili Mandal,SPSR Nellore District,Andhra Preadesh

E-mail:info@svtechsolutions.com

## EMPLOYMENT OFFER LETTER

DATE:16/02/2017

Employee name : Konathala Priyanka

Address : DIET

Dear,

Re: OFFER OF EMPLOYMENT

Sri Vari Enterprises is pleased to offer you the MOBILE ASSEMBLING for our organization. We are excited about the potential that you bring to our company.

You will be working in PRODUCTON DEPARTMENT AT SRICITY, TADA. you will report directly to Sri Vari Enterprises. Your initial tasks will include (Mobile Assembling).

You will be classified as an (Operator). Your initial compensation package includes a salary of Rs. 9,000/-Plus additional attendance bonus 1800/-, medical coverage through our company's employee benefit plan, In accepting our offer of employment, your certify your understanding that your employment will be (an "at will" basis or contract basis).

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion. Please let me know if you have any questions or if I can do anything to make your arrival easier.

Enclosed is a copy of your benefits and company terms and conditions.

Sincerely,

Name : Srinivasulu

Title : Assembling Production unit

Name of the company : Sri Vari Enterprises (SriCity)

Joining date : After Completion exams (June 2017)

*D. Chaitanya Kumar*

Received by

k-priyanka





# SRIVARI ENTERPRISES

D.No.W2-243,Kurugonda Village,Ozili Mandal,SPSR Nellore District,Andhra Preadesh

E-mail:info@svtechsolutions.com

## EMPLOYMENT OFFER LETTER

DATE:16/02/2017

Employee name : Indala Ragini

Address : DIET

Dear,

Re: OFFER OF EMPLOYMENT

Sri Vari Enterprises is pleased to offer you the MOBILE ASSEMBLING for our organization. We are excited about the potential that you bring to our company.

You will be working in PRODUCTON DEPARTMENT AT SRICITY, TADA. you will report directly to Sri Vari Enterprises. Your initial tasks will include (Mobile Assembling).

You will be classified as an (Operator). Your initial compensation package includes a salary of Rs. 9,000/-Plus additional attendance bonus 1800/-. medical coverage through our company's employee benefit plan, In accepting our offer of employment, your certify your understanding that your employment will be (an "at will" basis or contract basis).

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion. Please let me know if you have any questions or if I can do anything to make your arrival easier.

Enclosed is a copy of your benefits and company terms and conditions.

Sincerely,

Name : Srinivasulu

Title : Assembling Production unit

Name of the company : Sri Vari Enterprises (SriCity)

Joining date : After Completion exams (June 2017)

*D. Anay Kumar*

Received by

# EMPLOYMENT OFFER LETTER

DATE: 16/02/2017

Employee name : Guri Greeshma

Address : DIET

Dear,

Re: OFFER OF EMPLOYMENT

Sri Vari Enterprises is pleased to offer you the MOBILE ASSEMBLING for our organization. We are excited about the potential that you bring to our company.

You will be working in PRODUCTION DEPARTMENT AT SRICITY, TADA. you will report directly to Sri Vari Enterprises. Your initial tasks will include (Mobile Assembling).

You will be classified as an (Operator). Your initial compensation package includes a salary of Rs. 9,000/- Plus additional attendance bonus 1800/-. medical coverage through our company's employee benefit plan. In accepting our offer of employment, you certify your understanding that your employment will be (an "at will" basis or contract basis).

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion. Please let me know if you have any questions or if I can do anything to make your arrival easier.

Enclosed is a copy of your benefits and company terms and conditions.

Sincerely,

Name : Srinivasulu

Title : Assembling Production unit

Name of the company : Sri Vari Enterprises (SriCity)

Joining date : After Completion exams (June 2017)

*Dattinay Guri*

Received by .  
G. Greeshma.

# EMPLOYMENT OFFER LETTER

DATE: 16/02/2017

Employee name : Kanchinadhham S.S.L.S. Madhavi  
Address : DIET

Dear,

Re: OFFER OF EMPLOYMENT

Sri Vari Enterprises is pleased to offer you the MOBILE ASSEMBLING for our organization. We are excited about the potential that you bring to our company.

You will be working in PRODUCTON DEPARTMENT AT SRICITY, TADA. you will report directly to Sri Vari Enterprises. Your initial tasks will include (Mobile Assembling).

You will be classified as an (Operator). Your initial compensation package includes a salary of Rs. 9,000/- Plus additional attendance bonus 1800/-. medical coverage through our company's employee benefit plan, In accepting our offer of employment, you certify your understanding that your employment will be (an "at will" basis or contract basis).

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion. Please let me know if you have any questions or if I can do anything to make your arrival easier.

Enclosed is a copy of your benefits and company terms and conditions.

Sincerely,

Name : Srinivasulu  
Title : Assembling Production unit  
Name of the company : Sri Vari Enterprises (SriCity)  
Joining date : After Completion exams (June 2017)

D. K. Sai Madhavi

Received by  
K. Sai Madhavi





# SRI VARI ENTERPRISES

D.No.W2-243,Kurugonda Village,Ozili Mandal,SPSR Nellore District,Andhra Preadesh

E-mail:info@svtechsolutions.com

## EMPLOYMENT OFFER LETTER

DATE:16/02/2017

Employee name : Gottumukkala Swetha padmini  
Address : DIET

Dear,

Re: OFFER OF EMPLOYMENT

Sri Vari Enterprises is pleased to offer you the MOBILE ASSEMBLING for our organization. We are excited about the potential that you bring to our company.

You will be working in PRODUCTON DEPARTMENT AT SRICITY, TADA. you will report directly to Sri Enterprises. Your initial tasks will include (Mobile Assembling).

You will be classified as an (Operator). Your initial compensation package includes a salary of Rs. 9,000/- additional attendance bonus 1800/-, medical coverage through our company's employee benefit plan. ~~accepting~~ accepting our offer of employment, you certify your understanding that your employment will be (an "at will" basis or contract basis).

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion. Please let me know if you have any questions or if I can do anything to make your arrival easier.

Enclosed is a copy of your benefits and company terms and conditions.

Sincerely,

Name : Srinivasulu  
Title : Assembling Production unit  
Name of the company : Sri Vari Enterprises (SriCity)  
Joining date : After Completion exams (June 2017)

*D. Vinay Kumar*

Received by

G. Swetha



# SRIVARI ENTERPRISES

D.No.W2-243,Kurugonda Village,Ozili Mandal,SPSR Nellore District,Andhra Pradesh

E-mail:info@svtechsolutions.com

## EMPLOYMENT OFFER LETTER

DATE: 13-Apr-2017

Employee name : Ramya Sree Rajana  
Address : DIET, Anakapalle

Dear

Re: OFFER OF EMPLOYMENT

Srivari Enterprises is pleased to offer you the MOBILE ASSEMBLING for our organization. We are excited about the potential that you bring to our company.

You will be working in PRODUCTON DEPARTMENT AT SRICITY, TADA. you will report directly to Srivari Enterprises. Your initial tasks will include (Mobile Assembling).

You will be classified as an (Operator). Your initial compensation package includes a salary of Rs. 9,000/-Plus additional attendance bonus 1800/- medical coverage through our company's employee benefit plan. On accepting our offer of employment, you certify your understanding that your employment will be an "at will" basis or contract basis.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion. Please let me know if you have any questions or if I can do anything to make your arrival easier.

Sincerely,

Name : Srinivasulu  
Title : Assembling Production unit  
Name of the company : Srivari Enterprises for Rising Star Mobile (SriCity)  
Joining date : After Completion exams (October 2017)



Received  
Ramya





# SRIVARI ENTERPRISES

D.No. W2-243, Kurugonda Village, Ozili Mandal, SPSR Nellore District, Andhra Pradesh  
E-mail: info@svtechsolutions.com

## EMPLOYMENT OFFER LETTER

DATE: 16/02/2017

Employee name : Pudi Venkata Lakshmi

Address : DIET

Dear,

Re: OFFER OF EMPLOYMENT

Sri Vari Enterprises is pleased to offer you the MOBILE ASSEMBLING for our organization. We are excited about the potential that you bring to our company.

You will be working in PRODUCTON DEPARTMENT AT SRICITY, TADA. you will report directly to Sri Vari Enterprises. Your initial tasks will include (Mobile Assembling).

You will be classified as an (Operator). Your initial compensation package includes a salary of Rs. 9,000/- Plus additional attendance bonus 1800/-, medical coverage through our company's employee benefit plan, in accepting our offer of employment, you certify your understanding that your employment will be (an "at will" basis or contract basis).

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion. Please let me know if you have any questions or if I can do anything to make your arrival easier.

Enclosed is a copy of your benefits and company terms and conditions.

Sincerely,

Name : Srinivasulu

Title : Assembling Production unit

Name of the company : Sri Vari Enterprises (SriCity)

Joining date : After Completion exams (June 2017)

*D. Vinay Kumar*

Received By  
P. Venkata Lakshmi



# SRIVARI ENTERPRISES

D.No.W2-243,Kurugonda Village,Ozili Mandal,SPSR Nellore District,Andhra Preadesh

E-mail:info@svtechsolutions.com

## EMPLOYMENT OFFER LETTER

DATE:16/02/2017

Employee name : Prabu Sailaja

Address : DIET

Dear,

Re: OFFER OF EMPLOYMENT

Sri Vari Enterprises is pleased to offer you the MOBILE ASSEMBLING for our organization. We are excited about the potential that you bring to our company.

You will be working in PRODUCTON DEPARTMENT AT SRICITY, TADA. you will report directly to Sri Vari Enterprises. Your initial tasks will include (Mobile Assembling).

You will be classified as an (Operator). Your initial compensation package includes a salary of Rs. 9,000/-Plus additional attendance bonus 1800/-. medical coverage through our company's employee benefit plan, In accepting our offer of employment, your certify your understanding that your employment will be (an "at will" basis or contract basis).

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion. Please let me know if you have any questions or if I can do anything to make your arrival easier.

Enclosed is a copy of your benefits and company terms and conditions.

Sincerely,

Name : Srinivasulu

Title : Assembling Production unit

Name of the company : Sri Vari Enterprises (SriCity)

Joining date : After Completion exams (June 2017)

*D. Vinay Kumar*

Received by  
P. Sailaja





# SRIVARI ENTERPRISES

D.No.W2-243,Kurugonda Village,Ozili Mandal,SPSR Nellore District,Andhra Preadesh

E-mail:info@svtechsolutions.com

## EMPLOYMENT OFFER LETTER

DATE:16/02/2017

Employee name : *Dadi Anusha*

Address : *DIET*

Dear,

Re: OFFER OF EMPLOYMENT

Sri Vari Enterprises is pleased to offer you the MOBILE ASSEMBLING for our organization. We are excited about the potential that you bring to our company.

You will be working in PRODUCTON DEPARTMENT AT SRICITY, TADA. you will report directly to Sri Vari Enterprises. Your initial tasks will include (Mobile Assembling).

You will be classified as an (Operator). Your initial compensation package includes a salary of Rs. 9,000/-Plus additional attendance bonus 1800/-. medical coverage through our company's employee benefit plan, In accepting our offer of employment, your certify your understanding that your employment will be (an "at will" basis or contract basis).

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion. Please let me know if you have any questions or if I can do anything to make your arrival easier.

Enclosed is a copy of your benefits and company terms and conditions.

Sincerely,

Name : Srinivasulu

Title : Assembling Production unit

Name of the company : Sri Vari Enterprises (SriCity)

Joining date : After Completion exams (June 2017)

*Dilipray Das*

Received by

*D. Anusha*



# SRIVARI ENTERPRISES

D.No. W2-243, Kurugonda Village, Ozili Mandal, SPSR Nellore District, Andhra Pradesh  
E-mail: info@svtechsolutions.com

## EMPLOYMENT OFFER LETTER

DATE: 16/02/2017

Employee name : *Villa Hima Bindu*

Address : *DIET*

Dear,

Re: OFFER OF EMPLOYMENT

Sri Vari Enterprises is pleased to offer you the MOBILE ASSEMBLING for our organization. We are excited about the potential that you bring to our company.

You will be working in PRODUCTON DEPARTMENT AT SRICITY, TADA. you will report directly to Sri Vari Enterprises. Your initial tasks will include (Mobile Assembling).

You will be classified as an (Operator). Your initial compensation package includes a salary of Rs. 9,000/- Plus additional attendance bonus 1800/-. medical coverage through our company's employee benefit plan. In accepting our offer of employment, you certify your understanding that your employment will be (an "at will" basis or contract basis).

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion. Please let me know if you have any questions or if I can do anything to make your arrival easier.

Enclosed is a copy of your benefits and company terms and conditions.

Sincerely,

Name : Srinivasulu

Title : Assembling Production unit

Name of the company : Sri Vari Enterprises (SriCity)

Joining date : After Completion exams (June 2017)

*D. Srinivasulu*

Received by

*V. Hima Bindu*





**ASSAM RIFLES**  
**CPBO(AR), PHASE-V**  
**Pay Slip for the month of April-2022**



Unit	: 27 AR	PAN	: CAAPB8606H
Regimental No	: 5028821	Aadhar No	: 375302*****
Designation	: Rifleman	Pay Scale	: LEVEL-03(21700-69100)
Full Name	: BOBBILIGANGAHARADURGAPRASAD	Pay Index	: 4

<b>Dues</b>	<b>Amount (Rs.)</b>	<b>Deductions</b>	<b>Amount (Rs.)</b>
ARR DA	2142	ARGIS	1600
ARR TPT	162	ARR TIER1	214
BASIC PAY	23800	EMP TIER 1	3189
DA	8092		
HRA	2142		
RSKHD SHIP	9700		
TPT ALLOW	2412		
TSOAP	45		
<b>Total Dues</b>	<b>48495</b>	<b>Total Deduction</b>	<b>5003</b>

**Net Payable: 43492**

**Remarks: 0**

**This is a Computer Generated Payslip and no signature is required**

# Welcome to the Patra Family

Hello Kamuju Chandini, W10484

We are glad you have joined the Patra team. We sincerely hope that your experience working with Patra is exciting and fulfilling. Please keep in mind how your work will support Patra's four corporate priorities:

- Service to our customers
- Support of our employees
- Contributions to the insurance industry
- Participation in the communities where we live and work

These priorities are demonstrated in everything we do. As a Patra employee, you are an important part of this process and your work directly influences the organization's reputation. We are thrilled you have joined us and hope you will find your work to be both challenging and rewarding.

## **Technology Instructions**

**Below are some simple steps to use the technology.**

- Step 1: Please follow the “**Guidelines for Induction**” attached along with this welcome letter for the technology set up.
- Step 2: You can access your Patra Email (Smarter Mail) via your Chrome web browser & below are the details.  
Link: <https://patramail.patracorp.net>  
Username: chandini.kamuju@patracorp.net  
Password: Patracorp32!
- Step 3: Accept Zoom Meeting invitation for Day 1 Induction on Thursday (7<sup>th</sup> Jan 2021) at 10AM IST. Once your meeting has been accepted you will be able to access your meeting link from your Smarter Mail calendar.
- Step 4: Make sure you can log into Patra University before the meeting. You can see if you are logged in by clicking on MY COURSES and you should see a list! Use the chat feature in Patra University if you need assistance. Please visit Patra University at <https://patrauniversity.com> and scroll down on the home page to the “New Employee Technology Set Up” tile for current log in information & password for this site is **Hello123**.

## **PeopleWorks (PW):**

PW link: <https://www.peopleworks.ind.in/>

PeopleWorks login name: patra\W10484

PeopleWorks Password: Click 'forgot my password' and create a password.

## **Internet & System Requirements**

All Patra employees working from home (WFH) are required to have a broadband internet connection per our WFH policy. This connection must meet the following basic specifications:

1. An upload & download speed of at least 10 Mbps\*
2. LAN Connection Speed of at least 50 Mbps
3. Data of at least 500 GB
4. I3 processor or higher
5. 4 GB RAM

Please refer to our WFH Policy for additional details within our employee handbook.

Additionally, WFH employees should have a personal computer capable of handling PATRA and client applications required for workload obligations through the training process (30 days). Additionally, personal computers need an antivirus program / necessary application installed. We will provide a company system after your background check is completed and you have successfully passed training milestones.

## **Induction & Training**

New employees must participate in an induction session as part of our onboarding and training process instructed by the HR Department. The Induction presentation covers the important topics each employee at

Patra should learn such as policies and procedures, NDA, Code of Conduct, core values etc.

## **Understanding your Designation within our Organization**

WFH associates are designated as Remote Process Executive referred to as RPE 1,2,3 and Trainee. RPE's have the same roles and responsibilities as our office-based team members who are designated as Process Executives or referred to as PE 1,2,3 and Trainee. The only difference between the two designations is our RPE's are producing work from their homes instead of the office and have a small difference in their shift times as well. See shift information below in this document.

## **Background Checks**

Patra will perform employment background checks for all employees. If the completed check returns any information that shows falsification of application forms, or indicates you are not eligible to work for Patra, you may be terminated at any point in your service.

## Probationary Period

All new employees will be under probation period for the first three (3) months from their date of joining. During this period, you will become familiar with Patra and your job responsibilities, and we will have the opportunity to monitor the quality and value of your performance making any necessary adjustments in your job description or responsibilities.

As a new employee joining Patra you will be assigned a Reporting Manager/Leader who will monitor your performance. It is expected that you will meet with your Reporting Manager/Leader on a regular basis to ensure real time and transparent feedback is provided regularly.

## Training Period Guidelines

- During your training period, any absence (Not working) will be considered as “Loss of Pay” (LOP).
- Unauthorized leaves are not permitted during the probationary period and could lead to termination.
- Internet speed is a critical factor in our WFH program and will be monitored during your training period to ensure your able to meet the RPE role system requirements.
- If you are unable to meet the performance standards required for your designation, including passing training final exam. Expectation is to pass the training final exam with a score of 70% or higher. Failure to score 70% or higher on your exam could lead to termination.
- Login and logout will be monitored by training instructors; please ensure to be on time to training sessions and use your webcam when requested.

