



# DADI INSTITUTE OF ENGINEERING & TECHNOLOGY

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

**NAAC Accredited Institute**

An ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018 Certified Institute.

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

## 2017-18 PLACEMENTS 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	2018	BANKA VAMSI-9133156161	CSE	V SOFT CONSULTING- 040-48482789	4.5 LPA	3-12
2	2018	B. RAGAPRIYA-9292541475	CSE	HCL-1204024700	3 LPA	13-22
3	2018	K. SINDHUJA-9704808521	CSE	ACCENTURE-08041060000	3.5 LPA	23-28
4	2018	N. DIVYA RANI-9866303187	CSE	NTT DATA INFORMATION PROCESSING SERVICES PRIVATE LIMITED-80334260000	5.3 LPA	29-43
5	2018	VEDULA SAILAJA-8019222086	CSE	TECH MAHINDRA-04066361900	1.7 LPA	44
6	2018	BUDDHA SESIDHAR-9247626605	CSE	MIRACLE SOFTWARE SYSTEMS-0891-6696666	1.8 LPA	45
7	2018	GOLLAPALLI LAKSHMI PRASANNA-8985816526	CSE	PROSPECTA TECHNOLOGIES-0891-2507335	1.2 LPA	46
8	2018	V NAGA PRASAD	MBA	HDFC/KALAM TEXTILES LTD,7207776371	1.72LPA	47-49
9	2018	A KAVYA SAMHEETHA	MBA	POLICY BAZAR,9642322303	0.8LPA	50-51
10	2018	B.V S PHANI KRISHNA	MBA	PEOPLE PRIME/DIET,9885520090	0.8LPA	52-53
11	2018	Y S.V SAI CHAITANYA	MBA	FORDE/VMOULD/PEOPLE PRIME,,7032375588	1.2LPA	54-56
12	2018	M NEELIMA	MBA	PEOPLE PRIME,8297451952	0.8LPA	57
13	2018	MEENA SOWJANYA	MBA	PEOPLE PRIME,7794944385	0.8LPA	58
14	2018	R SAI LAKSHMI	MBA	PEOPLE PRIME/DIET,9398701114	0.8LPA	59-60
15	2018	R SAI LAKSHMI	MBA	FORDE,9398701114	1.44LPA	61
16	2018	V MOUNIKA	MBA	FORDE,88886399828	1.44LPA	62
17	2018	MS M D ARSHI AZMI	MBA	DOZCO,9032228457	1.46LPA	63
18	2018	MS M D NAZIM AARA	MBA	V MOULD,8125717386	1.2LPA	64-67
19	2018	DHATI DIVYA SRI,8374920722	EEE	TECH MAHINDRA, VIZAG 8374920722	1.73LPA	68-93
20	2018	M TARUN,9949290660	EEE	RANSTAD INDIA	1.88LPA	94-95
21	2018	V NAGA BHASKAR,8179959789	EEE	KALLAM TEXTILES LTD,+91-863-2344018	1.44 LPA	96
22	2018	G RAMA KRISHNA,8985558917	EEE	NAVITAS LIFE SCIENCES +91 44 4590 9000	2.76LPA	97-101
23	2018	K.SEKHAR	ECE	AZTECH	4LPA	102-104
24	2018	CH.NARESH	ECE	AARVI ENCON LIMITED	3.96LPA	105
25	2018	CHIRANJEEVI	ECE	INDIAN MONEY	1.44LPA	106-117
26	2018	M. TARUN KUMAR	ECE	TCS	3.36LPA	118-135
27	2018	N. MARY GRACE	ECE	CHANDU SOFT	1.37LPA	136
28	2018	N PRADEEP CHANDRA	ECE	BYJIUS	10LPA	137-140