## Working Hours

RPE’s work 9 Hours per day & 5 days a week (Monday to Friday). There may be times when your working hours will need to be extended based upon the workload / reporting manager request. During training you will be working EST shift.

## Shifts

Please keep in mind depending on the client you are assigned and workload, you could be allocated to A, B, C, EST or General shift. Expectation is for every employee to be flexible to work all shifts. Shifts also tend to rotate monthly.

SHIFT	TIMING
A	6 AM to 3 PM
B	2 PM to 11 PM
C	10 PM to 7 AM
General	10 AM to 7 PM
EST	6 PM to 3 AM



## **Leave Policy**

After completing the probationary period, your employment will be confirmed. Post which employee will be eligible for 14 days Eligibility leaves & 5 Sick leaves annually. Due to COVID, we will add an extra 5 days to your Medical leave balance to help those who might be exposed to COVID, undergoes mandatory quarantine, or required to care for a relative who is sick/exposed to COVID.

## **Payroll Policy**

- Payroll Cycle: 01<sup>st</sup> to 30<sup>th</sup> of every month
- Attendance cut-off date: 21<sup>st</sup> of previous month to 20<sup>th</sup> of current month.

## **Pay deductions**

Standard deductions include that are legally required, such as statutory and Taxes.

If any deduction exists for any unauthorized Leave (LOP) is to be made from the salary, the gross (Base + NSA) salary would be divided by 30/31 days to arrive at rate of deduction per day.

## **Performance Improvement**

Patra Corporation will make efforts to periodically review your work performance. The performance improvement process will take place annually, or as business needs dictate. You may specifically request that your supervisor assist you in developing a performance improvement plan at any time.

The performance improvement process is a means for increasing the quality and value of your work performance. Your initiative, effort, attitude, job knowledge, and other factors will be addressed. You must understand that a positive job performance review does not guarantee a pay raise or continued employment. Pay raises and promotions are based on numerous factors, only one of which is job performance.

Welcome to our team and we hope you enjoy your onboarding process!

***Patra India HR Team***



## Employment Agreement

**Revathi Tekkali D/O**  
**Kanna rao Tekkali,**  
**Address:**

### **I. Position Job title**

Your title will be Manual Tester[Level – 1], and you will report to the Company’s Functional Manager.

### **Working schedule**

This is a full-time position. The normal expected standard working hours are 10.00 am to 7:00 pm from Monday to Friday. However, there may be occasions where you may be required to work beyond these hours and you are expected to cooperate accordingly. Your salary includes compensation for any such additional hours.

### **Work Shifts**

Please note that the company may require you to work in shifts as determined by business needs. Reasonable effort will be made to give you advance notice of such shift changes to minimize any inconvenience to you. Your work timings may vary according to the shift assigned to you.

### **Employment Relationship**

Employment with the Company is for no specific period of time. Your employment with the Company will be “at will,” meaning that either you or the Company may terminate your employment at any time and for any reason, with or without cause. Any contrary representations that may have been made to you are superseded by this letter agreement. This is the full and complete agreement between you and the Company on this term. Although your job duties, title, compensation and benefits, as well as the Company’s personnel policies and procedures, may change from time to time, the “at will” nature of your employment may only be changed in an express written agreement signed by you and a duly authorized officer of the Company (other than you.)

### **II. Cash Compensation Salary**

The Company will pay you a starting salary at the rate of Rs: 300,000.00 per year, payable in accordance with the Company’s standard payroll schedule, beginning 26-Oct-2020 and you will receive your first paycheck on 30-Nov-2020. From the subsequent months, you will be paid on the last working day of every month. This salary will be subject to adjustment pursuant to the Company’s employee compensation policies.



### **Tax withholding**

All forms of compensation referred to in this letter agreement are subject to reduction to reflect applicable withholding and payroll taxes and other deductions required by law.

### **Tax advice**

You are encouraged to obtain your own tax advice regarding your compensation from the Company. You agree that the Company does not have a duty to design its compensation policies in a manner that minimizes your tax liabilities and you will not make any claim against the Company or its Board of Directors related to tax liabilities arising from your compensation.

### **III. Bonus (or commission) potential**

In addition, you will be eligible to be considered for an incentive bonus for each fiscal year of the Company. The bonus (if any) will be awarded based on objective or subjective criteria established by the Company's Chief Executive Officer and approved by the Company's Board of Directors. Your target bonus will be equal to *[percent]*% of your annual base salary. Any bonus for the fiscal year in which your employment begins will be prorated, based on the number of days you are employed by the Company during that fiscal year. Any bonus for a fiscal year will be paid within *[number]* months after the close of that fiscal year, but only if you are still employed by the Company at the time of payment. The determinations of the Company's Board of Directors with respect to your bonus will be final and binding.

### **IV. Employee benefits**

As a regular employee of the Company, you will be eligible to participate in a number of Company-sponsored benefits. The Company offers a comprehensive employee benefits program, including:

#### **Leave policy**

You will be entitled to leave, holidays and other service benefits as per the rules of the Company as amended from time to time.

1. **Privileged Leave (PL) or Earned leave (EL):** These are leaves which an individual team member accumulates or earns by the end of every month. 1.5 days of PL or EL is added to team member's account. PL's or EL's cannot be accumulated beyond 30 (thirty) days at any given point in time. Any leave beyond 30 (thirty) days would get lapsed.





2. **Casual Leave (CL):** Team member accumulates 0.5 day leave by the end of every month. Team members cannot club PL/EL with CL. Team members will have to avail these leave(s) separately.
  
3. **Maternity Leave:** All expecting female employees are eligible to avail the maternity leave for the first two children. A team member is entitled to avail 6 (six) months of paid leave & another 3 (three) months of unpaid leave with the prior approval from management and their respective supervisor (with effect from 1 April, 2020). In the event of a miscarriage, in lieu of maternity leave the employee will be eligible for a total of 6 (six) weeks of miscarriage leave. Maternity leave has to be availed in one stretch. Maternity Leave cannot be clubbed with any other type of leave.
  
4. **Paternity Leave:** All married male employees are eligible to avail the paternity leave for the first two children. Paternity leave can be availed for a period of 5 (five) working days either after delivery or within 6 (six) months of the delivery with prior approval. An application for Paternity Leave must be supported by a medical certificate, certifying the expected date of delivery. The application is to be submitted a month before the employee wishes to avail such leave.

#### **Private health and dental insurance plan**

As all Company employees, you will be eligible for the private health and dental insurance plan we provide. Specific terms and conditions may change upon vendor's decision.

#### **Performance Review/Appraisal**

Based solely on your satisfactory performance, you will be eligible for increment/ salary revisions. Your performance review/appraisal shall be held periodically.

#### **Performance Bonus**

Subject to the approval of the Company's Board of Directors or its Compensation Committee, you will be granted a performance pay which will range between 5 and 20 percent of your then annual compensation. The same would be distributed over the period of subsequent 6 months. This bonus is in addition to your annual hike that occurs at the end of every financial year.



## **V. Privacy and Confidentiality Agreements Privacy Agreement**

You are required to observe and uphold all of the Company's privacy policies and procedures as implemented or varied from time to time. Collection, storage, access to and dissemination of employee personal information will be in accordance with privacy legislation.

### **Conflict of Interest policy**

While you are employed at this Company, you will not engage in any other employment, consulting or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company. By signing this letter of agreement, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company.

### **Proprietary Information and Inventions Agreement**

Like all Company employees, you will be required, as a condition of your employment with the Company, to sign the Company's standard Proprietary Information and Inventions Agreement.

## **VI. Terms and Conditions**

### **Probation Period**

- You will be on probation for a period of 6 (Six) months from the date of your joining the Company ('Probation Period'). The Probation Period can be extended further, if your performance/conduct is not satisfactory. At the conclusion of your Probation Period and on your performance being satisfactory, your employment with the Company shall be confirmed in writing.
- Based solely on your performance during the Probation Period, the management reserves the right to retain/ terminate your services. If performance is found unsatisfactory during the Probation Period, then the employee's services would be terminated by providing 1 (one) month notice period.
- For voluntary resignation in the case of unsatisfactory performance during the Probation Period, team members should provide 1 (one) month notice.

### **Notice Period and Termination**

- After the completion of Probation Period, both you and the Company will have an option of terminating the employment. This option may be exercised at any time by either party, by providing the other party with 3 months written notice subject to terms and conditions set forth herein below.
- The employment offered under this Agreement shall be valid until either party terminates it by giving to the other party the number of days of prior notice specified

above. Such notice may be given at any time during the course of employment. You are employed by the Company “at will” and not for any specific term.

- The Company reserves the right, at its sole discretion, to terminate your employment without providing the required period of notice, by paying salary in lieu of notice.
- Where you have notified the Company of your voluntary termination, the Company reserves the right to accept your resignation anytime during the notice period stipulated above. You shall not be entitled to any salary or any benefits after the effective date of termination of your employment with the Company.
- In the event you do not provide the required period of notice, before voluntarily terminating your employment, the Company reserves its right to forfeit your salary for the requisite notice period. In addition, the Company shall also be entitled to adjust any amounts outstanding against you from your salary, accrued vacation or expense reimbursements, as may be legally permissible.
- You acknowledge that if you fail to provide the minimum notice period of 3 months as stated above, the Company is bound to suffer substantial damages caused due to improper transition of work, delay in completion of project, hiring and training of your replacement as per our client’s requirements. Therefore, considering the gravity of damages that could be suffered by the Company, the Company reserves its right to assess and recover such damages from you as it deems fit.
- In case of breach of these Terms of Employment or misconduct (which includes amongst other things failure to return to work after vacation, absconding from work, taking actions injurious to the Company’s business or reputation, undertaking fraudulent acts, obtaining a criminal conviction), the Company may terminate your employment without prior notice and without any payment in lieu of notice, and all benefits shall be withdrawn with immediate effect.
- There will be no waiver of the aforesaid notice period requirements unless otherwise specified in this letter or subsequently communicated to you.
- The Company may terminate the employment of an employee for any reason that would seriously affect the Company’s business or its employees. Following are few of such cases:
  - False information in the employment application form.
  - Any physical or mental illness of objectionable nature that would interfere with normal work of others.
  - Conviction by any criminal court for any offence involving moral turpitude.
  - Involvement in any act that would adversely affect the secrecy & security of any information pertaining to the Company’s business.
  - The company management shall have the right to terminate employment for unacceptable





performance and also in respect of an employee who does not meet the job requirements.

- Upon the termination of your employment for whatever reason, you shall immediately deliver to the Company all records, documents, plans, letters, papers, computer files and other materials of every description (including all materials made or compiled by you, as well as to all materials furnished to you by anyone else in connection with your employment and all copies of or extracts of any such materials) within your possession or control relating to the affairs and business of the Company.

### **Representation and Warranties**

You represent and warrant to the Company that: (i) you are free to enter into this employment with the Company without violation of any third party rights and that your employment with the Company will not result in violation of any agreement or restrictive condition you may have with any third party including any former employer; (ii) you are not a party to any arrangement or agreement which will compromise your ability to carry out your duties for the Company; (iii) all information provided by you to the Company, including information set forth in your résumé, information provided during the interview process, and information in any employment application, is truthful and accurate; and (iv) you will not disclose to the Company, or induce the Company to use, any confidential or proprietary information or materials belonging to any third party, including any of your previous employer/s.

### **Non-Competition and Non-Solicitation**

- During the term of this Employment Agreement, and for a period of 6 (six) months after the termination of this Agreement, you shall not accept an offer to become an officer, director, partner, member, manager, principal, employee, agent, representative, consultant, independent contractor or other capacity of or for, or any way assist, any other business venture which is a direct competitor of the Company, whether paid or unpaid, without first soliciting and receiving the prior express written consent of the Company.
- During the term of this Employment Agreement, and for a period of 6 (six) months after the termination of this Agreement, you shall not solicit, induce, or encourage any customer of the Company or any end client of the Company to offer employment and you shall not accept employment from any such customer or end client. During the term of this Agreement, and for a period of 1 (one) year after the termination of this Agreement, you shall not, directly or indirectly, solicit, induce, or encourage any employee, consultant, agent, or any client of the company with whom you have worked or about whom you have gained Confidential Information, to terminate his or her employment, agency, contractual or customer relationship with the Company, or to transfer business to any entity that is in the same or similar line of business of the Company.



### **Employment Restrictions**

Your employment with DocsTme is conditional upon your not being employed simultaneously, whether full time or part time or as a contractor, with any other organization, person or entity. In the event you opt to become a partner in a partnership firm or a Director on the Board of any company, you are required to seek prior written approval from Vice President, People Success, of the Company. DocsTime will have the sole discretion to approve or disapprove such a request based on DocsTime’s Code of Ethics and other internal guidelines for deciding such requests.

### **Background Check**

This clause is applicable to you during your Probation Period also. Your appointment is subject to the verification of your credentials, testimonials and other particulars mentioned by you in your application at the time of your appointment. If the particulars given by you are in any way found to be inaccurate or misleading, your employment shall be deemed to be automatically cancelled and your services will be terminated.

### **Change of Address**

You shall keep the company informed of your latest postal address at all times and intimate in case of change of address. Any communication sent to you by the company on your last known address (as intimated by you) shall be deemed to have been duly served notwithstanding the fact that you have changed your address.

### **Interpretation, Amendment and Enforcement**

This letter agreement supersedes and replaces any prior agreements, representations or understandings (whether written, oral, implied or otherwise) between you and the Company and constitute the complete agreement between you and the Company regarding the subject matter set forth herein. This letter agreement may not be amended or modified, except by an express written agreement signed by both you and a duly authorized officer of the Company.

### **Training/Certification cost**

In consideration of the Employer meeting the costs of any specific Training / Certification course which is provided to the employee, the employer hereby reserves the right to recover the same in case the employee resigns from the employment within Eighteen (18) months after the end of the course. The amount due to the employer under the terms of this clause is a genuine attempt by the employer to recover its loss as a result of the resignation of the employee’s employment.

## **VII. Personal Information**

- You acknowledge and understand that DocsTime will process your personal information including your sensitive personal data or information (“Personal Information”) for purposes set out in the Data Privacy Policy which is available on the Company’s intranet.



- By accepting the terms of employment, you hereby consent to the collection and disclosure of your Personal Information by DocsTime to and from third parties and for the transfer of your Personal Information by DocsTime to DocsTime group companies, suppliers and customers within and outside India, where it is necessary for purposes related to your employment or where it is legally required. The reference to “sensitive personal data” above is to the categories of personal data identified by data privacy laws as requiring special protection.
- You also agree to comply with the Personal Information Protection Policy (‘Policy’) which is available on the Company’s intranet in all the data processing activities which you may perform on DocsTime’s behalf. In particular, you agree not to use any Personal Information other than in connection with and to the extent necessary for meeting the business requirements of DocsTime.

#### **VIII. Miscellaneous**

- You represent and warrant that you have full power and capacity to enter into this Employment Agreement and that you are not currently obliged to perform any other services under any other contract of agreement, whether it be written or oral, which would prohibit you from entering into this Agreement and performing the services and duties required under this Agreement. You also agree to indemnify and hold Company harmless from any and all judgments, liabilities and expenses that may be assessed against or incurred by the Company as a result of your breach of any other contract or agreement by performing services for the Company.
- You acknowledge that the Company can assign the employee to work for an associate or subsidiary of the Company on secondment or transfer, either full time or part-time, in any part of India or overseas as decided by the Management.
- You will be governed by the rules laid down by the Company from time to time with regard to working hours, leave, holidays etc., You shall be required to abide by the administrative instructions and rules and regulations as in force from time to time for the effective and smooth working of the Organization.
- You acknowledge that this Employment Agreement is issued to you on the basis of your educational qualifications and previous work experience as submitted to us in your resume when you applied for a position in the Company. You also acknowledge that the Company will as a matter of course verify these qualifications either independently or through a third party agency, and that if any misrepresentation of educational qualifications, work experience or compensation is discovered, your services shall be terminated with immediate effect without any notice period or compensation.
- You hereby agree to abide by all the policies of the Company, applicable to your employment.
- The normal age of retirement shall be on your completion of 58 years of age.
- It is agreed that it shall be open to the Management of the Company from time to time, to add, modify, or abrogate any remuneration, benefits, facility or perquisites that may be extended to you on review of the Company’s functioning, finances and prospects and you shall be bound by the Company’s decision in this regard.





- If felt necessary, the Company may get you medically examined and your appointment is subject to your being declared medically fit by a doctor appointed by the Company.
- The above mentioned terms shall not considered to be changed/ deemed to be changed unless they are communicated to you in writing by the authorised signatory of the Company.

You may indicate your agreement with these terms and accept this offer by signing and dating this agreement by 20-Oct-2020. Upon your acceptance of this employment offer, DocTime will provide you with the necessary paperwork and instructions.

Sincerely,  
**Ravi Dadi**  
**CEO, DocTime**



# SRIVARI ENTERPRISES

D.No.W2-243,Kurugonda Village,Ozili Mandal,SPSR Nellore District,Andhra Preadesh

E-mail:info@svtechsolutions.com

## EMPLOYMENT OFFER LETTER

DATE:16/02/2017

Employee name : Surja Raju Ramanikshmi

Address : DIET

Dear,

Re: OFFER OF EMPLOYMENT

Sri Vari Enterprises is pleased to offer you the MOBILE ASSEMBLING for our organization. We are excited about the potential that you bring to our company.

You will be working in PRODUCTON DEPARTMENT AT SRICITY, TADA. you will report directly to Sri Vari Enterprises. Your initial tasks will include (Mobile Assembling).

You will be classified as an (Operator). Your initial compensation package includes a salary of Rs. 9,000/-Plus additional attendance bonus 1800/-. medical coverage through our company's employee benefit plan, In accepting our offer of employment, your certify your understanding that your employment will be (an "at will" basis or contract basis).

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion. Please let me know if you have any questions or if I can do anything to make your arrival easier.

Enclosed is a copy of your benefits and company terms and conditions.

Sincerely,

Name : Srinivasulu  
Title : Assembling Production unit  
Name of the company : Sri Vari Enterprises (SriCity)  
Joining date : After Completion exams (June 2017)

*D. Anjany Devi*



# SRIVARI ENTERPRISES

D.No.W2-243, Kurugonda Village, Ozili Mandal, SPSR Nellore District, Andhra Pradesh  
E-mail: info@svtechsolutions.com

## EMPLOYMENT OFFER LETTER

Employee name : Guri Indira

DATE: 16/02/2017

Address : DIET

Dear,

Re: OFFER OF EMPLOYMENT

Sri Vari Enterprises is pleased to offer you the MOBILE ASSEMBLING for our organization. We are excited about the potential that you bring to our company.

You will be working in PRODUCTION DEPARTMENT AT SRICITY, TADA. you will report directly to Sri Vari Enterprises. Your initial tasks will include (Mobile Assembling).

You will be classified as an (Operator). Your initial compensation package includes a salary of Rs. 9,000/- Plus additional attendance bonus 1800/-, medical coverage through our company's employee benefit plan, In accepting our offer of employment, you certify your understanding that your employment will be (an "at will" basis or contract basis).

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion. Please let me know if you have any questions or if I can do anything to make your arrival easier.

Enclosed is a copy of your benefits and company terms and conditions.

Sincerely,

Name : Srinivasulu

Title : Assembling Production unit

Name of the company : Sri Vari Enterprises (SriCity)

Joining date : After Completion exams (June 2017)





# SRIVARI ENTERPRISES

C. No. W2-243, Kurigonda Village, Gudi Mandal, 5759 Nellore District, Andhra Pradesh.

E-mail: info@svtechsolutions.com

## EMPLOYMENT OFFER LETTER

DATE: 16/02/2017

Employee name : *Patha Srinidya*

Address : *...*

Dear,

Re: OFFER OF EMPLOYMENT

Sri Vari Enterprises is pleased to offer you the MOBILE ASSEMBLING for our organization. We are excited about the potential that you bring to our company.

You will be working in PRODUCTION DEPARTMENT AT SRICITY, TADA. you will report directly to Sri Vari Enterprises. Your initial tasks will include (Mobile Assembling).

You will be classified as an (Operator). Your initial compensation package includes a salary of Rs. 9,000/- Plus additional attendance bonus 1800/-, medical coverage through our company's employee benefit plan. In accepting our offer of employment, you certify your understanding that your employment will be (an "at will" basis or contract basis).

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion. Please let me know if you have any questions or if I can do anything to make your arrival easier.

Enclosed is a copy of your benefits and company terms and conditions.

Sincerely,

Name : Srinivasulu

Title : Assembling Production unit

Name of the company : Sri Vari Enterprises (SriCity)

Joining date : After Completion exams (June 2017)

*D. Vinay Kumar*



# SRI VARI ENTERPRISES

D.No.W2-243,Kurugonda Village,Ozili Mandal,SPSR Nellore District,Andhra Preadesh

E-mail:info@svtechsolutions.com

## EMPLOYMENT OFFER LETTER

DATE:16/02/2017

Employee name : Kapuganti Lakshmi

Address : DIET

Dear,

Re: OFFER OF EMPLOYMENT

Sri Vari Enterprises is pleased to offer you the MOBILE ASSEMBLING for our organization. We are excited about the potential that you bring to our company.

You will be working in PRODUCTON DEPARTMENT AT SRICITY, TADA. you will report directly to Sri Vari Enterprises. Your initial tasks will include (Mobile Assembling).

You will be classified as an (Operator). Your initial compensation package includes a salary of Rs. 9,000/-Plus additional attendance bonus 1800/-. medical coverage through our company's employee benefit plan. In accepting our offer of employment, your certify your understanding that your employment will be (an "at will" basis or contract basis).

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion. Please let me know if you have any questions or if I can do anything to make your arrival easier.

Enclosed is a copy of your benefits and company terms and conditions.

Sincerely,

Name : Srinivasulu

Title : Assembling Production unit

Name of the company : Sri Vari Enterprises (SriCity)

Joining date : After Completion exams (June 2017)

*D. Vinay Kumar*

Received by  
K. Lakshmi





# SRIVARI ENTERPRISES

D.No.W2-243,Kurugonda Village,Ozili Mandal,SPSR Nellore District,Andhra Preadesh

E-mail:info@svtechsolutions.com

## EMPLOYMENT OFFER LETTER

DATE: 19-Apr-2017

Employee name : D. Girija  
Address : DIET, Anakapalle

Dear

Re: OFFER OF EMPLOYMENT

Srivari Enterprises is pleased to offer you the MOBILE ASSEMBLING for our organization. We are excited about the potential that you bring to our company.

You will be working in PRODUCTON DEPARTMENT AT SRICITY, TADA. you will report directly to Srivari Enterprises. Your initial tasks will include (Mobile Assembling).

You will be classified as an (Operator). Your initial compensation package includes a salary of Rs. 9,000/-Plus additional attendance bonus 1800/-. medical coverage through our company's employee benefit plan. On accepting our offer of employment, you certify your understanding that your employment will be an "at will" basis or contract basis.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion. Please let me know if you have any questions or if I can do anything to make your arrival easier.

Sincerely,

Name : Srinivasulu  
Title : Assembling Production unit  
Name of the company : Srivari Enterprises for Rising Star Mobile (SriCity)  
Joining date : After Completion exams (October 2017)



Received  
D. Girija

To,

17<sup>th</sup> December, 2016.

Ms. Sunandha Malla,  
D.No:8-11-4,Mallaveedhi  
Anakapalle,  
Visakhapatnam.

Dear Ms. Sunandha Malla,

Congratulations on being selected to join Miracle Software Systems (I) Pvt. Ltd.!

1. With reference to the **Job fair at Andhra University, Visakhapatnam**, and the subsequent selection process, we are pleased to offer you an appointment in our organization as **Software Trainee**.
2. Your joining date is on or before **20<sup>th</sup> Sep, 2017**. The offer stands withdrawn thereafter, unless the date is extended by us and communicated to you in writing. You are expected to clear all the Subjects on or before joining date.
3. Kindly give your offer acceptance in email to [vspjob@miraclesoft.com](mailto:vspjob@miraclesoft.com), with subject "Offer Acceptance <<your Name, Drive Name>>".
4. You will undergo a 3 months in-house/project-based training at Miracle offices. Your performance will be closely monitored during the training period. Miracle will take care of living expenses in Miracle City campus during training period.
5. After successful completion of training and based on performance your salary will be **Rs. 10,000** per month.
6. As part of your joining formality, you are required to sign a **2 Years & 10 Months** employment agreement with Miracle Software Systems (I) Pvt. Ltd.
7. You are requested to report on or before the reporting date given in your offer at **Miracle Software Systems (I) Pvt. Ltd., MIG-49, Lawson's Bay Colony, Visakhapatnam – 530017, Tel. 0891- 6696666 / 6623556 / 6623574** to complete the joining formalities.
8. A detailed agreement with terms and conditions of employment will be signed by you at the time of joining.

We welcome you to be part of Team Miracle, and look forward for a long and mutually beneficial association.

Best Regards,



Ravi Ijju

HR, Director

Miracle Software Systems (I) Pvt. Ltd.

142-DIET





# SRI VARI ENTERPRISES

U No W2-243 Kurugonda Village Ozili Mandal, SPSR Nellore District, Andhra Pradesh

E-mail: info@svtechsolutions.com

## EMPLOYMENT OFFER LETTER

DATE: 16/02/2017

Employee name : *Sunsetty Sirisha*

Address : *DIET*

Dear,

Re: OFFER OF EMPLOYMENT

Sri Vari Enterprises is pleased to offer you the MOBILE ASSEMBLING for our organization. We are excited about the potential that you bring to our company.

You will be working in PRODUCTON DEPARTMENT AT SRICITY, TADA. you will report directly to Sri Vari Enterprises. Your initial tasks will include (Mobile Assembling).

You will be classified as an (Operator). Your initial compensation package includes a salary of Rs. 9,000/- Plus additional attendance bonus 1800/-, medical coverage through our company's employee benefit plan. In accepting our offer of employment, you certify your understanding that your employment will be (an "at will" basis or contract basis).

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion. Please let me know if you have any questions or if I can do anything to make your arrival easier.

Enclosed is a copy of your benefits and company terms and conditions.

Sincerely,

Name : Srinivasulu

Title : Assembling Production unit

Name of the company : Sri Vari Enterprises (SriCity)

Joining date : After Completion exams (June 2017)

*D. Vijay Das*

# RICHIEES IT INFOTECH PVT .LTD

## OFFER LETTER

Date: 10<sup>th</sup> Jan 2017

Dear M.Sunitha,

On behalf of **Richiee's IT Infotech** i am very much pleased to offer you the position of Software Trainee. Your initial appointment shall commence on 7<sup>th</sup> Aug 2017.

Designation : Software Trainee  
CTC (PA) : 2.4 Lacs (INR)  
Place of appointment : Vizag/ Hyderabad.  
Probation : Three months of training  
Date of Joining : Aug 7, 2017.  
Timings : 10:00 AM TO 5:30 PM

In additional to the above, there is potential opportunity for you to earn incentive Under the (a) performance incentive (b) Subject to meeting the performance criteria as stipulated by your technical head and project manager.

Please indicate your acceptance of this offer under the terms described above by returning a signed and dated copy of this letter to the office on or before Feb 1<sup>st</sup>,2017.

Appointment letter will be given at the time joining as per above mentioned date.

We welcome you to **Richiees IT Infotech** family and enhance your career in a better way.

Regards,

HR Manager

Richiees IT Infotech Pvt Ltd



1<sup>st</sup> Floor, Plot No.2, Hill No:3, IT/ITES Rushikonda, Madhurawada SEZ, Visakhapatnam-500 041.  
www.richieesitinfotech.com, info@richieesitinfotech.com  
+91 - 7032040666/ 7989357404.



# RICHIEES IT INFOTECH PVT .LTD

## OFFER LETTER

Date: 10<sup>th</sup> Jan 2017

Dear K.Sravya,

On behalf of **Richiee's IT Infotech** i am very much pleased to offer you the position of Software Trainee. Your initial appointment shall commence on 7<sup>th</sup> Aug 2017.

Designation : Software Trainee  
CTC (PA) : 2.4 Lacs (INR)  
Place of appointment : Vizag/ Hyderabad.  
Probation : Three months of training  
Date of Joining : Aug 7, 2017.  
Timings : 10:00 AM TO 5:30 PM

In additional to the above, there is potential opportunity for you to earn incentive Under the (a) performance incentive (b) Subject to meeting the performance criteria as stipulated by your technical head and project manager.

Please indicate your acceptance of this offer under the terms described above by returning a signed and dated copy of this letter to the office on or before Feb 1<sup>st</sup>,2017.

Appointment letter will be given at the time joining as per above mentioned date.

We welcome you to **Richiees IT Infotech** family and enhance your career in a better way,

Regards,

HR Manager

Richiees IT Infotech Pvt Ltd



1<sup>st</sup> Floor, Plot No.2, Hill No:3, IT/ITES Rushikonda, Madhurawada SEZ, Visakhapatnam-500 041.

Website : [www.rhieesitinfotech.com](http://www.rhieesitinfotech.com), E-mail : [info@richieesitinfotech.com](mailto:info@richieesitinfotech.com)

+91 - 7032040666/ 7989357404.



# RICHIEES IT INFOTECH PVT .LTD

## OFFER LETTER

Date: 10<sup>th</sup> Jan 2017

Dear M.D.Sazida Parveen,

On behalf of **Richiee's IT Infotech** i am very much pleased to offer you the position of Software Trainee. Your initial appointment shall commence on 7<sup>th</sup> Aug 2017.

Designation : Software Trainee  
CTC (PA) : 2.4 Lacs (INR)  
Place of appointment : Vizag/ Hyderabad.  
Probation : Three months of training  
Date of Joining : Aug 7, 2017.  
Timings : 10:00 AM TO 5:30 PM

In addition to the above, there is potential opportunity for you to earn incentive Under the (a) performance incentive (b) Subject to meeting the performance criteria as stipulated by your technical head and project manager.

Please indicate your acceptance of this offer under the terms described above by returning a signed and dated copy of this letter to the office on or before Feb 1<sup>st</sup>, 2017.

Appointment letter will be given at the time joining as per above mentioned date.

We welcome you to **Richiees IT Infotech** family and enhance your career in a better way,

Regards,

HR Manager

Richiees IT Infotech Pvt Ltd

1<sup>st</sup> Floor, Plot No.2, Hill No:3, IT/ITES Rushikonda, Madhurawada SEZ, Visakhapatnam-500 041.

Website [www.richieesitinfotech.com](http://www.richieesitinfotech.com), Email [info@richieesitinfotech.com](mailto:info@richieesitinfotech.com)

+91 - 7032040666/ 7989357404.



# **RICHIEES IT INFOTECH PVT .LTD**

## OFFER LETTER

Date: 10<sup>th</sup> Jan 2017

Dear Ms.Chandrika,

On behalf of **Richiee's IT Infotech** i am very much pleased to offer you the position of Software Trainee. Your initial appointment shall commence on 7<sup>th</sup> Aug 2017.

Designation : Software Trainee  
CTC (PA) : 2.4 Lacs (INR)  
Place of appointment : Vizag/ Hyderabad.  
Probation : Three months of training  
Date of Joining : Aug 7, 2017.  
Timings : 10:00 AM TO 5:30 PM

In additional to the above, there is potential opportunity for you to earn incentive Under the (a) performance incentive (b) Subject to meeting the performance criteria as stipulated by your technical head and project manager.

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Appointment letter will be given at the time joining as per above mentioned date.

We welcome you to **Richiees IT Infotech** family and enhance your career in a better way,

Regards,

HR Manager



Richiees IT Infotech Pvt Ltd

1<sup>st</sup> Floor, Plot No.2, Hill No:3, IT/ITES Rushikonda, Madhurawada SEZ, Visakhapatnam-500 041.

Website : [www.richieesitinfotech.com](http://www.richieesitinfotech.com), E-mail : [info@richieesitinfotech.com](mailto:info@richieesitinfotech.com)

☎ +91 - 7032040666/ 7989357404.



# SRIVARI ENTERPRISES

D.No.W2-243,Kurugonda Village,Ozili Mandal,SPSR Nellore District,Andhra Preadesh

E-mail:info@svtechsolutions.com

## EMPLOYMENT OFFER LETTER

DATE:16/02/2017

Employee name : *Karri Suvatha*

Address : *DIET*

Dear,

Re: OFFER OF EMPLOYMENT

Sri Vari Enterprises is pleased to offer you the MOBILE ASSEMBLING for our organization. We are excited about the potential that you bring to our company.

You will be working in PRODUCTON DEPARTMENT AT SRICITY, TADA. you will report directly to Sri Vari Enterprises. Your initial tasks will include (Mobile Assembling).

You will be classified as an (Operator). Your initial compensation package includes a salary of Rs. 9,000/-Plus additional attendance bonus 1800/-. medical coverage through our company's employee benefit plan. In accepting our offer of employment, your certify your understanding that your employment will be (an "at will" basis or contract basis).

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion. Please let me know if you have any questions or if I can do anything to make your arrival easier.

Enclosed is a copy of your benefits and company terms and conditions.

Sincerely,

Name : Srinivasulu

Title : Assembling Production unit

Name of the company : Sri Vari Enterprises (SriCity)

Joining date : After Completion exams (June 2017)

*D. Srinivasulu*





GOVERNMENT OF ANDHRA PRADESH  
DEPARTMENT OF PANCHAYAT RAJ AND RURAL DEVELOPMENT  
**IDENTITY CARD**

NAME : **ADDURI SIVA RAMAKRISHNA**  
STATUS : **SARPANCH**  
CFMS ID : **15048240**  
GRAM PANCHAYAT: **B.S PETA**  
MANDAL : **MAKVARAPALEM**  
DISTRICT : **VISAKHAPATNAM**



*A. Srinivasa Reddy*  
SIGNATURE OF THE SARPANCH

*V. K. J.*  
ISSUING AUTHORITY  
DISTRICT PANCHAYAT OFFICER



**Deloitte Consulting India Private Limited**

Building No.5, Tower 1, Block C1, 77  
Degree Town Centre,  
Survey No.123, 132/2, 133/2, 133/3  
and 136/1,  
Amani Bellandur Khane Village,  
Varthur Hobli,  
Bengaluru Rural, Karnataka – 560037

Tel: +91 080 6755 5000/ +91 080  
6755 4000  
www.deloitte.com

**Mr. KATUMURI MOHAN**  
**H NO 1-10, Butchayyapeta Mandalam**  
**Mangalapuram, Dibbapalem,**  
**Visakhapatnam - 531026**

**Subject: Offer of Employment**

**Dear KATUMURI MOHAN:**

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Consultant** based in **Bengaluru**. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **February 22, 2021**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs.7,50,000/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") require their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence



# NIKNAM

CHEMICALS (P) LTD.



MANDAPALLI RAMACHANDRA SEKHAR

OPERATOR

Issuing Authority

Plot No 27A,36.S.No.76P & 77p

Denotified Area, APSEZ,Lalam Kouduru

Rambilli,Atchatapuram

Visakhapatnam-531061



**GOVERNMENT OF ANDHRA PRADESH**

**OFFICE OF THE DISTRICT COLLECTOR & MAGISTRATE, VISAKHAPATNAM DISTRICT**

**PROCEEDINGS OF THE CHAIRMAN, DISTRICT SELECTION COMMITTEE & DISTRICT COLLECTOR**

**DSC - 2019**

**Present : Sri / Smt Sri Vadarevu Vinay Chand, IAS**

**Rc.No.A1/WEA/105/2019SW/DSC-2019/DSC-2019/**

**Dated: /2019**



-:O:-

**ORDERS :**

**Sub :** Recruitment of Posts to Village Secretariats - DSC-2019 - Provisional offer of Appointment in the **A.P. Social Welfare Subordinate Service** - Appointment Orders - Selection to the post of **Welfare & Education Assistant** - Orders issued.