		VARMA				
29	2018	D. PAVAN KUMAR	ECE	OSI DIGITAL	3LPA	141-143
30	2018	P. GANESH	ECE	HETERO LABS LIMITED	1.8LPA	144-146
31	2018	B RAJAPHANINDRA	ECE	ALIVIRA	1.44LPA	147
32	2018	D.SANTOSHI SOUNDARYA	ECE	CONCENTRIX	2.7LPA	148
33	2018	J. BHARAT NARAYANA	ECE	IGNITARIUM	5LPA	149-150
34	2018	D. MOUNIKA	ECE	JUSTDIAL	1.83LPA	151-154
35	2018	R. JYOTHIRMAI	ECE	CAPGEMINI	11LPA	155-169
36	2018	P. KUSUMA	ECE	HCL TECHNOLOGIES	2.27LPA	170-183
37	2018	B. SANTHI	ECE	ACCENTURE		184
38	2018	V.GANGA RAJU	ECE	L & T	4.4LPA	185-191
39	2018	M HIMA BINDU	ECE	CHANDU SOFT	1.3LPA	192
40	2018	K.P. CHANDRA SEKHAR	ECE	CHANDU SOFT	1.3LPA	193
41	2018	K JAGADEESWARA RAO	MBA	IDFC BANK	2.14	194-208
42	2018	A VISHNU VARDHAN REDDY	MBA	TECH MAHINDRA	4.1	209-234
43	2018	P SATYANARAYANA	MBA	IDFC BANK	2.6	235-249
44	2018	J LEELA KRISHNA	MBA	HDB HOUSING FINANCE	1.69	250-262
45	2018	G NAGAMANI	MBA	BRANDIX APPEAREL IND PVT.LTD		263-264
46	2018	D VAMSI	MBA	INFOFACTORS	4.5	265
47	2018	N shyam Kumar Yadav,9154499835	EEE	FALCON AUTOTECH	4.2 LPA	266-267
48	2018	D J Brahmaya, 8374027381	EEE	RIGHTEOUS TECHNOLOGY PVT LMD	3.2LPA	268-271
49	2018	K V S B Akhil,8142853460	EEE	NTT DATA SERVICES	3.22LPA	272-285
50	2018	P Divya	ECE	RECS Polytecnic	2.0LPA	286
51	2018	K Lavanya	ECE	Chandusoft	1.22LPA	287
52	2018	Baby Surisetti	ECE	Sesillis Solutions	1.8LPA	288
53	2018	A.SAI BABU	CIVIL	SACHIVALAYAM	1.80	289
54	2018	CH.JAGADEESWARA RAO	CIVIL	SACHIVALAYAM	1.80	290-291
55	2018	G.NAGA NOOKESH	CIVIL	DODLA DAIRY LIMITED	1.62	292
56	2018	K.SURESH	CIVIL	SACHIVALAYAM	1.80	293
57	2018	M.HARITHA	CIVIL	SACHIVALAYAM	1.80	294
58	2018	N.RAGHAVENDRA AVINASH	CIVIL	PATRA	1.45	295-296
59	2018	N.TATAJI	CIVIL	GOGULA CONSTRUCTIONS PVT LTD	2.52	297
60	2018	P.GANGA PRASAD	CIVIL	FOREST DEPARTMENT	4.50	298
61	2018	T.YADU KISHORE	CIVIL	MOUBT DIOS EDUCATIONAL SOCIETY	1.80	299-306

Date: **11<sup>th</sup> January 2022**

To  
**Mr. Vamsi Banka,**

Hig-95, Flat-204, Hina Homes, Marripalem Vuda layout, Visakhapatnam-530009.

**Dear Vamsi Banka,**

- 1** We are pleased to appoint you as "**Associate Software Engineer**" in our organization operating from Hyderabad India starting on **17<sup>th</sup> January 2022**.
- 2** As compensation for all services to be rendered, VSCCPL agrees to pay employee an Annual salary not less than Rs. Rs. 5,00,000/- (Rupees Five Lakhs Per Annum). The salary set forth herein above shall be payable in accordance with the regular payroll practices of VSCCPL.
- 3** Our joining formalities will be initiated on your joining date at 12:00 PM (IST)
  - (a) Certificates supporting all your educational qualifications along with marksheet
  - (b) Latest 3-month salary slips along with Bank Statement
  - (c) Offer letter from previous company
  - (d) Relieving letter from all previously worked organizations
  - (e) Service/Experience certificate from all previously worked organizations
  - (f) Address proof (if it is different from permanent address mentioned in Aadhar)
  - (g) Two color passport size photographs
  - (h) Passport
  - (i) Pan Card
  - (j) Aadhar
  - (k) Form 16 (if applicable)
- 4** Your appointment has been based on the information furnished by you. However, if there is any discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, we at our sole discretion have the option to revise/cancel your offer.
- 5** Your office timings will be from 12:00 PM to 09:00 PM IST
- 6** Every individual will be on probation period for six (6) months from the date of appointment. During this period, you would be monitored on your performance and upon non-performance of duties, termination can be offered immediately without prior notice and without paying any compensation.
- 7** Please sign the duplicate copy of this letter and return it to us as a token of your acceptance of this appointment and intimate us within a day and date of your joining our organization.
- 8** As a new member of **V-SOFT CONSULTING**, we look forward to a long and mutually beneficial association with you.

Very Truly,  
For, **V-SOFT CONSULTING CORPORATION PRIVATE LIMITED**



**Ms. Roopaly Ganguly Mukerji**  
**Human Resource Manager**



## **ANNEXURE-A**

### **EMPLOYMENT AGREEMENT**

**DATE: 11<sup>th</sup> January 2022**

**PLACE: Hyderabad**

#### **PARTIES:**

The parties to this Agreement are V-Soft Consulting Corporation Private Limited a place of business at Incor 9, 3rd Floor, Kavuri Hills, Madhapur, Hyderabad, Telangana – 500033.

And

Mr. Vamsi Banka, residing Hig-95, Flat-204, Hina Homes, Marripalem Vuda layout, Visakhapatnam-530009.

#### **BACKGROUND:**

**VSCCPL** is a private limited company formed in Telangana State and qualified to do business in various states in India. **VSCCPL** provides quality software production and full-service consulting house. **VSCCPL** spends significant amount of money recruiting and training its employees, bringing and acclimating them to the field of systems marketing and providing other services because of the time and expense expended by **VSCCPL**, and because other companies will attempt to hire **VSCCPL** employees, it is reasonable that employees agree to the terms and conditions of this Employment Agreement as a condition of employment.

#### **AGREEMENTS:**

NOW, THEREFORE, in consideration of the mutual covenants, conditions and agreements as hereinafter set forth, the parties agree as follows:

##### **1. EMPLOYMENT:**

**VSCCPL** hereby employs the Employee and the Employee hereby accepts employment upon signing the terms and conditions set forth herein and in 'Exhibit A' attached hereto.

##### **2. DUTIES:**

- I. Employee shall perform the duties as detailed in the Employment Offer and as set forth herein. Employee may be required to work at clients' locations anywhere in India or at any of the **VSCCPL**'s facilities worldwide for extended periods.
- II. **VSCCPL** in its sole discretion shall have the right at any time during the term of this Agreement to assign the Employee to perform duties different in any manner whatsoever from the duties originally assigned and specified.
- III. Employee to Serve as Officer if selected. Should the Employee be elected or appointed a director or officer of the Company during his employment the employee shall serve in such office without further compensation. The Company is not required by this agreement to cause the election or appointment of the employee.





### **3. EXTENT OF SERVICES AND NO DUAL EMPLOYMENT:**

As long as employee is employed in **VSCCPL**, employee shall devote his full time to the business of **VSCCPL** and shall not participate directly or indirectly in any capacity in any business or activity that is in competition or not with **VSCCPL**. The Employee shall devote his/her entire time, and attention to the employer's business and shall not during the term of this agreement be engaged in any other business or activity whether or not such business activity is pursued for gain, profit or other pecuniary advantage. The employee is prohibited from engaging in additional employment (dual employment) or profession till employee is employed in **VSCCPL** in the sense that an employee cannot take up dual jobs. The employee is prohibited from engaging in additional employment or profession till they're under services of **VSCCPL** and if **VSCCPL** came to know about such dual employment by any employee, **VSCCPL** can forthwith terminate such employee and recover damages caused to **VSCCPL** from such employee who breached this stipulation of engagement of dual employment and such damages will be estimated by **VSCCPL**. The Employee further agrees that he will perform all of the duties assigned to him to the best of his ability and in a manner satisfactory to the employer that he will truthfully and accurately maintain all records, preserve all such records and make all such reports as the employer may require; that he will fully account for all money and all of the property of the employer of which he may have custody and will pay over and deliver the same whenever and however he may be directed to do so. The employees are requested to make their own arrangements with regards to traveling.

### **4. NON-SOLICITATION OF CUSTOMERS AND SUPPLIERS:**

- a) In consideration for employee's employment hereunder and in recognition of the fact that **VSCCPL**'s relationships with its customers constitute a substantial part of **VSCCPL**'s goodwill, employee agrees that, for two (2) years after termination of employee's employment for any reason employee shall not, directly or indirectly, in any capacity, solicit or accept business, provide consulting, marketing services of any kind to or perform any of the services offered by **VSCCPL** for, any of **VSCCPL**'s customers, **VSCCPL**'s customers' clients, or any prospect of **VSCCPL** to whom a presentation has been made within the preceding six month.
- b) In the event that employee breaches the covenant set forth in Paragraph above, then, as liquidated damages, employee will pay to **VSCCPL** a sum equal to three months' salary to **VSCCPL**. Employee recognizes and agrees that the damages resulting from the breach by employee of the covenant set forth in Paragraph 4(a) would be incapable or very difficult of accurate determination, and that the amount of liquidated damages set forth in this Agreement is a reasonable forecast of just compensation to **VSCCPL** for the harm that would be caused to **VSCCPL** by employee's breach. Employee acknowledges that these liquidated damages provision is not a penalty assessed against employee and agrees that **VSCCPL** may elect to assert its right to liquidated damages or seek actual damages in **VSCCPL**'s sole discretion.