- Read :**
1. G.O.Ms.No.110, PR & RD Dept ( MDL-1), dated:19-07-2019.
  2. Recruitment **NOTIFICATION NO. 01/2019, DATED: 26-07-2019** for the Post of **Welfare & Education Assistant**
  3. Hon'ble High Court's Orders in W.P Nos.12977/2019,13885/2019, 13898/19, 14015/19, 13990/19, and 14000/2019.
  4. Hon'ble High Court's Orders in Writ Appeal No. 282/2019 and Writ Appeal 310/2019.
  5. Member Convenor DSC - 2019, Letter No : **A1/WEA/105/2019SW/DSC-2019 & 28-09-2019 ,Dated: /2019**

-:O:-

Consequent upon your selection by the District Selection Committee and approval of the Competent Authority viz., Collector and Chairman, District Selection Committee in the reference 5th cited Sri/Smt/Kumari **SEELA SHANMUKHA SIVA KUMAR** S/o,D/O,W/o **SEELA SANYASI RAO** (HT No:**190301059145**) is hereby provisionally appointed as **Welfare & Education Assistant** and directed to report at **Deputy Director Social Welfare , Pragathi Bhavan , Sector - 9 MVP Colony ,Visakhapatnam . 0891-2551001** on **/2019 at 10.00 A.M** upon accepting the following Terms and Conditions:-

1. You are hereby offered provisional appointment to **Welfare & Education Assistant** in the **SOCIAL WELFARE DEPARTMENT**



2. You will be on probation for a period of two years from the date of joining the post and during the period of probation you will be paid consolidated pay of Rs. 15,000 per month. Further, after successful completion of probation you will be placed in the pay scale of **Rs.14,600-Rs.44,870 in RPS 2015** . The period of probation may, however, be extended at the discretion\* of the component authority. You will be required to discharge your duties while under probation to the satisfaction of superior officer. As regards other matters relating to probation, shall be governed by the conditions laid under A.P State and Subordinate Service Rules, and/Special Rules and instructions issued by the Government of Andhra Pradesh from time to time.
3. During the period of Probation, you will be required to undergo Induction Training and also to undertake such other training courses and pass departmental tests as the Government may prescribe from time to time. Successful completion of Probation and subsequent confirmation is mandatory. Failure to complete the period of probation to the satisfaction of the Government or failure to pass the prescribed test(s), if any, will render you liable for discharge from service.
  - a) During the period of Probation, you will be liable to be discharged from service at any time without any notice, if-
  - b) On the basis of your performance or conduct, you are considered unsuitable for further retention in service, or
  - c) You are otherwise found ineligible or unsuitable to be retained in the service.
4. Your appointment to the Post of **Welfare & Education Assistant** in **SOCIAL WELFARE DEPARTMENT** is provisional and subject to the verification of character, antecedents and Social category/Community/Tribe against which your selection has been made. If, at any stage, information provided by you is false or certificates furnished by you in respect of qualifications viz., local area, caste,PHC/Ex-Servicemen /Sports etc., are found to be non-genuine, bogus or if any false information is given by you in' the Antecedents Verification Form, your provisional appointment will be cancelled forthwith and criminal/legal action will be taken.
5. If you are already in service in Central Government/State Government/PSU/ Autonomous Body/Bank/ Corporation or in any other employment, you are required to submit formal Relieving Order by the respective Organization certifying that your conduct during the said employment does not render you unsuitable for the present offer of employment;



6. Your Services shall be liable to termination at any time by one month notice in writing given either by you or the appointing authority, subject to other terms and condition prescribed under Government rules in vogue.
7. That you are eligible for monetary benefits from the date of joining only.
8. That this provisional appointment is subject to the Final orders issued by Hon'ble High Court in the reference cited as applicable to the post, and any orders issued from time to time.
9. You will be liable to refund to the Government the pay and allowances and any other remuneration received by you in addition to the amount spent by the Government on your training.
  - a) if you fail to serve the department for a period of 3 years after the completion of training for any reasons: or
  - b) if you discontinue the training or are discharged while under training for misconduct or any other reasons:
10. You are instructed to produce the Physical Fitness Certificate issued by a Medical Officer not below the rank of Civil Assistant Surgeon of a Government Hospital in original.
11. The **DEPUTY DIRECTOR SOCIAL WELFARE, VISAKHAPATNAM** District is directed to post the selected candidate in the Village Secretariat and assign duties as per the job chart as per the instructions of the Government and report compliance.
12. Your employment conditions will be governed by A.P. State and Subordinate Service Rules and/or Special Rules, as applicable, and as amended from time to time in respect of the post.
13. You are hereby informed to report for duty within 30 days of receipt on failing which the offer of appointment may be treated as cancelled.

*Handwritten signature and date: 21/11/19*

**Chairman DSC & District Collector,  
VISAKHAPATNAM District.**

To,  
**SEELA SHANMUKHA SIVA KUMAR,  
3-3-52/A, SIRISAPALLI COLONY,  
KOTHURU NARSINGARAO PETA, URBAN GVMC (Anakapalli),  
VISAKHAPATNAM, 531019  
Mobile No : 8247856607**

Copy To,  
**DEPUTY DIRECTOR SOCIAL WELFARE, VISAKHAPATNAM District,  
The Commissioner, Social Welfare Department ,  
The Commissioner, PR & RD for Information.**



## ACCEPTANCE FORM

Date:

Place:

To,  
The District Collector,  
**VISAKHAPATNAM** District.

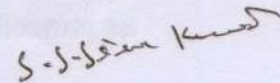
Sir,

I hereby submit my acceptance for the post of **Welfare & Education Assistant** Which I have been offered vide Rc.No.**A1/WEA/105/2019SW/DSC-2019/DSC-2019/** ,Dated: **/2019** issued by the District Selection Committee/District Collector District.

I hereby accept unconditionally, all the terms and conditions stated in the Appointment Letter issued vide Rc.No.**A1/WEA/105/2019SW/DSC-2019/DSC-2019/** ,Dated: **/2019** issued by the District Selection Committee /District Collector District.

I undertake that, I shall comply with all the terms and conditions relating to my appointment and state that I would serve to the best of my knowledge and ability.

I undertake that, I shall be liable for any action that may be initiated against me, if any information or certificates furnished by me is found to be false or incorrect or is misleading either in the antecedent verification form or otherwise, which are submitted for the purpose of securing my employment.



SIGNATURE

(SEELA SHANMUKHA SIVA KUMAR)

**Address :**

**Name :SEELA SHANMUKHA SIVA KUMAR ,**  
**S/o / W/O / D/o :SEELA SANYASI RAO ,**  
**3-3-52/A,SIRISAPALLI COLONY,**  
**KOTHURU NARSINGARAO PETA,URBAN GVMC (Anakapalli),**  
**VISAKHAPATNAM,531019**  
**Mobile No : 8247856607**  
**Hall Ticket No:190301059145**



REF: HR\_TOFL\_01092021

1<sup>st</sup> September 2021

To  
J Lakshmi Manohar Kumar  
D. No 7-68  
Lakshmi Devi Pete  
Chodavaram Mandalam  
Visakhapatnam-531036

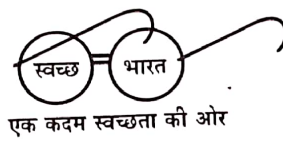
1<sup>st</sup> September 2021

### **LETTER OF EMPLOYMENT**

Dear Lakshmi Manohar Kumar,

1. With reference to our discussion held recently, we are pleased to offer you the position of Software Engineer-Trainee with Prospecta Technologies. Your base location would be Vizag. This letter officially confirms the offered terms of employment with the Company.
2. Our corporate structure is non-hierarchical and provides opportunities to perform various roles based on the project requirements.
3. Your employment under this agreement will commence from 1<sup>st</sup> September 2021 and the offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.
  - a. You will be subject to a probationary period of 6 months and you will be notified of the confirmation of employment prior to the expiry of the probation period.
  - b. During the probationary period either party may terminate the employment with 1 weeks' notice or payment of 1 week's salary in lieu of notice
4. You will receive a stipend of 10K per month during your Probationary period .





भारत इलेक्ट्रॉनिक्स लिमिटेड  
भारत इलेक्ट्रॉनिक्स  
BHARAT ELECTRONICS

भारत इलेक्ट्रॉनिक्स लिमिटेड  
(भारत सरकार का उद्यम, रक्षा मंत्रालय)  
जालहल्ली पोस्ट,  
बेंगलुरु - 560 013  
भारत

No. 383/PE/HR/COMPS.& EM  
Date: 29.11.2021

Name: SURISSETTI BALAJI  
Application No: 1157060  
Discipline: E & C

**BHARAT ELECTRONICS LIMITED**  
(A Govt. of India Enterprise, Ministry of Defence)

Jalahalli Post,  
**BENGALURU - 560 013**  
India

फोन / Phone :

फैक्स / Fax :

ईमेल / E-mail :

080-22195606  
hrcompsem@bel.co.in

Sub: Provisional Offer of Appointment for the post of Project Engineer-I

\*\*\*\*\*

Further to the Interview you had with BEL Bengaluru, we are pleased to inform you that you are selected as "PROJECT ENGINEER-I" provisionally for Bengaluru Complex on the following terms and conditions:

**TERMS OF THE ENGAGEMENT:**

1. You will be engaged on temporary basis for a period of **TWO YEARS** with effect from the date of your joining duty. Your engagement on temporary basis is subject to satisfactory verification of your credentials/testimonials.
2. You will be paid a consolidated amount of Rs.35, 000/- per month during your employment period. In addition to the remuneration indicated above, a consolidated amount of Rs. 10,000/- per annum will be paid towards expenses like medical insurance premium, attire allowance, stitching charges, footwear allowance etc. The additional amount shall be paid in two instalments i.e., first instalment to be processed in the first month's salary after joining and the second instalment will be paid after completion of 6 months from the date of joining. Income tax/ Professional tax deductions and other statutory deductions will be made as per rules. You are required to produce a copy of your Permanent Account Number (PAN) for Income Tax purpose.
3. You will not be entitled to any other benefits applicable to regular employees of the Company such as DA, HRA, PF, Gratuity, Medical, Incentive, etc. However, you can avail Company's canteen / transport services on payment basis at actual rates, wherever available.
4. The location of posting assigned to you is subject to change, based on the project requirements and you should be willing to travel / re-locate to location assigned to you during the course of your employment.

Cont.....

9914 041 002 19

पंजीकृत एवं कापोरेट ऑफिस : नागवारा, आउटर रिंग रोड, बेंगलुरु - 560 045, भारत  
Reg. & Corporate Office : Nagavara, Outer Ring Road, Bengaluru - 560 045, India  
सी आई एन / CIN : L32309KA1954GOI000787  
आई एस ओ / ISO 9001 and 14001 प्रमाणित कंपनी / Certified Company



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5. You will be entitled for 01 Casual cum Sick leave per month. Apart from this, you will also be eligible for paid holidays declared by the Unit from time to time (including Option Holiday) based on the location of posting.
6. You are required to take Medclaim Policy for a minimum coverage of Rs. 2, 00,000/- per annum. The premium to be paid to Insurance Company shall be borne by the individual. The copy of the same to be submitted for our records at the time of reporting for duty. The policy should be renewed for every successive year of extension.
7. You are required to submit in original, the latest satisfactory pre-employment police verification report from Police Authorities.
8. Your performance will be reviewed periodically with reference to the tasks assigned to you and necessary corrective action should be taken at your end from time to time, in order to ensure completion of the assigned Job/Project on time. If there is no improvement in your performance, the engagement shall be terminated immediately without notice or compensation in lieu of notice.
9. You shall not communicate, directly or indirectly, any official document or any part thereof, or part with any information, which comes in to your possession or knowledge, in connection with your official duties, to any other person to whom you are not authorized to communicate such document, article, paper, etc., without obtaining prior and specific permission of the superiors. In other words, you will maintain utmost secrecy with regard to the work related aspects of the above assigned Job/ Project or any classified /secret/ critical information relating to the assigned Job/ Project in the interest of the progress of the assigned Job/ Project and the national interest. You shall also safeguard the security of all such information / documents to which you have access to, in the course of official duties or which you come into possession of, in any other way.
10. Further, you shall at all times during the tenure of this engagement:
  - a) Maintain absolute integrity:
  - b) Maintain devotion to duty: and
  - c) Do nothing which is against the interest of the Job/Project/Company.
11. You are required to be regular in attendance. The engagement shall be terminated immediately without notice or compensation in lieu of notice, if absent without prior permission.
12. The Employment would come to an end on completion of the tenure of the contract appointment or on completion of the project whichever is earlier. During the period of Contract Employment your services would be terminable by one month's notice in writing or one month's salary in lieu thereof by the management. If the termination of the service is by you, you will give one month's notice in writing or one month's salary in lieu thereof. Before leaving the Company you should hand over all tools and fixtures, drawings, designs, documents etc., related to your assignment to the concerned authorities.
13. During your engagement you will be bound by rules and regulations of service including conduct and discipline as applicable to the personnel engaged on contract, that may be in force and your acceptance of this offer of appointment carries with it your agreement to observe all such rules and regulations.

Cont.....





14. Any other matter regarding your service not dealt with herein shall be governed by the discretion or decision of the Management.
15. You will not have any right to claim for permanency of employment or for extension of the engagement. At the end of the engagement period, your services shall stand terminated.
16. Your original documents will be verified thoroughly prior to induction in the company. If it is found that you are not meeting the eligibility criteria specified in the advertisement dated 04.08.2021, the Offer of Appointment issued to you will be cancelled.
17. While reporting please bring the following documents in Original and a copy of each for our records:
- All semester / year mark sheets and Degree certificate.
  - SSLC marks card or any age proof certificate.
  - SC/ST/EWS/OBC/PwD Certificate, if applicable. **The OBC/EWS certificate should be latest and in the enclosed format only.**
  - Copy of Mediclaim policy for 2 Lakhs as stated above in clause 6.
  - Pre-employment police verification report as stated in clause 7.
  - Three latest stamp size colour Photographs.
  - Relieving letter and Experience Certificate from the present employer, if any.
  - Copy of PAN Card & Aadhar card.
  - Medical Fitness Certificate from a Medical Officer not below the rank of Civil Surgeon/Asst. Surgeon.
  - Copy of the Offer Letter sent through mail.
  - Any other relevant Certificates.
  - Copy of first page of SBI A/c Pass book along with cancelled cheque (IFSC Code & MICR Code required)
18. You are required to report only with COVID vaccination certificate (min first dose). In addition you are required to submit Negative RT-PCR Report. (Within 72 hours of reporting for document verification.
19. Candidates should compulsorily bring the above documents. Kindly note that joining formalities will not be completed if any of the above documents (in the prescribed format) are not produced. Failure to submit any of the above documents will result in cancellation of Offer of Appointment issued.
20. If all the above terms and conditions are acceptable to you, you are required to report at Centre for Learning & Development, Bharat Electronics Limited, Kuvempu circle, Jalahalli, Bengaluru 560013, with your acceptance letter on 15.12.2021 at 08:30 a.m., failing which the offer will be treated as cancelled.

Yours Faithfully,  
for Bharat Electronics Limited,

  
DGM [HR/Comps. & EM]

Candidate ID: 4487484 /778919,

Date of Joining: 05/06/2021,

Joining Location: Hyderabad,

Designation: Analyst,

**Dear Kotyada Vara Jyothi,**

To ensure that you experience a smooth onboarding, we would like to help you with a brief agenda for your day one at Capgemini.

1.	Welcome Address
2.	Verification of master data sheet, which contains your detailed information.
3.	Verification of joining documents*
4.	Receipt of employee handbook and visitor-cum-bus pass
5.	Submission of signed documents
6.	Receipt of hard copy of offer letter
7.	ID cum access card formalities
8.	Bank account opening formalities
9.	Meeting the buddy

Please report by 8:30 am at Hyderabad office, for joining formalities as per the address mentioned below:

**Address**

Capgemini Technology Services India Limited. IT Park 1,115 / 32&35, Nanakram Guda,  
Gachibowli, Hyderabad - 500 032

Please carry a complete set of original and photocopied documents (2 sets) as specified below.

1.	Hard copy / email copy of Capgemini offer letter shared with you
	<p>Employment Documents:</p> <p><b><u>Current Employment( Immediate Previous)</u></b>  a) Relieving letter /Experience Certificate( if both these documents are not there, Resignation Acceptance Resignation acceptance mail is mandatory/Automated Copy of email resignation/Approved mail resignation (mentioning of last working day from the HR is mandatory)</p> <p>2. b) Payslips for last 3 months  c) Form 16  d) Salary Account 6 months Bank Statement  e) Letter of appointment/Offer letter from employer which captures start date</p> <p><b><u>Previous Employment</u></b>  Service/Relieving Certificate all employments- Mentioning date of joining ,designation and last working day</p>
3.	<p><b><u>Education Documents</u></b>  a) 10 Marksheet and certificate.  b) 12th marksheet and Certificate.  c) Graduation Marksheets and certificate/Diploma certificate.  d) Post-Graduation Marksheets and degree certificate(If applicable)  e) Any other relevant certificate</p>
4.	<p><b><u>Proof of identity/ Address</u></b>  a) PAN Card  b) AADHAR Card  c) Passport  In case any of the proof of Identity/Address mentioned above not available then any TWO of the below proofs</p> <p>4. i) Voters Id  ii) Driving License  iii) Ration card  iv) Electricity Bills  v) Gas card  vi) Notarized Self Affidavit</p>
5.	Passport size photographs(6 nos)
6.	<p><b><u>Self Employed/CO-owner/Freelancing/ Partnership employment(s)(if applicable)</u></b>  a) Form 16/Form 26AS  b) Bank statement for 6 months  c) Shop License</p>
7.	Cancelled Cheque of Saving Bank Account having IFSC Code details - Mandatory
8.	Details of your Provident Fund, Employees' Pension Scheme and Universal Account Number, if earlier member PF/EPS scheme Mandatory.



Please note that Capgemini may ask you to submit additional documents as and when required, especially with respect to the Background verification process.

**In the absence of the above listed documents your onboarding may be delayed or deferred.**

Kindly note:

- Capgemini has a dress code policy and you need to always dress in formal attire.
- If you are driving to office on the first day, please ensure you are there by 8:15 AM IST, and contact security at the main gate for your entry pass.