### **5. RESTRICTIVE COVENANT NOT TO COMPETE:**

- I. During the period of employment with **VSCCPL**, its successors, or assigns, including any corporation, under this agreement, employee shall not engage in or participate in the business of the **V-SOFT CONSULTING**, directly or indirectly, as a partner shareholder, officer, director, employee, consultant, independent contractor, agent or otherwise other than by working for **VSCCPL** or its successors or assigns.

- II.** The Employee agrees that during the employment and for a period of two years (2) after the termination of his employment for any reason, he will not directly, or indirectly, individually or together or through any affiliate or other firm, request, advise, solicit, entice, persuade, induce, approach or council or attempt to request any employee, insurance broker, consultants, agents, client or customer of **VSCCPL** to withdraw, curtail, cancel, terminate, alter or refrain from extending or renewing any contractual or other relationship of such employee, broker, agent, client, or customer to commence a similar or substantially similar relationship with the employee or any of his affiliates, or any competitor of **VSCCPL**.

**Future Competitive Business:**

The Employee agrees that he will not, for a period of two years (2) after the termination of his employment for any reason, engage in any way, directly or indirectly, in any business competitive with the Employer's or Employer's customers business, nor solicit, or in any manner work for or assist any competitive business in any country in which the Employer or the Customer are marketing their products or services or contemplating marketing their products or services.

**Failure to comply:**

Employee recognizes and agrees that the damages resulting from the breach by Employee of the covenant set forth would be incapable or very difficult of accurate determination, and that the amount of liquidated damages set forth in this Agreement is a reasonable forecast of just compensation to **VSCCPL** for the harm that would be caused to **VSCCPL** by Employee's breach. Employee acknowledges that these liquidated damages provision is not a penalty assessed against Employee and agrees that **VSCCPL** may elect to assert its right to liquidated damages or seek actual damages in **VSCCPL**'s sole discretion. In no event will the liquidated damages be less than Rs. 2,50,000 per client or and per employee or and per occurrence.

**6. NON-SOLICITATION OF EMPLOYEES:**

The Employee shall not, during his employment with **VSCCPL** and for two (2) years following termination of Employee's employment with **VSCCPL**, for any reason whatsoever, directly or indirectly, individually or together or through any affiliate or other firm, employ or attempt to employ or solicit or induce, or attempt to solicit or induce or encourage, any employee, current or future employee of **VSCCPL** to leave **VSCCPL**'s employment or to seek or take employment other than with **VSCCPL**.

**7. NON-POACHING:**

Employee covenant and agree that during his employment with **VSCCPL** or even after separation, employee will not solicit or attempt to solicit, directly or by assisting others, any person who is an employee of **VSCCPL** or any affiliate of **VSCCPL** to leave the employment of **VSCCPL** or such affiliate and agree not to interfere with, solicit or endeavor to entice away the employment of, employ or negotiate or arrange the employment to **VSCCPL** staff/employees of internal offshore or offshore employees or external employees or engagement by any other person/company, of any person who to employee's knowledge is or was in a managerial, or executive of **VSCCPL** Protected Business and whose departure would damage the Protected Business of **VSCCPL** and with whom employee had personal dealings during engagement with **VSCCPL** as an employee or even after employee separation would be treated as breach of this clause and employee shall agree not to induce or poach **VSCCPL** employees and also undertake desist from harming reputation to **VSCCPL** by any means and any breach in this clause would entitle **VSCCPL** to set the Criminal Law into motion against employee for defamation and also set Civil Law into motion against employee claiming damages for causing direct or indirect damages for loss caused to **VSCCPL** due to inducement or poaching any employee to leave **VSCCPL** damaging **VSCCPL** protected business and also loss of reputation to **VSCCPL** and for recovery of the damages from each employee not less than Rs.5,00,000/-.

**8. UNAUTHORIZED DISCLOSURE OF CONFIDENTIAL INFORMATION:**

**(a) Access to Confidential Information:**

The employee recognizes and acknowledges that he has had and have access to Property of **VSCCPL** and certain Confidential Information of **VSCCPL** and that such information constitutes valuable, special and unique property of **VSCCPL**.

**(b) Property of VSCCPL:**

All records, forms, supplies or reproduced copies, provided and furnished by **VSCCPL** to the Employee, or obtained by the Employee during the performance of his services under this agreement, and/or the prior agreements shall remain the property of **VSCCPL** such records, forms, and supplies shall include, but not be limited to, such things as: Documents; interoffice memos; records, software, magnetic storage media, any correspondence, regardless of the author, notebooks; client lists; or any such other supplies provided by **VSCCPL**. It is expressly understood that the Employee's license to the possession of said records, forms or supplies, or any copies thereof, are to fulfill his obligations to **VSCCPL** under this Agreement and/or the prior agreement, and he has no other right or proprietary interest in those documents.

- i. When employed by **VSCCPL**, and for a period of two years thereafter, Employee shall not, directly or indirectly, disclose to anyone outside of **VSCCPL**, to any person, partnership, company, or to any other business or governmental agency without the express written consent of **VSCCPL** any Confidential Information or use any Confidential Information (as hereinafter defined) other than pursuant to the employment by and for the benefit of **VSCCPL**.
- ii. The term "Confidential Information" as used throughout this Agreement means any and all trade secrets of **VSCCPL** and any and all data or information not generally known outside of **VSCCPL** whether prepared or developed by or for **VSCCPL** or received by **VSCCPL** from any outside source. Without limiting the scope of this definition, Confidential Information includes any customer files, customer lists, employee lists and their contact information, sales commission structures, any business, marketing, financial or sales data, plan, or survey; and any other record or information relating to the present or future business, product or service of **VSCCPL**. All Confidential Information and copies thereof are the sole property of **VSCCPL** and shall be returned to **VSCCPL** upon termination of Employment or anytime **VSCCPL** requests to return the information.
- iii. The Employee agrees, recognizes, and acknowledges that a breach of this nondisclosure clause in this agreement constitutes misappropriation of trade secrets and confidential information.
- iv. When employed by **VSCCPL**, and for a period of two years thereafter, Employee shall not, directly or indirectly, disclose or threaten, intentionally or negligently allow or assist others in using the Company's confidential information in any way inconsistent with or contrary to the terms of this agreement, or the instructions or interests of **VSCCPL**.
- v. The Employee agrees to return all originals and copies of all documents or other media and tangible property containing the Company's confidential information to the Company at the time the employment relationship is terminated.



**9. CONFIDENTIALITY OF CUSTOMER LIST:**

Since the list of the Company's customers is a valuable, special and unique asset of the Company, the Employee agrees that during or after the term of his or her employment, not to reveal the list, or any part of it, or other trade secret to any person, firm, corporation, association, or any other entity. The Company shall be entitled to restrain the Employee from disclosing the list, or any other trade secret, or from rendering any services to any entity to whom the list has been or is threatened to be disclosed. The right to an injunction is not exclusive, and the Company may pursue any other remedies it has against the Employee for a breach or threatened breach of this condition, including the recovery of damages.

**10. OFFICE GUIDELINES:**

Employees hereby agree to follow the Office Guidelines as issued by the employer in the annexure and strictly adhere to the guidelines. Employer can recourse or resort to disciplinary action on the failure of the employee in those duties reflected in the office guidelines it affects the company's Business, reputation, the employee shall be fined for the damages and necessary action will be taken.

**11. COMPANY PROPERTY:**

Employee hereby agrees to take Necessary Care diligence to protect, maintain, handle company's property within the premises during the working hours and hereby he agrees that any kind of misbehavior, mishandling, any kind of commission or omission observed shall be liable to be penalized both civil and criminal. Employee shall not disturb work atmosphere and culture with his Access to place of work during and after the working hours. The term company's property include Computers, Air conditioners, Furniture, Networking, Office Stationary, any moveable, immovable properties in the premises of place of employment. Employees shall not use the access to communication lines like internet, ISD, VOIP for personal purpose and should not use for illegal purpose like accessing the Porn Sites, Chatting Illegal usage of E-Mails, Hacking Etc. Employees are personally liable for any kind of acts. Internet shouldn't be used for any kind of activity, which is illegal and unlawful as per IT acts. Employee shall strictly adhere to the networking policy as per company norms

**12. NON-PIRACY:**

In consideration for the employment, compensation and benefits set out in this agreement, the Employee agrees that the Employee shall refrain, either individually or in concert with an affiliate, from doing business with, receiving orders or accepting revenue from, brokering any transactions with, or otherwise dealing in any business, commercial or professional situation with any supplier, employee, customer, or listed prospect of the Employer, who was a supplier, employee, customer or listed prospect of the Employer, at any time during the tendency and duration of the relationship and two years after the relationship between the Employee and the Employer.