Best Regards,  
Team HR

The information contained in this message is proprietary and confidential. Copyright © 2013. All rights reserved by Capgemini.

**EMPLOYMENT OFFER LETTER**

Capgemini Ref: 4487484 /778919,

05/05/2021,

Kotyada Vara Jyothi  
23-67-14/1 Nehru Nagar,  
Visakhapatnam ,Andhra Pradesh,  
India

**Confidential**

**Dear Kotyada Vara Jyothi,**

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with **Capgemini Technology Services India Limited ('Capgemini' or 'Company')** starting from **05/06/2021** (or such other date as may be communicated to you by the Company), as per details given below.

A) Your current designation will be **Analyst/A4**

B) You will be required to work at the Company's offices in location **Hyderabad**

C) Your all-inclusive annual target compensation (on a cost to company basis) will be INR 300,002.00 ( Rupees Three Lakh and Two only) which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

The breakup of your all-inclusive annual target compensation is as follows:

Kotyada Vara Jyothi,

Analyst

Total Cost to Company (CTC).

**Rs.300,002.00**

Monthly Components	Per Month	Annualized
Basic	Rs 15,000.00	Rs 180,000.00
House Rent Allowance	Rs. 3,679.00	Rs 44,148.00
Other Allowances and Reimbursements – 1 #	Rs. 0	Rs.0
Other Allowances and Reimbursements – 2 +	Rs. 0	Rs.0
Advance Statutory Bonus	Rs. 3,149.00	Rs. 37,788.00
<b>Gross monthly salary</b>	<b>Rs.21,828.00</b>	<b>Rs. 261,936.00</b>
<b>Statutory payments ++</b>		
Capgemini's contribution to PF ++	Rs.1,800.00	Rs.21,600.00
Gratuity (accrual only)		Rs.8,664.00
<b>Total Fixed Compensation</b>		<b>Rs.292,200.00</b>
<b>Total Cash Compensation</b>		<b>Rs.292,200.00</b>
<b>Benefits</b>		
Medical, Accident & Life Insurance Premium		<b>Rs. 7,802.00</b>
Capgemini contribution to ESI		Rs.0.00
<b>Total Cost to Company</b>		<b>Rs.300,002.00</b>



# You need to choose any of the following optional instruments that are a part of the Other Allowance & Reimbursements – 1 to avail tax benefits. Balance amount that is not claimed will be paid as taxable component on monthly basis after withholding taxes.

<b>Other Allowance &amp; Reimbursements - 1</b>	<b>Annualized</b>
Remote Working Allowance	19800.00
Books and Journals	24000.00
Professional Pursuit	180000.00
Conveyance Allowance	63,600.00

# You may choose any of the following optional instruments that are a part of the Other Allowances and Reimbursements – 2 to avail tax benefits. Balance amount that is not claimed will be paid as taxable personal allowance on monthly basis after withholding taxes.

<b>Other Allowance &amp; Reimbursements - 2</b>	<b>Annualized</b>
Leave Travel Assistance	60,000.00
Meal Card	26,400.00
Vehicle & Driver Reimbursement	21,600.00

**Notes:**

1. The payroll processing will be as per Company policy notified from time to time.
  2. Employees should decide on the Other Allowances and Reimbursements (OAR) at the time of joining; any changes will be accepted as per Company policy applicable from time to time.
  3. For claiming tax benefit in case of admissible allowances and reimbursements (eg. LTA, telephone etc), you will have to submit supporting (bills) to the Company's satisfaction along with the reimbursement claim form in the prescribed format and within the timeline stipulated by the Company. The reimbursements will be processed as per the applicable Company's policies, which are subject to change without notice. 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 applicable law. In case of any under-withholding, you shall be responsible to pay the necessary tax and any interest/penalty thereon.
  4. In cases where Permanent Account Number (PAN) is not produced, highest tax rates will apply to all amounts on which tax is deductible at source under the applicable tax law.
  5. The Company reserves the right to change the compensation structure and/or the compensation components from time to time.
- ++ These statutory payments are included based on current applicable practice and law and are subject to changes based on changes in law from time to time. Also, please further note, that any changes / modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate email communication, about any changes/ modification to statutory payment.

- \* Employee's contribution towards PF will be made from the monthly salary. The Benefits (Accidental, Medical as applicable) amount has been arrived at by considering the maximum eligibility under each of the components.
- # All components under Other Allowance and Reimbursement – 1 will be paid along with monthly salary. Tax benefit as per proof submission will be passed into tax liability calculation basis bills submission.
- + This is the maximum limit you are eligible for. You may choose any of the following optional components under 'Other Allowance & Reimbursements - 2' Non taxable components (except Meal Coupons) would be paid based on a claim by employee through payroll. Taxable component would be paid on a monthly basis. All payments will be based on Company's policies.

D.) The following elements are included in the compensation package stated above:

1. Provident Fund- You will be covered under the Capgemini Technology Services India Limited Employees' Provident Fund (PF) scheme wherein, the Company will contribute towards PF at the statutory rate as may be defined by the government from time to time. Your contribution and the Company's contribution have been included as a part of the above-mentioned compensation.
2. Gratuity- Upon cessation of employment after completion of continuous service of at least five (5) years with the Company, you will be eligible for gratuity as per the Payment of Gratuity Act. The amount towards gratuity accrual forms a part of the above-mentioned compensation.
3. ESIC- In the event you are eligible, you will be covered under the Employees' State Insurance Act wherein, the Company will contribute towards ESIC at the statutory rate. Your contribution and the Company's contribution form a part of the above-mentioned compensation.

NOTE:

- a.) All statutory payments are demonstrated based on current applicable practice and law and may be subject to changes based on changes in law from time to time. Further, any changes/modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate communication, about any changes/modification to statutory payment.

E.) As an employee of the Company, you shall be entitled to the following benefits subject to any change made by the Company from time to time:

1. Group Medical Insurance- In accordance with the Company's policy, you and your immediate family (as defined in the Company's policy) shall be covered under the Medical Insurance policy held by the Company. Additionally, if you are required to travel abroad, you may be covered under the Company's Overseas Medical Insurance Policy.
2. Group Personal Accident Insurance- You shall be covered under the Personal Accident Insurance Policy held by the Company.
3. Group Term Life Insurance- You shall also be covered under the Group Term Life Insurance Policy held by the Company.
4. Transport Facility- Bus transport facility may be available, by paying nominal charges as per Company's policy, on various routes at different Company locations. If you opt for the facility, the applicable charges will be deducted from your salary in the monthly payroll.
5. Annual Leave/Public Holidays- You will be eligible for annual leaves and public holidays as determined by the Company's Leave Policy which is subject to change from time to time.

If you become indebted to the Company for any reason, the Company may, if it so elects, set off any sum due to the Company from you against the compensation payable to you and collect any remaining balance from you.

F.) Probationary Period:

1. You will be on probation for period of six months from your date of joining the Company and continuity of your employment with the Company is dependent on confirmation of your employment. The Company reserves the right to revise the probation period depending on your performance and/or other consideration.
2. At any time during your probation period the Company may confirm your employment by way of a written communication, if your performance is found to be satisfactory. Your probation shall be deemed extended, for a period not exceeding 30 days, in a situation where you do not receive the aforesaid written communication from the Company.

G.) Performance Review: You will be eligible to participate in Company's performance review process as per Company policy.

H.) Conditions of hire:

1. Your employment with the Company will be subject to the following pre-conditions:
  - a. You will submit relevant documents as mandated by the Company.
  - b. You obtain requisite certification or complete mandated assessments which are basis for offering you employment opportunity with the Company;
  - c. You obtain a clear discharge and/or relieving letter from your most recent employer (prior to joining the Company). Nevertheless you must submit a clear discharge and/or relieving letter within fifteen (15) days of joining the Company;
  - d. You represent that acceptance of employment with the Company does not breach any terms/provisions of your previous employment agreement or any other agreement to which you are bound.
  - e. You acknowledge that the Company has offered you employment based on the fact that there are no pending claims, actions, suits or proceedings against you which might reasonably be expected to have an adverse effect on your ability to perform your duties hereunder and/or upon the Company.
  - f. You provide two satisfactory references, one being from your most recent employer (prior to joining Capgemini);
  - g. Your background verification check (including address, academics, employment, criminal etc as applicable) conducted by the Company is cleared; and
  - h. You represent that you have not been involved in any fraud, unethical and/or immoral acts, departmental inquiry in your previous employment(s) and/or been part of any pending investigation (whether judicial, quasi-judicial or otherwise) which you have not disclosed from the Company prior to your joining.
  - i. Your employment shall be subjected to the below-mentioned additional terms and conditions.
    - a. You should clear the final degree examination and submit your degree marks sheet and/or certificate, as a proof of passing. In the event you fail to clear the final examination in the first attempt or fail to submit the proof of the same by 30-May-2021, our Offer shall stand automatically revoked or otherwise your employment with the Company shall cease immediately without any further obligation or liability upon the Company.
    - b. You will be required to clear the mandatory Entry Level Certification Training Test of the Company in the first attempt. The details of the mandatory certification and the test will be communicated to you upon your joining the Company. If you do not successfully clear such test, your employment with the Company shall cease immediately without any further obligation or liability upon the Company.
    - c. As a condition of your employment with the Company, you will be required to undergo certain specialized training, certification and/or skill up gradation, at the cost, resource and expense of the Company. In consideration thereof, you shall be required to sign a training agreement or service agreement with the Company, and inter alia provide a commitment to work for the Company for 24 months, failing which there would be certain monetary liabilities that you would need to bear. Prior to acceptance of our Offer, you may request HR Department for more details in this



respect including draft of such an agreement, for your review.

You fill the complete Back ground verification link given along with the welcome mail of the offer.

2. Your employment is inter alia based on the information furnished by you to the Company including declarations and undertakings thereto. If at any time during your employment with the Company, the Company discovers that you have furnished any false, fake, forged information (including documentation) for securing employment with the Company or otherwise, the Company reserves the right to take disciplinary action against you, including, but not limited to, right to terminate your employment without notice and your employment with the Company will be void ab-initio.

I.) Your employment with the Company will also be governed by the terms and conditions of employment contained in **Exhibit 1** attached hereto.

J.) The Company's address for sending notice in relation to your employment is as below:

Kind Attn:                   Head - Human Resources

Address:                    Capgemini Technology Services India Limited,  
Capgemini Knowledge Park, IT 3 IT 4, SEZ, Thane-Belapur Rd, TTC Industrial Area, Airoli, Navi  
Mumbai, Maharashtra 400708

Email:                        [hremployeeservices.in@capgemini.com](mailto:hremployeeservices.in@capgemini.com)

You are required to treat this letter and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

At Capgemini, one of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. Capgemini values your abilities and believes it can provide you with an atmosphere in which you can develop your professional talents to the fullest.

As a token of your acceptance of our offer of employment with the Company, please sign in the space provided below and return a duplication version of this letter immediately to us within fifteen(15)days from the date of this letter. Our offer shall automatically lapse unless (i) you confirm your acceptance of it and return a copy to us within the prescribed time and (ii) you join us on or before your date of joining stated in this Employment Offer Letter.

**For Capgemini Technology Services India Limited**



Anilkumar Singh  
Head - Talent Acquisition & Resourcing

**Acceptance**

I have read and understood the contents of this Employment Offer Letter and Exhibits hereto (hereinafter 'Letter ') and accept all the terms and conditions of this Letter in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

This Letter supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

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Name: Kotyada Vara Jyothi

Date: 05/05/2021

## EXHIBIT 1

### Terms & Conditions of Employment with Capgemini Technology Services India Limited

#### 1. **CURRENT WORK LOCATION:**

1.1 Capgemini Technology Services India Limited ("**Capgemini**" or "**Company**") may require you to work at other Company locations and/or on customers' sites both, within or outside India. The Company shall seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

1.2 Depending upon exigencies of business you may be transferred/deputed, at Company's sole discretion, within India or outside by the Company in any capacity as the Company may desire from time to time, from:

- a) one location to another; or
- b) one team/department/account/function/Business Unit to another; or
- c) one project/job to another; or
- d) the Company to any other group entity or affiliate or any other business associate as the Company may deem appropriate from time to time.

1.3 Such transfer/deputation/assignment/relocation shall not entitle you to ask for revision in your salary or any terms or conditions of your service. The Company does not guarantee the continuation of any benefits or perquisite at the new location. In all such cases of transfer/deputation/assignment/relocation you will be governed by the relocation policies and policies of the Company existing at that time. Consequent to such transfer/deputation/assignment/relocation, you will be governed by the terms and conditions of service as applicable to your category of employees in the new location (which includes but is not limited to office days/hours and holidays).

#### 2. **DUTIES AND RESPONSIBILITIES:**

2.1 You shall devote your skill, knowledge and working time to the conscientious performance of your duties and responsibilities towards the Company. You shall perform your duties with diligence, devotion and discretion. You shall comply with all directions given to you by your reporting manager/supervisor and shall faithfully observe all the rules, regulations and Company policies. Further, the Company may, at any time, in its sole discretion, suitably modify your roles, responsibilities and duties.

#### 3. **COMPENSATION:**

3.1 Your all-inclusive annual target compensation and corresponding details are provided in the Employment offer letter.

#### 4. **TRAINING:**

4.1 During the term of your employment, the Company may offer you an opportunity to undergo certain specialized training, certification and/or skill upgradation from time to time, which shall inter alia enhance your career opportunities at the Company and otherwise. In case you accept the Company's offer for training, the Company is likely to incur expenses including in relation to training costs, course fees, recruitment and induction costs, salary and benefits during training period, opportunity loss, etc. Depending on the nature of training/certification and corresponding cost and expenses, the Company may require you to execute training agreement with the Company for a specific period (which will be indicated to you at that time) in consideration of the cost the Company would be incurring for such



training/certification. Under such training agreement, you shall agree to inter alia serve a minimum term of employment with the Company, failing which you will be required to reimburse the Company for the cost of training/certification identified in the training agreement and any other costs related to the training/certification.

## 5. COVENANTS AND REPRESENTATIONS:

5.1 You also agree that during the term of your employment with the Company and for twelve (12) months after the cessation of employment, regardless of the reason of cessation of employment, you will not:

- a.) directly or indirectly, on your own behalf or on behalf of or in conjunction with any person or legal entity, recruit, hire, solicit, or induce, or attempt to recruit, hire, solicit, or induce, any employee of the Company with whom you had dealings, personal contact or supervised while performing your duties or otherwise, to terminate their employment relationship with the Company;
- b.) directly or indirectly, solicit or attempt to solicit business, customers or suppliers of the Company or of its affiliates;
- c.) directly or indirectly, solicit or attempt to solicit or undertake employment with any client of the Company or any organization where you have been taken or sent for training, deputation or secondment or professional work by the Company; and
- d.) provide or attempt to provide professional services similar to those provided by the Company to its current or prospective customers, with whom you (i) had business interactions or any other dealings on behalf of the Company during your employment with the Company and/or (ii) had been directly associated with the customer in relation to a project.

5.2 You and the Company acknowledge and agree that the duration and scope of the Covenants contained herein are fair and reasonable. Accordingly, you and the Company agree that, in the event that any of the covenants contained herein are nevertheless determined by a judicial or quasi judicial body to be unenforceable because of the duration or scope thereof, the judicial or quasi judicial body making such determination may reduce such duration and/or scope to the extent necessary to enable such judicial or quasi judicial body to determine that such covenant is reasonable and enforceable, and to enforce such covenant as so amended

5.3 You will also be governed by all applicable rules, processes, procedures, and policies (including but not limited to Information Security Management System (ISMS) policies and procedures, Code of Business Ethics of the Company, which are not specifically mentioned in this Letter. The applicable rules/processes/procedures/policies are available on the Company's Intranet and you are expected to go through the same carefully. For any clarification in relation to applicable rules/processes/procedures/policies, please get in touch with concerned department. If at anytime during your employment with the Company, you are found in violation of any applicable rules, processes, procedures, or policies of the Company, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.4 Capgemini prides itself as a company with the highest order of ethical conduct in its dealings with employees, customers, service provider, agents, governments or any other third party. It is important that you fully understand this philosophy and the relevant policies. If at anytime during your employment with the Company, you are found to be in violation of such policy and/or generally accepted ethical/moral standards, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.5 You declare that you are medically fit to carry out the duties expected of you by the Company. You represent that you have no communicable disease and you are not addicted to drugs or any other substance of abuse. During the term of your employment with the Company, you are required to be medically fit to perform the duties assigned to you from time to time. As to whether you are medically fit, is an issue which will be professionally determined by the Company and you shall be bound by such determination. The Company may require you to undergo periodical medical examination as and when intimated to you by the Company.

5.6 You represent that you are not in breach of any contract with any third party or restricted in any way in your ability to undertake or perform your duties towards the Company. You covenant that you will be fully responsible for any personal liabilities that may arise as the result of an agreement or arrangement between you and any third party and that the Company will in no way be concerned with such liabilities.

5.7 You will at all times maintain your ability to be employable and in the event of any change in your personal circumstances resulting in possible alteration to the employability status, you will keep the Company informed in writing about such change.

5.8 During your employment with the Company, to meet the exigencies of business, the Company may require you to (i) work on any project that you are assigned to, on any technical platforms/skills and nature of the project or (ii) work night hours or (iii) work in shifts (including night shifts).

5.9 Regardless of any secondment to any of the Company's affiliated entity/business associate/joint venture or where you may be required to work overseas for any such entity for an extensive period, you shall at all times remain an employee of the Company exclusively and shall not be entitled to any such foreign salary or benefits (including medical insurance, green card sponsorship, etc.) payable or applicable to employees of such other Capgemini entities other than the salary and benefits specified in the Employment Letter and/or the salary and benefits that may be determined by Capgemini and communicated to you in writing.

5.10 Unless specifically authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company. You shall also not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company.

5.11 During the period of employment, you agree not to draw, accept or endorse any cheque or bill on behalf of the Company or, in any way, pledge the Company's credit except so far as you may have been authorized by the Company to do so, either generally or in any particular case.

5.12 During the term of your employment, you shall not communicate with the media or with journalists in relation to the Company or its affairs, without obtaining a specific prior written permission from the Company.

5.13 You acknowledge and provide your consent vide Consent Letter for use of personal information including Sensitive Personal Data or Information ("SPDI") to the Company (a) to share your sensitive personal data or information about you and/or your dependents (wherever applicable) provided to the Company with third parties for purposes deemed appropriate by the Company from time to time; (b) to share information about you with affiliates of the Company for administrative purposes/audit and with clients/prospects in relation to any staff augmentation requirements; (c) to treat any personal data to which you have access in the course of your employment strictly in accordance with Company policies and not using any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you. You further acknowledge and consent for use of your personal images and voices in marketing material, videos, etc; and confirm that you have read and understood the Company's Privacy Policy in relation to the collection, processing, use, storage and transfer of SPDI and you agree to the terms thereof.

5.14 You agree to comply with all laws, ordinances, regulations applicable in relation to your employment with the Company including but not limited to the anti-corruption laws, anti bribery laws such as Prevention of Corruption Act, 1988 of India, the Foreign Corrupt Practices Act, 1977 of the United States and the Bribery Act 2010 of the United Kingdom and/or data privacy laws. Without limiting the generality of the foregoing, you represent and covenant that you have not, and shall not, at any time, during your employment with the Company, pay, give, or offer or promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (i) any public servant, government official, political party or candidate for political office; or (ii) any other person, firm, corporation or other entity, with knowledge that some, or all of that money, or other thing of value will be paid, given, offered or promised to a public servant, government official, political party or candidate for political office, for the purpose of obtaining or retaining any business, or to obtain any other unfair advantage, in connection with the Company's business.

5.15 You hereby represent to the Company that:

- a.) you are legally permitted to reside and be employed in India;
- b.) you have reviewed these terms and conditions and that you understand the terms, purposes and effects of the same;
- c.) you have accepted these terms and conditions only after having had the opportunity to seek clarifications;
- d.) you have not been subjected to duress or undue influence of any kind to accept these terms and conditions and these terms and conditions will not impose an undue hardship upon you;
- e.) you have accepted these terms and conditions of your own free will and without relying upon any statements made by the Company or any of its representatives, agents or employees; and

f.) you have all requisite power and authority, and do not require the consent of any third party to accept our offer.

## 6. CONFIDENTIALITY:

6.1 This is a highly Confidential and Private document. You are required to maintain, at all times, the confidentiality and ensure that the contents or details of this Letter are not shared with anyone.

6.2 You are aware that in the course of your employment with the Company, you shall have access to Confidential Information. "Confidential Information" shall mean and include, but not limited to, proprietary, confidential, sensitive, personal information about inventions, products, designs, methods, know-how, techniques, trade secrets, systems, processes, strategies, software programs, content, data, techniques, plans, designs, programs, customer information, works of authorship, intellectual property rights, customer lists, employee lists and any other personally identifiable information about any employee of the Company or its affiliate or personally identifiable information of its customers or clients of its customers, user lists, vendor lists, content provider lists, supplier lists, pricing information, projects, budgets, plans, projections, forecasts, financial information and proposals, intellectual property, terms of this Letter and any other information which due to the nature or character of such information, any prudent person might reasonably under similar circumstances treat such as confidential or would expect the Company to regard such information as Confidential, all regardless as to whether such information is in written form or electronic form or disclosed orally before or after the date hereof.

6.3 You agree that you may receive in strict confidence all Confidential Information of the Company, its affiliates or its clients or prospective clients of the Company or its affiliates. You further agree to maintain and to assist the Company in maintaining the confidentiality of all such Confidential Information, and to prevent it from any unauthorized use.

6.4 You agree and confirm that, you will, at all times:

- a) maintain in confidence all such Confidential Information and will not use such Confidential Information other than as necessary to carry out the purpose for which it was shared with you;
- b) not disclose, divulge, display, publish, or disseminate any such Confidential Information to any person except with the Company's prior written consent;
- c) treat all such Confidential Information with the same degree of care that you accord to your own confidential information, but in no case less than reasonable care;
- d) prevent the unauthorized use, dissemination or publication of such Confidential Information;
- e) not copy or reproduce any such Confidential Information except as is reasonably necessary for the purpose for which it was shared with you;
- f) not share such Confidential Information with any third party (specifically those person who are in the same field of activities as that of the Company or are in direct or indirect competition to the Company);
- g) not use such Confidential Information in any way so as to procure any commercial advantage for yourself or for any third party or in a manner that is directly or indirectly detrimental to the Company;
- h) neither obtain nor claim any ownership interest in any knowledge or information obtained from such Confidential Information; and
- i) not use or attempt to use any such Confidential Information in any manner that may harm or cause loss or may be reasonably expected to harm or cause loss, whether directly or indirectly, to the Company, its affiliates or its customers.

6.5 All such Confidential Information shall remain the sole and exclusive property of the Company, and no license, interest or rights (including, without limitation, any intellectual property rights) to such Confidential Information, or any copy, portion or embodiment thereof, is granted or implied to be granted. Nothing in this Letter shall limit in any way the Company's right to develop, use, license, create derivative works of, or otherwise exploit its own Confidential Information.

6.6 You shall be under no obligation of maintaining confidentiality of such Confidential Information as per provisions of this clause if



the information:

- a) was in your possession before receiving the same from the Company pursuant to this Letter;
- b) is or becomes a matter of public knowledge through no fault of yours; or
- c) is rightfully received by you from a third party without a duty of confidentiality.

6.7 If you are served with a court or governmental order requiring disclosure of any part of such Confidential Information, you shall, unless prohibited by law, promptly notify the Company before any disclosure and cooperate fully (reasonable expense to be borne by the Company) with Company and its legal counsel in opposing, seeking a protective order or limit, or appealing any such subpoena, legal process, request or order to the extent deemed appropriate by the Company.

6.8 Upon cessation of your employment with the Company or on a written request of the Company, whichever is earlier, you shall return or destroy (at the Company's option) any part of such Confidential Information that consists of original, and copies of, source material provided to you and still in your possession and, if requested by the Company, shall provide written confirmation to the Company to that effect.

6.9 You shall not, whether during your employment and/or after cessation of your employment, for whatever reason, use, disclose, divulge, publish or distribute to any person or entity, otherwise than as necessary for the proper performance of your duties and responsibilities under this Letter, or as required by law, any confidential information, messages, data or trade secrets acquired by you in the course of your employment with the Company.

6.10 If you are found to be in breach of this clause, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

6.11 You shall maintain the confidentiality of all price sensitive information and shall handle all such information on a strict 'need to know' basis i.e. disclose only to those within the Company who need the information to discharge their duty. You shall not pass on such information to any person directly or indirectly by way of making a recommendation for the purchase or sale of securities. Further, during your employment, you shall be subject to applicable trading restrictions e.g. when the trading window is closed, you shall not trade in the Company or any of its affiliates' securities during such period.

## **7. INTELLECTUAL PROPERTY:**

7.1 "Intellectual Property Rights" shall mean all industrial and intellectual property rights (including both economic and moral rights), including, without limitation, patents, patent applications, patent rights, trademarks, trademark applications, trade names, service marks, service mark applications, copyrights, copyright applications, databases, algorithms, manuscripts, computer programs and other software, know-how, trade secrets, proprietary processes and formulae, inventions, trade dress, logos, design and all documentation and media constituting, describing or relating to the above.

7.2 You represent that all services performed by you for the Company shall be your original work and shall not incorporate any third party materials or work in which you or any third party asserts an ownership interest or Intellectual Property Right. Provided that in the event the Company is held liable or is faced with a claim for your violation of any Intellectual Property Rights belonging to a third party, you undertake to indemnify the Company (and/or any of its affiliates, as the case may be) against any and all losses, liabilities, claims, actions, costs and expenses, including reasonable attorney's fees and court fees resulting there from.

7.3 If at any time during your employment with the Company, you (either alone or with others) whether or not during normal business hours or arising in the scope of your duties of employment make, conceive, create, discover, invent or reduce to practice any invention, modification, discovery, design, development, improvement, process, software program, work of authorship, documentation, formula, data, technique, know-how, trade secret or any Intellectual Property Right whatsoever (including all work in progress) or any interest therein (whether or not patentable or registrable under copyright, trademark or similar statutes or subject to analogous protection) (collectively '**Developments**') that:

- a) relates to the business of the Company (or its affiliate), or to its customers or suppliers, or to any of the products or services being developed, manufactured, sold or provided by the Company (or any of its affiliate) or which may be used in relation therewith;
- b) results from tasks assigned to you by the Company; or
- c) results from the use of premises or personal property (whether tangible or intangible) loaned, eased or contracted for by the Company or its affiliate,

such Developments (including all work in progress) and the benefits thereof shall immediately become the sole and absolute property of the Company, as works made for hire or otherwise, and you shall immediately disclose to the Company, without cost or delay and without communicating to others the same, each such Development and all available information relating thereto (with all necessary plans and models).

7.4 You hereby irrevocably, absolutely and perpetually assign any and all rights (including any Intellectual Property Rights) you may have or acquire in the Developments and all benefits and/or rights resulting there from to the Company and its assigns without additional compensation on worldwide basis. You acknowledge that the salary and other payments receivable by you from the Company is adequate compensation for such assignment. You hereby waive and quitclaim to the Company any and all claims of any nature whatsoever that you may now have or may hereafter have in and to the Developments (including all work in progress).

7.5 All such assignment of rights shall be perpetual irrevocable, universal and shall not lapse, even if the Company fails at any time to commercially exploit any such Developments. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, any assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You hereby agree to waive any right to and refrain from raising any objection or claims to the Copyright Board with respect to any assignment, pursuant to Section 19A of the Copyright Act, 1957. You further agree to assist and cooperate with the Company in perfecting the Company's rights in any of the Developments.

7.6 Any assignment of copyright hereunder (and any ownership of a copyright as a work made for hire) includes all rights of paternity, integrity, disclosure and withdrawal and any other rights that may be known as or referred to as 'moral rights' (collectively '**Moral Rights**'). If, you are deemed under applicable law to retain any rights in any Developments, including without limitation any Moral Rights, you hereby waive, and agree to waive, all such rights. To the extent that such waivers are deemed unenforceable under applicable law, you grant, and agree to grant, to the Company or its assigns the exclusive, perpetual, irrevocable, universal and royalty-free license to use, modify and market the Development, without identifying you or seeking your consent.

7.7 If you are not employed with the Company at the time when the Company requests your assistance in connection with the foregoing, the Company will pay you for your reasonable time expended in complying with the above terms at an hourly rate equal to the effective hourly rate at which you were paid the Company immediately prior to your termination as an employee.

7.8 Should the Company be unable to secure the signature on any document necessary to apply for, prosecute, obtain, protect or enforce any Intellectual Property Rights, due to any cause, you hereby irrevocably designate and appoint the Company and each of its duly authorized officers and agents as your agent and attorneys to do all lawfully permitted acts to further the prosecution, issuance, and enforcement of the Intellectual Property Rights or protection in respect of the Developments, with the same force and effect as if executed and delivered by you.

7.9 Notwithstanding the foregoing, you will also be bound by Capgemini's policy with respect to Intellectual Property.

## 8. CONFLICT OF INTEREST:

8.1 During your employment, you will not, directly or indirectly, whether alone or as a partner joint venture, officer, director, employee,

consultant, agent, independent contractor or stockholder of any company, business or other commercial enterprise: (i) engage in any business activity similar in nature to any business conducted or planned by the Company, or (ii) compete in any way with products or services being developed, marketed, distributed or otherwise provided by the Company

8.2 You shall not undertake, whether directly or indirectly any full time or part time employment or operate or manage business of any kind whatsoever, so long as you are in employment with the Company.

8.3 During your employment if you become aware of any potential or actual conflict between your interests and those of the Company, then you shall immediately inform the Company about such conflict. Where the Company is of the opinion that such a conflict does or could exist, it may direct you to take appropriate action(s) to resolve such a conflict, and you shall comply with such instructions.

8.4 During the course of your employment, you shall not, either directly or indirectly, receive or accept for your own benefit or the benefit of any person or entity other than the Company any gratuity, emolument, or payment of any kind from any person having or intending to have any business with the Company.

8.5 To perform your duties towards the Company, you will have access to email, internet, Company assets (desktop, laptop, mobile phones etc.) and other Company infrastructure. You shall ensure that at all times your use of such facilities meets the ethical and social standards of the workplace. Further, your use of such facilities must not interfere with your duties and must not be illegal or contrary to the interests of the Company.

## 9. RETIREMENT/TERMINATION:

### a.) Retirement

- (i) You will automatically retire from employment with the Company on the last day of the month in which you complete sixty (60) years of age. It is hereby clarified that the Company reserves its right to change the retirement age.

### b.) Notice Period/Termination

- (i) During the probation period, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you two months' written notice or payment of gross salary in lieu thereof.

Upon confirmation, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you three months' written notice or payment of gross salary in lieu thereof.

- (ii) Notwithstanding anything to the contrary, the Company reserves the right to relieve you from services of the Company only upon your satisfactory handover of all the duties and responsibilities assigned to you (including but not limited to any knowledge transfer and serving the notice period conditions).
- (iii) Notwithstanding the aforesaid or anything else to the contrary, the Company may suspend, dismiss, discharge or terminate your employment with immediate effect by a notice in writing (without salary in lieu of notice), in the event of (i) fraudulent, dishonest or undisciplined conduct by you, (ii) you committing a breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property, (iii) your insubordination or failure to comply with the directions given to you by persons so authorized, (iv) your insolvency or conviction for any offence involving moral turpitude, (v) your breach of any terms or conditions of this Letter or the Company's policies or other documents or directions of the Company, (vi) you going on or abetting a strike in contravention of any law for the time being in force, (vii) you conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients or (viii) misconduct by you as provided under the labour laws and/or in the Company policies.
- (iv) 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 authorized officer of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice and with no obligation to pay you any compensation.
- (v) In case you absent yourself from duty continuously, without prior authorization, for ten (10) consecutive calendar days or more you shall be deemed to have left and relinquished the service on your own accord and such relinquishment of service shall be deemed as a repudiation of your employment. In such circumstances, the Company will have the discretion of (a) adjusting salary against the notice period of such abandonment and recover any outstanding dues towards payable to the Company; and (b) presume that you have voluntarily abandoned the services of the Company and strike off your name from the Company's payroll.

c.) Effects of Cessation of Employment

- (i) Upon cessation of your employment with the Company (whether by virtue of termination/resignation/retirement), you will immediately return to the Company all of the Company's Confidential Information, tools, assets, accessories, formulae, documents, specifications, books etc. in your custody, care of charge and obtain clearance certificate from the relevant person/office/department, on production of which alone your dues, if any, will be settled by the Company, failing which the Company reserves the right to adjust the dues against any amounts payable to you or separately claim the same from you or use available legal remedies to recover the assets or any other amount due to the Company.
- (ii) If any Letter of Authority or Power of Attorney is issued to you, you will undertake to return it on demand or immediately upon cessation of your employment with the Company.
- (iii) Upon cessation of your employment with the Company, the Company may require you to sign appropriate release terms without any additional compensation.

**10. LIMITATION OF LIABILITY AND INDEMNITY:**

10.1 Neither party shall be liable to the other party for any indirect, incidental, contingent, consequential, punitive, exemplary, special or similar damages, including but not limited to, loss of profits or loss of data, whether incurred as a result of negligence or otherwise, irrespective of whether either party has been advised of the possibility of the incurrence by the other Party of any such damages.

10.2 The Company's liability arising out of or in connection with this Letter, whether based in contract, tort (including negligence and strict liability) or otherwise, shall not exceed the amount paid by the Company to you for a period of three (3) months preceding the cause of action.

10.3 Notwithstanding anything to the contrary contained herein, you shall indemnify and keep indemnified the Company, its directors, officers and employees from and against all claims, demands, actions, suits and proceedings (including any losses, damages, costs, charges and expenses), whatsoever that may be brought or made against the Company by any third party as a result of any act or omission, non-performance or non-observance by you of any of the terms and conditions of this Letter and/or arising from your failure to comply to any statute or enactment/s (including but not limited anti-bribery laws and data protection laws).

**11. MISCELLANEOUS:**

11.1 Notice: All notices to you in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by email (as per Company records) or by courier or by speed post addressed to the address mentioned hereinabove. It will be your responsibility to inform the Company of any change in your address and contact details including telephone numbers, personal email addresses etc.

All notices to the Company in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by courier or by speed post addressed to the Company's office address referred in the Employment Letter or by email with a physical copy by any of the abovementioned ways.

11.2 Severability: The parties acknowledge and agree that if any of the provision of this Letter is deemed invalid, void, illegal, and unenforceable that provision stands severed from this Letter and the remaining provisions of this Letter shall remain valid and enforceable.

11.3 Publicity: You shall not use the name and/or trademark/logo of Capgemini, its group companies, subsidiaries or associates before media (irrespective of the form whether print, audio visual, electronic etc.) in any other manner which is detrimental to the interest, image and goodwill of the Company and its affiliates without prior written consent of the Company. In the event you intend to share/disclose article which includes any information about the Company or its affiliates/customers for possible publication or dissemination outside the Capgemini group, you agree to inform the Company and obtain its prior written consent on the article you wish to disclose. Further, you agree to make such modifications/deletions/revisions to the article as are requested by the Company to protect its property/interest/reputation.

11.4 Non-Disparagement: During the term of your employment with the Company and at all times thereafter, you will not make any false, defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are reasonably likely to cause damage to any such entity or person.



11.5 Waiver: No delay or failure of any party in exercising or enforcing any of its rights or remedies whatsoever shall operate as a waiver of those rights or remedies or so as to preclude or impair the exercise or enforcement of those rights or remedies. No single or partial exercise or enforcement of any right or remedy by any party shall preclude or impair any other or further exercise or enforcement of that right or remedy by that Party. Save as expressly provided in this Letter neither party shall be deemed to have waived any of its rights or remedies whatsoever unless the waiver is made in writing, signed by a duly authorized representative of that party and may be given subject to any conditions thought fit by the grantor. Unless otherwise expressly stated any waiver shall be effective only in the instance and for the purpose for which it is given.

11.6 Integration: This Letter alongwith its Exhibit constitutes the entire understanding between the parties and supersedes all previous agreements (written or oral) between the Parties in relation to its subject-matter.

11.7 Survival: Clauses 5.1, 5.13, 6, 7, 9(c), 10, 11.1, 11.7, 11.8 and 11.9 and any other clause which by its nature is expected to survive shall all survive the expiry/termination (for whatever reason) of the Letter and shall continue to apply.

11.8 Dispute Resolution/Governing Law: The Parties to this Agreement shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. All disputes, differences and/or claims arising out of these presents or as to the construction, meaning or effect hereof or as to the rights and liabilities of the Parties hereunder and which cannot be settled by mutual conciliation shall be referred to Arbitration to be held in Mumbai in English Language in accordance with the Arbitration and Conciliation Act 1996, or any statutory amendments thereof and shall be referred to a sole Arbitrator to be appointed by Capgemini. The award of the Arbitrator shall be final and binding on Parties.

This Letter shall be governed and interpreted in accordance to the laws of India and the courts at Mumbai only shall have exclusive jurisdiction.

11.9 Rights to Injunctive Relief: You hereby expressly acknowledges that any breach or threatened breach by you of any of your obligations set forth in this Letter and/or any of the Company policies may result in significant and continuing injury and irreparable harm to Company, the monetary value of which would be impossible to establish. Therefore, you agree that Company shall be entitled to injunctive relief in a court of appropriate jurisdiction with respect to such provisions.

## CONSENT LETTER

### For use of Personal Information & Sensitive Personal Data or Information

I, \_\_\_\_\_ residing at \_\_\_\_\_, do hereby provide my express consent to my employer, Capgemini Technology Services India Limited, having its registered office at No.14, Rajiv Gandhi Infotech Park, Hinjawadi Phase III, MIDC – SEZ, Village Man, Taluka Mulshi, Pune – 411057, Maharashtra (hereinafter referred to as the "Company", which expression shall unless repugnant to the context or meaning thereof mean and include its successors, nominees, assigns and administrators) as follows:

1. That I acknowledge and provide my consent to the Company to collect, store, process, transfer and share my personal information and sensitive personal data or information and information of my dependents wherever applicable, (including sensitive personal information like bank accounts, PAN, blood group, biometric information, medical record, email addresses etc.) for purposes deemed appropriate by the Company from time to time, including but not limited to:

- a) background verification agencies for the purpose of verifying the information submitted by me basis which I have been made an offer of employment,
- b) payroll processing agencies for processing my payroll (including reimbursement claims),
- c) law enforcement agencies,
- d) to comply with a judicial/quasi judicial order,
- e) auditor (including internal auditors, statutory auditors or Capgemini's clients or their auditor) for the purpose of audit,
- f) insurance companies for the purpose of group insurance, personal accident insurance etc.
- g) service providers providing services for biometric access to office premises for monitoring attendance.
- h) foreign consulates, embassies etc and service providers (including travel agents) for the purpose of processing of visa, work permits etc.

2. Further, I also acknowledge and provide my consent to the Company to transfer and share (within India and outside of India) such information with:

- a.) affiliates of the Company for administrative purposes and/or audit;
- b.) clients/prospects in relation to any staff augmentation assignments.

3. That I agree and confirm that this consent letter shall be construed in accordance with the laws of India and the courts in Mumbai shall have exclusive jurisdiction to adjudicate upon any dispute that may arise in relation to this Consent Letter.

4. That should any provisions of this consent letter be held by a court of law to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remaining provisions of this consent letter shall not be affected or impaired thereby.

5. I hereby declare that the execution of this consent letter has been done out of my own free will and consent and without any undue force or coercion in any manner whatsoever.

6. I am aware that I have the right to access and rectify my sensitive personal data or information provided to the Company and corresponding obligation to immediately update my sensitive personal data or information in Company's records in the event of any change.

7. I am aware that Company has adopted security practices and procedure to ensure that the information collected is secure and these are available on the Company's intranet.

This consent letter shall come into force immediately upon its execution by me.

Name:  
Signature  
Date:



Ref.No. HRD/GTE/1774  
Date: 07.02.2018

To  
Mr.Nagisetty Venkata Sai Ashish  
D.No.24-137, Flat No.104,  
VLN Residency, Padmavathi Nagar,  
Near Old Goshala, Simhachalam,  
Vepagunta, Visakhapatnam -530047  
Mobile: +917337007519  
Email:ashish.venkatsai@gmail.com

Dear Sir,

With reference to your application and subsequent interview you had with us, we are pleased to appoint you as "Graduate Trainee Engineer" on the following terms and conditions with effect from **01.03.2018**.

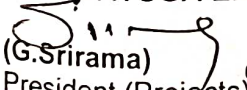
1. You will undergo one year field training at our Project Site, which commences from date of your joining.
2. You will be paid a consolidated remuneration of Rs.16,000 /- per month.
3. You will be paid a project allowance of Rs.2,000/- per month.
4. You will be provided free bachelor accommodation at the Project Site.
5. You are liable to be posted at any of our Company's Construction Sites in India.
6. Your appointment can be terminated with one month notice on either side without assigning any reasons.
7. You will be governed by the rules and service conditions of the Company that are in force from time to time.
8. You have to report for duty on **01.03.2018** at our Sundilla Barrage Project Site, Karimnagar.

This letter is being forwarded to you in duplicate. You are requested to sign and return one copy of the same as token of your acceptance.

**Reporting to:** Mr.K.Eswara Rao, Sr.Project Manager

**SITE ADDRESS:** Navayuga Engineering Company Limited  
Sundilla Barrage, Kaleswaram Project, C/o Md.Yousaf, H.No.21-1-76/5/b, Saradha  
Nagar, Godhavarikhani, Ramagundam, Karimnagar, Telangana – 505209.  
**CONTACT PERSONS:** Mr.D.Sai Srinivas, Asst.Manager – HR - 9701844474, 9032474904

Thanking you,  
Yours faithfully,  
for **NAVAYUGA ENGINEERING CO LTD.**

  
(G.Srirama)  
President (Projects)



Ref.No. HRD/GTE/1775  
Date: 07.02.2018

To  
Mr.Dasari Sandeep  
Flat No.301,  
SJJ Enclave Apartments,  
Aganampudi,  
Visakhapatnam – 530046.  
Mobile: +917799190044  
Email:sandeep.dasari1994@gmail.com

Dear Sir,

With reference to your application and subsequent interview you had with us, we are pleased to appoint you as “Graduate Trainee Engineer” on the following terms and conditions with effect from **01.03.2018**.

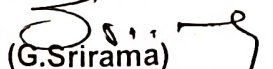
1. You will undergo one year field training at our Project Site, which commences from date of your joining.
2. You will be paid a consolidated remuneration of Rs.16,000 /- per month.
3. You will be paid a project allowance of Rs.2,000/- per month.
4. You will be provided free bachelor accommodation at the Project Site.
5. You are liable to be posted at any of our Company's Construction Sites in India.
6. Your appointment can be terminated with one month notice on either side without assigning any reasons.
7. You will be governed by the rules and service conditions of the Company that are in force from time to time.
8. You have to report for duty on **01.03.2018** at our **Sundilla Barrage Project Site, Karimnagar.**

This letter is being forwarded to you in duplicate. You are requested to sign and return one copy of the same as token of your acceptance.

**Reporting to:** Mr.K.Eswara Rao, Sr.Project Manager

**SITE ADDRESS:** Navayuga Engineering Company Limited  
Sundilla Barrage, Kaleswaram Project, C/o Md.Yousaf, H.No.21-1-76/5/b, Saradha  
Nagar, Godhavarikhani,Ramagundam, Karimnagar, Telangana – 505209.  
**CONTACT PERSONS:** Mr.D.Sai Srinivas, Asst.Manager – HR - 9701844474, 9032474904

Thanking you,  
Yours faithfully,  
for **NAVAYUGA ENGINEERING CO LTD.**

  
(G.Srirama)  
President (Projects)





Ref.No. HRD/GTE/1773  
Date: 07.02.2018

To  
Mr.Kolli Demudu Babu  
D.No.1-8, Velama Street,  
L.B.P.Agraharam Village,  
Butchiyya Peta Mandal,  
Visakhapatnam -531026.  
Mobile: +91 7569177496  
Email:naidukolli.2016@gmail.com

Dear Sir,

With reference to your application and subsequent interview you had with us, we are pleased to appoint you as "Graduate Trainee Engineer" on the following terms and conditions with effect from 01.03.2018.

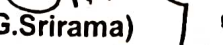
1. You will undergo one year field training at our Project Site, which commences from date of your joining.
2. You will be paid a consolidated remuneration of Rs.16,000 /- per month.
3. You will be paid a project allowance of Rs.2,000/- per month.
4. You will be provided free bachelor accommodation at the Project Site.
5. You are liable to be posted at any of our Company's Construction Sites in India.
6. Your appointment can be terminated with one month notice on either side without assigning any reasons.
7. You will be governed by the rules and service conditions of the Company that are in force from time to time.
8. You have to report for duty on 01.03.2018 at our Sundilla Barrage Project Site, Karimnagar.

This letter is being forwarded to you in duplicate. You are requested to sign and return one copy of the same as token of your acceptance.

**Reporting to:** Mr.K.Eswara Rao, Sr.Project Manager

**SITE ADDRESS:** Navayuga Engineering Company Limited  
Sundilla Barrage, Kaleswaram Project, C/o Md.Yousaf, H.No.21-1-76/5/b, Saradha  
Nagar, Godhavarikhani, Ramagundam, Karimnagar, Telangana – 505209.  
**CONTACT PERSONS:** Mr.D.Sai Srinivas, Asst.Manager – HR - 9701844474, 9032474904

Thanking you,  
Yours faithfully,  
for **NAVAYUGA ENGINEERING CO LTD.**

  
(G.Srirama)  
President (Projects)



Ref.No. HRD/GTE/1783  
Date: 19.02.2018

To  
Mr.Pantagolusula Sateesh  
D.No.23-67-19,Nehru Nagar,  
B.C.Road, New Gajuwaka,  
Visakhapatnam – 530026.  
Mobile:9000793345  
Email:sateeshs119@gmail.com

Dear Sir,

With reference to your application and subsequent interview you had with us, we are pleased to appoint you as "Graduate Trainee Engineer" on the following terms and conditions:

1. You will undergo one year field training at our Project Site, which commences from date of your joining.
2. You will be paid a consolidated remuneration of Rs.16,000 /- per month.
3. You will be paid a project allowance of Rs.2,000/- per month.
4. You will be provided free bachelor accommodation at the Project Site.
5. You are liable to be posted at any of our Company's Construction Sites in India.
6. Your appointment can be terminated with one month notice on either side without assigning any reasons.
7. You will be governed by the rules and service conditions of the Company that are in force from time to time.
8. You have to report for duty at our Polavaram Project Site, Rajahmundry at the earliest.

This letter is being forwarded to you in duplicate. You are requested to sign and return one copy of the same as token of your acceptance.

**SITE ADDRESS:** Navayuga Engineering Company Limited, Polavaram, Rajahmundry, East Godavari.

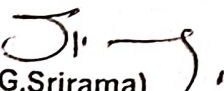
**Reporting To:** Site Incharge.

**Contact Person:** Mr.Sathibabu, Accountant, Mobile No. 8722598888

Thanking you,

Yours faithfully,

for NAVAYUGA ENGINEERING CO LTD.

  
(G.Srirama)  
President (Projects)



# NAVAYUGA ENGINEERING COMPANY LTD.

MULTI DISCIPLINARY CONSTRUCTION ENGINEERS



Ref.No. HRD/GTE/1782  
Date: 19.02.2018

To  
Mr. Sanivada Siva  
D.No.2-4, Alamanda Bheemavaram,  
Kothapenta Post,  
K.Kotapadu Mandalam,  
Visakhapatnam – 531034.  
Mobile:siva1sanivada@gmail.com

Dear Sir,

With reference to your application and subsequent interview you had with us, we are pleased to appoint you as "Graduate Trainee Engineer" on the following terms and conditions:

1. You will undergo one year field training at our Project Site, which commences from date of your joining.
2. You will be paid a consolidated remuneration of Rs.16,000 /- per month.
3. You will be paid a project allowance of Rs.2,000/- per month.
4. You will be provided free bachelor accommodation at the Project Site.
5. You are liable to be posted at any of our Company's Construction Sites in India.
6. Your appointment can be terminated with one month notice on either side without assigning any reasons.
7. You will be governed by the rules and service conditions of the Company that are in force from time to time.
8. You have to report for duty at our Polavaram Project Site, Rajahmundry at the earliest.

This letter is being forwarded to you in duplicate. You are requested to sign and return one copy of the same as token of your acceptance.

**SITE ADDRESS:** Navayuga Engineering Company Limited, Polavaram, Rajahmundry, East Godavari.

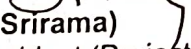
**Reporting To:** Site Incharge.

**Contact Person:** Mr.Sathibabu, Accountant, Mobile No. 8722598888

Thanking you,

Yours faithfully,

for NAVAYUGA ENGINEERING CO LTD.

  
(G.Srirama)  
President (Projects)

Corp. Off : 48-9-17, Dwarakanagar, Visakhapatnam - 530 016. India  
Tel : +91-891-2754602, 2747335, Fax : +91-891-2747362, E-mail : necvizag@navayuga.com

Corp. Off. : Plot No. 379, Rd # 10, Jubilee Hills, Hyderabad-500 033, INDIA  
Tel : 040-23339990 / 91 / 92, Fax : 040-23337789, E-mail : nec@navayuga.com, www.necitd.com  
U45203AP1306PLC006525





We understand your world

HDFC Bank Ltd.,  
HDFC Bank Ltd. Bellary Street,  
I-Think Techno Campus,  
Building Alpha, Next to Kanjur  
Marg Railway Station, East - 533 401.  
Kanjur Marg(E),  
Mumbai-400 042

**Employee Code : 270342**

**Personal & Confidential**

**Date of Joining : Dec 29, 21**

**Name : KARRI SAI RAM**

**Location : Tuni**

Dear KARRI SAI RAM ,

Further to the interview & discussion you had with us, we are pleased to offer you as Sales Officer, in Retail Branch Banking(cost code: 291) at branch (2389), Tuni on the following terms and conditions:

**BAND : SO.**

**Basic Salary : 15500.00 Rs. /-pm**

**HRA : 2500.00 Rs. /-pm**

---

**Total : 18000 Rs. /-pm**

(The above compensation will be payable to you every month in the salary. You may claim income tax exemption as applicable within the parameters of the applicable tax structure)

**Provident Fund:**

You will be covered under the Bank's Provident Fund Trust. The Bank shall contribute 12% of your base salary towards provident and pension funds in accordance with applicable laws.

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[www.hdfcbank.com](http://www.hdfcbank.com)

Regd. Office : HDFC Bank Limited, HDFC Bank House, Senapati Bapat Marg, Lower Parel (West), Mumbai - 400 013

Regd. Office: HDFC Bank Ltd., HDFC Bank House, Senapati Bapat Marg, Lower Parel (West), Mumbai - 400 013.  
Corporate Identity No.: L65920MH1994PLC080618



5. Secrecy:

It is a condition of your employment that you will not, for whatever reason, divulge without an express written authority from the Management, any information relating to the Bank or any of its constituents or employees, as received by you in the course of your employment and after the cessation of your employment with the Bank.

6. Alternative Employment:

During the course of your employment with the Bank, you will not engage yourself directly or indirectly in any trade, business, occupation, employment, service or calling whether for remuneration or otherwise, without the prior written consent of the Bank. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.

7. Termination of employment:

Notwithstanding anything contained in the above paragraphs, your services may be terminated by the Bank if you are found to be indulging in acts of Commission/ Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination, suppression of facts, falsification of documents or any other misconduct or neglect of duty or incompetence in the discharge of duty on your part.

8. Conditions Precedent:

- a) Bank reserves the right to seek references from your current / previous employer (s), at any stage, subsequent to your acceptance of this offer letter.
- b) The self-declaration given by you in respect of your medical fitness is in order.
- c) The Bank receiving attested copies of all your degrees and professional qualifications certificates, if any.
- d) Your successful completion of Graduate/Post Graduate/Professional course which is currently ongoing or the results are awaited and basis which you have been interviewed and offered and submission of pass certificate within one month of publication of result. (If applicable)
- e) The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the Bank and with regard to any dispute arising thereof, the Mumbai Courts will have exclusive jurisdiction.

The details of your remuneration and benefits are given in Annexure.

1. Probationary Period:

- 1.1 You will be on probation for a period of six months or such extended period as may be decided by the Bank based on your performance during the probation period.
- 1.2 On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

2. Notice Period:

- 2.1 In case you decide to leave the Bank's services during probation period, you will be required to give fifteen days' notice. The bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the salary in lieu of the notice period so reduced/waived off. Bank, during your probation, at its discretion can decide to relieve you by giving fifteen days notice or Salary in lieu of notice.
- 2.2 In case you decide to leave the Bank's services after confirmation, you will be required to give thirty days' notice. The bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay the Bank the salary for the notice period so reduced/waived off. Bank, after confirmation at its discretion can decide to relieve you by giving month's notice or Salary in lieu of notice.

3. Job description:

Your duties and responsibilities will be explained to you on your joining the bank. However, you shall execute and perform all such duties that may be assigned to you by the Bank from time to time and the Bank reserves its right to change these at its discretion.

4. Location & Transfer:

Your initial place of posting will be Tuni. However, the Bank reserves the right to transfer you to any other Office/Branch, Subsidiary or Associate Company of the Bank, in India, that is in existence or may come into existence at a future date.

[www.hdfcbank.com](http://www.hdfcbank.com)

Regd. Office : HDFC Bank Limited, HDFC Bank House, Senapati Bapat Marg, Lower Parel (West), Mumbai - 400 013  
Corporate Identity No.: L65920MH1994PLC080618

[www.hdfcbank.com](http://www.hdfcbank.com)

Regd. Office: HDFC Bank Ltd., HDFC Bank House, Senapati Bapat Marg, Lower Parel (West), Mumbai - 400 013.  
Corporate Identity No.: L65920MH1994PLC080618



We understand your world



We understand your world

HDFC Bank Ltd.,  
8-11-7, Bellapu Street,  
Tuni, East Godavari,  
Dist. Andhra Pradesh - 533 401.  
HDFC bank Ltd.,  
I-Think Techno Campus,  
Building Alpha, Next to Kanjur  
Marg Railway Station (East)  
Kanjur Marg (E),  
Mumbai-400 042

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by return copy of this letter, duly signed by you, within two days of receipt. In case no confirmation is received within the above mentioned period the appointment letter shall be deemed to have been withdrawn.

We welcome you to HDFC BANK and look forward to having a long and mutually beneficial association with you.

Yours truly,

For HDFC Bank Limited

Ranga Subramanian  
Vertical Head HR - Sales

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature of Applicant

Date: 7/1/2022

This is a system generated letter hence signature is embossed on the same.

[www.hdfcbank.com](http://www.hdfcbank.com)

Regd. Office: HDFC Bank Ltd., HDFC Bank House, Senapati Bapat Marg, Lower Parel (West), Mumbai - 400 013.  
Corporate Identity No.: L65920MH1994PL10089618



We understand your world



We understand your world

HDFC Bank Ltd.,  
8-11-7, Bellapu Street,  
Tuni, East Godavari,  
Dist. Andhra Pradesh - 533 401.  
HDFC bank Ltd.,  
I-Think Techno Campus,  
Building Alpha, Next to Kanjur  
Marg Railway Station (East)  
Kanjur Marg (E),  
Mumbai-400 042

## Annexure - A

### Remuneration:

Basic Salary	Total Salary – HRA
HRA	Fixed
Total Salary	Basic Salary + HRA

### Incentives:

You will be eligible for monthly Performance Linked Incentive Pay, as per the policy of the Bank.

### Benefits:

- Total Mediciam cover of Rs.1,00,000/- for self and spouse (Parents and Children not covered).
- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and /or, as per Bank policy.

I read & understand the Annexure – A

*K. Sai Ram*

Signature of Applicant

Name: KARRI SAIRAM

Date: 07/10/2022

[www.hdfcbank.com](http://www.hdfcbank.com)

Regd. Office : HDFC Bank Limited, HDFC Bank House, Senapati Bapat Marg, Lower Parel (West), Mumbai - 400 013

Corporate Identity No.: L65920MH1994PLC080618

[www.hdfcbank.com](http://www.hdfcbank.com)

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### Important Note on Grooming Standards

As employees of HDFC Bank, we, in our interactions with customers, clients, vendors and business associates, are the face of the Bank. It is therefore imperative that each of us applies a certain amount of prudence in the choice of our attire and grooming standards. **Office attire should be smart and appropriate for conducting business on behalf of the Bank at all times.**

#### **Grooming standards for Men**

**Hair-** Should be conservative, well maintained and cut short.

Moustaches / beards neatly trimmed or face clean shaven - daily maintenance mandatory. After-shave (optional)

**Attire-** Formal wear: Trousers must be in dark to medium colour tones (black, brown, navy blue, gray or beige)

Shirts should be with full-length sleeves and worn with a tie (mandatory).

If the occasion so demands (formal function / business call to an important Corporate / Client etc.)

a blazer or suit appropriately chosen for the weather should be worn.

Saturdays: Smart casuals are acceptable, Semi formal trousers, Denim trousers, Collared T-shirts, Semi-formal shirts, Shirts with checks

**Footwear-** Leather laced shoes with socks and coordinated with the trousers and belt.

Socks must be in basic colours (black, brown, dark blue, gray or beige), coordinated with the trousers and calf length. Only on Saturdays, semi formal shoes in leather, calf leather or suede.

**Others-** Neatly cut short nails, No ornaments except for obligatory ring or kada.

#### **Grooming standards for Women**

**Hair-** Should be simple and clean, neatly combed at all times. Long hair may be tied in a bun or a plait  
formal wear: Indian saris, Salwar suits.

Western formal wear: Suits in basic colours. Preferably in black, dark brown, navy blue, beige or very light shades

**Attire-** Formal shirts with formal trousers or skirts.

Saturdays: Smart casuals are acceptable, Full length denim trousers, Skirts, Kurtis, Semi formal blouses and tops

**Footwear-** Leather sandals or sandals of similar material, Closed shoes, Shoes must be well coordinated with clothes.

**Others-** Neatly cut nails, Simple elegant ornaments, Basic daywear makeup along with perfume/deodorant

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बी. चन्द्रशेखर

जु. एजोसिएट

B. Chandra Shekhar

Junior Associate





राष्ट्रीय इस्पात निगम लिमिटेड  
(भारत सरकार का उद्यम)  
विशाखपट्टणम इस्पात संयंत्र  
सं. No. : 15488

RASHTRIYA ISPAT NIGAM LIMITED  
(A Government of India Enterprise)  
VISAKHAPATNAM STEEL PLANT

### IDENTITY CARD

नाम Name : GOLLAVILLI PRAVEEN KUMAR  
पदनाम Design. : TECHNICIAN (S3)  
कर्म. सं. Emp. No.: 126139  
विभाग Dept. : TPP  
जन्मतिथि D.O.B. : 01.04.1996



Asst. Control Pass  
CISF VSP Vizag

जारीकर्ता का हस्ताक्षर  
Signature of Issuing Authority



POCO

SHOT ON POCO M2 PRO



Date: FEB, 19, 2022

**Mr. Saikumar Palli**

E-Mail Id: saikumar.palli96@yahoo.com

Mobile:-8099459438, 8328249563

Dear Mr. Saikumar Palli

**Sub: Offer Letter**

---

With reference to the recent interview, we are pleased to offer you the position of “ **Head-QAQC, Production and Maintenance** ” at Concrete India Whitefield Bangalore.

The employment shall be on the following terms and conditions:

**1. Placement and reporting**

DESIGNATION:	Head-QAQC, Production and Maintenance
DEPARTMENT:	QAQC, Production and Maintenance
LOCATION:	Concrete India , Whitefield Bangalore
REPORTING:	Managing Partner / Partner

**2. Salary revisions**

Increments are not automatic and salary revisions are discretionary, subject to and on the basis of effective individual performance and company results.

**3. Transfer**

However, your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department/section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a



case, you will be governed by the terms and conditions of the service applicable at the new placement location. The transfer will not be deemed to constitute a change in conditions of your service and on transfer, no extra facility or perquisite or monetary benefit will be permissible.

#### **4. Hours of work and Paid Holiday**

You will observe the working hours and holidays normally observed by the department you are assigned to.

#### **5. Rules and Regulations**

During the period of your employment with us, the company's Rules & Regulations, in force will be binding on you.

#### **6. Probation**

You will be on probation for a period of three months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

#### **7. Full time employment**

Your position is a whole time employment with the company and you shall devote yourself exclusively to the business and interests of the company. 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 or business during your employment with the company, without permission in writing of the Board of Directors of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

#### **8. Confidentiality**

You will not, at any time, during the employment or after, without the consent of the Board of Directors disclose or divulge or make public, except on legal obligations, any information regarding the company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise. You will also not disclose to any other person any information pertaining to your salary, allowances, perks or other conditions of employment.

## **9. Responsibilities & Duties**

Your work will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly.

You must effectively perform to ensure results. A detailed list of duties and responsibilities will be provided to you at the time of your joining.

## **10. Past Records**

If any declaration given or information furnished by you to the company proves to be false, or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice or benefits.

## **11. Retirement**

You will retire on attaining the age of 58 or as may be fixed by the company from time to time. The company reserves the right to increase the retirement age for specific employees. For purpose of calculation of your age, date of birth as specified in your valid SSLC/Transfer certificate will be taken as the correct age and there will be no change in this regard.

## **12. Termination of employment**

During the probationary period, your services may be terminated without giving any notice. If you however decide to discontinue your services during the probationary period, you will have to serve a minimum notice period of 30 days, on completion of your probationary period and on confirmation, your services can be terminated by giving one month (30 days) notice or salary in lieu thereof. If you wish to leave the services of the company after completion of probationary period, you will be required to serve three months' (90) notice or pay the value of salary in lieu thereof. For the purpose of this paragraph, salary refers to basic salary. Upon termination of employment, you will immediately hand over to the Company all correspondence, business- cards, specifications, formula, books, documents, market data, cost data, drawings and records belonging to the company or relating to its business and shall not retain or make copies of these items. Upon termination of employment, you will also return all company property, which may be in your possession.

## **13. Abandonment of Employment**

If you absent yourself without the written approval from the company for a continuous period of 7 days you will be deemed to have abandoned your employment, thereby resulting in your services with the company being treated as automatically terminated from your side and you shall be liable for all consequences arising there from. You will be liable to pay back the company an

amount equal to your basic salary for the period of notice not served. Abandonment of employment also means that you will be ineligible for any compensation including accrued bonus and leave.

#### **14. Non competitive**

During your service with the company and for a period of three months from the cessation of service with the company you will not take up an employment with any competitors of our company and you shall neither indirectly or directly partake the promotion of competitive business during this period.

#### **15. Disability or Termination for Cause**

"Disability" means your inability to perform the normal and usual duties of your position by reason of any physical or medical impairment that is expected to result in death or continue for a period of three months (3) consecutive months or more. "Termination for Cause" means Company's termination of your employment for any of the following reasons:

- i) Your commission of any act of fraud, embezzlement or dishonesty
- ii) Your unauthorized use or disclosure of any confidential information or trade secrets
- iii) Any intentional misconduct by you which has an adverse effect upon the Company's business or reputation
- iv) Your continued failure to perform the major duties, functions and responsibilities of your position after written notice from the Company identifying the deficiencies in your performance and a reasonable cure period of not less than thirty (30) days
- v) A material breach of your fiduciary duties as an officer of the Company.

#### **16. Appointment subject to**

This appointment is subject to:

- i) Your being, and remaining, medically fit.
- ii) Furnishing us a relieving letter from your present employer.
- iii) Copy of all educational certificates.
- iv) Last three month pay slips.
- v) Copy of PAN card, ID proof.

Upon acceptance of this offer, please have your signature witnessed on the Proprietary Information, sign the original offer letter, and return all documents to the Human Resources department. A copy of the offer letter is enclosed for your files.



I am sure you will find our Company an exciting and challenging environment in which to work and I look forward to your becoming a valuable part of our team.

Yours faithfully,

**Concrete India**  
**M Sreenivas Reddy**  
**Managing Partner**  
**Ph:-9900996666**





## **OFFER LETTER**

Date: 20-Dec-2021

To: Surya Pradeep Reddy

Dear Surya Pradeep,

Welcome to the GPS Renewables Family!

With reference to your application for employment and subsequent interview with GPS Renewables Private Limited, we are pleased to offer you in our organization a position of **Civil Engineer**. You will be paid gross emoluments or total remuneration as detailed in the Annexure along with this letter. A detailed Appointment Letter will be issued, upon your joining.

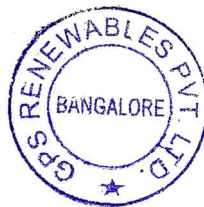
This offer has been made based on information furnished by you. However, if there is any discrepancy in documents, certificates and declaration submitted by you, the company retains the right to rescind this offer of employment. Employment as per this offer is subject to your being medically fit and if required by the Company, you are required to submit a medical fitness certificate at the time of joining after undergoing a complete health check up from a reputed hospital.

This offer is valid for 20 days from the date of this letter, prior to which you are required to provide your consent in writing by submitting the signed original Offer Letter and the documents requested by the Company, failing which the offer stands rescinded.

We congratulate you on your appointment and wish you a long and successful career with us.

Truly Yours,

For **GPS Renewables Private Ltd**



**Authorized Signatory**

# gps renewables

**GPS Renewables Private Limited**

No.30/2, Opp RKS Ready Mix Concrete, Hulimangala, Jigani Hobli, Bangalore, Karnataka – 560105

CIN No. U74900KA2012PTC064932 Email: [info@gpsrenewables.com](mailto:info@gpsrenewables.com), Ph: +91 80 2960 0689



## Annexure A

### Salary Structure

Employee Name: **Surya Pradeep Reddy**

Designation: **Civil Engineer.**

Sl. No.	Description	Amount PM [Rs]	Amount PA [Rs.]
1	Basic + DA	19,147	229,760
2	House Rent Allowance	7,659	91,904
3	Conveyance	1,600	19,200
4	Medical Reimbursement	1,250	15,000
5	LTA	1,600	19,200
6	Other Allowance	16,611	199,336
	<b>Gross Salary</b>	<b>47,867</b>	<b>574,400</b>
1	Employer Contribution PF Employer Contribution	1,800	21,600
2	Mediclinam Insurance	333	4,000
	<b>CTC</b>	<b>50,000</b>	<b>600,000</b>
Salary deduction is applicable for PF /PT and any other statutory requirements. TDS is mandatory as applicable and derived as per the earnings and exemptions Medical Insurance will be provided as per the company policy			

Truly Yours,

For **GPS Renewables Private Ltd**



**Authorized Signatory**

# gps renewables

**GPS Renewables Private Limited**

No.30/2, Opp RKS Ready Mix Concrete, Hulimangala, Jigani Hobli, Bangalore, Karnataka – 560105

CIN No. U74900KA2012PTC064932 Email: [info@gpsrenewables.com](mailto:info@gpsrenewables.com), Ph: +91 80 2960 0689



**GOVERNMENT OF ANDHRA PRADESH**  
**GVV & VSWS DEPARTMENT**



**IDENTITY CARD**

**Emp ID No : 0291980**



**Name** : CH.HEMANTH SIVA KUMAR REDDY

**Father** : CH.V.C Satti Reddy

**Designation** : Engg Asst Grade-II

**Office** : Ganaparthi  
Grama Sachivalayam  
Munagapaka Mandal

**Contact No** : 9000548631

*Ch. Hemanth Siva Kumar*  
**Signature**

*M. Reddyasree*  
Mandal Parishad Development Officer  
Mandal Praja Parishad Munagapaka  
Visakhapatnam



**GOVERNMENT OF ANDHRA PRADESH****OFFICE OF THE DISTRICT COLLECTOR & MAGISTRATE, VISAKHAPATNAM DISTRICT**

PROCEEDINGS OF THE CHAIRMAN, DISTRICT SELECTION COMMITTEE &amp; DISTRICT COLLECTOR

**DSC - 2019****Present : Sri / Smt Sri Vadarevu Vinay Chand, IAS****Rc.No.750/2019/A9/Dt.28.09.2019/DSC-2019/****Dated: /2019**

-:O:-

**ORDERS :**

**Sub :** Recruitment of Posts to Village Secretariats - DSC-2019 - Provisional offer of Appointment in the **A.P. SURVEY & LAND RECORDS SUBORDINATE SERVICE** - Appointment Orders - Selection to the post of **Village Surveyer (Grade-III)** - Orders issued.

- Read :**
1. G.O.Ms.No.110, PR & RD Dept ( MDL-1), dated:19-07-2019.
  2. Recruitment **NOTIFICATION NO.01/2019, DT: 26/07/2019** for the Post of **Village Surveyer (Grade-III)**
  3. Hon'ble High Court's Orders in W.P Nos.12977/2019,13885/2019, 13898/19, 14015/19, 13990/19, and 14000/2019.
  4. Hon'ble High Court's Orders in Writ Appeal No. 282/2019 and Writ Appeal 310/2019.
  5. Member Convenor DSC - 2019, Letter No : **60/2019/P5 28.09.2019 ,Dated: /2019**

-:O:-

Consequent upon your selection by the District Selection Committee and approval of the Competent Authority viz., Collector and Chairman, District Selection Committee in the reference 5th cited Sri/Smt/Kumari **KOLLA SAI KUMAR S/o,D/O,W/o KOLLA RAMA KRISHNA** (HT No:**190305007294**) is hereby provisionally appointed as **Village Surveyer (Grade-III)** and directed to report at **Assistant Director, Survey and Land Records, Collectorate Compound, Maharanipeta, Visakhapatnam 0891-2560233** on **1.10.2019 at 10.00 A.M** upon accepting the following Terms and Conditions:-

1. You are hereby offered provisional appointment to **Village Surveyer (Grade-III)** in the **DEPARTMENT OF REVENUE (SURVEY & LAND RECORDS)**

Page 1/4





Govt. of Andhra Pradesh  
VISA KHAPATNAM DISTRICT  
GRAMA SACHIVALAYAM  
GONDUPALEM - K. KOTAPADU

**IDENTITY CARD**



**THADI VENKATA RAMESH**

**VILLAGE SURVEY ASSISTANT**

Employee I.D.: **0291901**

Qualification : **B.Tech. (Civil)**

Contact No. : **9493636387**

*T. Venkata Ramesh*

Issuing Authority  
Mandal Parishad Development Officer  
Mandal Praja Parishad  
K. Kotapadu, Visakhapatnam



Strictly Private and Confidential

Offer of Employment

14 October 2021

Dear Siva Teja,

Further to your discussion with us, we are pleased to appoint you on fixed terms and conditions as stated below:

#### **TERMS AND CONDITIONS OF EMPLOYMENT**

**Employer:** Mott MacDonald Private Limited (also referred to as "the Company", "we" or "our"), a company registered under the Company's Act 1956 having its registered office at 101, Nomura, Hiranandani Gardens, Powai, Mumbai 400 076, Maharashtra, India.

**Employee:** Yelisetti Siva Teja

**Address:** 1-247/1, Golla Street, A 1 Puram, Agency Laxmipuram, KD Peta, Visakhapatnam, Andhra Pradesh - 531084

Throughout this contract affiliate companies and Group of companies of Mott Macdonald Pt. Ltd. are referred to as the "Group", a Company in the Group is referred to as "Group Company" and includes the Company, Mott MacDonald UK and their subsidiaries and associated companies.

**Date of Issue:** 14 October 21

#### **1. TERM:**

1.1 The term of your employment shall be for a fixed period of 48 Months commencing on the 01