**13. EQUITABLE RELIEF:**

The employee represents that due to his/her education and qualifications and the significant consideration, training which he will receive pursuant to the agreement, his/her ability to earn a livelihood would not be impaired if **VSCCPL** is granted in equitable relief to enforce the obligations set forth in this agreement.



**14. AT WILL RELATIONSHIP**

**VSCCPL** employs Employees at will and may terminate the employment relationship at any time, for any reason. Likewise, subject to the terms of this agreement, Employee may resign at any time, with at least two-months of prior notice. During the notice period the salary thereof will be paid during the final settlement only. If an employee is terminated on grounds of non-performance, no notice period, no compensation will be given and no claims to it will be entertained.

**15. INJUNCTIVE RELIEF**

Employee consents and agrees that, upon the breach of the covenants contained in this Agreement and in addition to any other claim or cause of action **VSCCPL** may have, a restraining order and/or injunction may be issued against Employee.

**16. ENFORCEABILITY**

If any provision of this Agreement is held by a court of competent Jurisdiction to be invalid or unenforceable, the remainder of the Agreement shall remain in full force and shall in no way be impaired.

**17. ATTORNEY BILL COLLECTION FEES**

Upon a breach of this Agreement by Employee, Employee agrees to pay **VSCCPL** its costs, including all attorneys and collection fees incurred or paid by **VSCCPL** in enforcing the terms of this Agreement, whether or not a legal action is filed. Employee further agrees that all outstanding moneys that the Employee owes **VSCCPL** under any of the clauses under this Agreement will carry an interest of 1.5% per month commencing thirty days from the date of the termination of employment. Employee further agrees that **VSCCPL** may withhold from the Employee's paychecks any amounts owed to **VSCCPL** by the Employee. The employee's failure to comply with the provisions of the sections shall give **VSCCPL** the right to terminate any benefits or compensation or and employment to which the employee may be otherwise entitled.

**18. OWNERSHIP OF RESULTS OF SERVICES**

**VSCCPL** shall own, and Employee hereby transfers and assigns to it, all ownership of the results and proceeds of Employee's services. Rights of every kind and character throughout the work, in perpetuity, in and to any material and/or ideas written, suggested, or submitted by Employee hereunder and all other results and proceeds of Employee's service hereunder, whether the same consists of literary, dramatic, mechanical or any other form of works, themes, ideas, creations, products, or compositions that arose or were created during Employee's employment. Employee agrees to execute and delivery to **VSCCPL** such assignments or other instruments as **VSCCPL** may require from time to time to evidence.

**19. NO PRIOR AGREEMENT**

Employee represents and warrants that he/she is not a party to or otherwise subject to or bound by the terms of any contract, agreement or understanding which in any manner would limit or otherwise affect his/her ability to perform his obligations hereunder, including, without limitation, any contract, agreement or understanding containing terms and provisions similar in any manner to those contained in this Agreement.

**20. BINDING AGREEMENT**

This Agreement shall be binding upon and inure to the benefit of each Party hereto.



## **21. GOVERNING LAW**

This Agreement shall be governed by and construed in accordance with Indian laws without regard to the application of conflict of law principles, and the parties agree that any legal suit, action or proceeding arising out of or relating to this agreement must be instituted in a State or court in Hyderabad, Telangana and they hereby irrevocably submit to the jurisdiction of any such court.

Employee agrees that he/she has read and understands the terms of this agreement, has and an opportunity to ask any questions, clarifications and to seek the assistance of legal counsel's advice regarding the above employment terms, and is not relying upon any advice from **VSCCPL** in this regard.



**EXHIBIT A**

**Employment:** VSCCPL employ’s **Mr. Vamsi Banka** to render exclusive and Full-time service as **“Associate Software Engineer”**

**Duties:** The Employee shall devote his or her best efforts to the affairs of VSCCPL and shall perform such duties as shall be directed by the reporting manager/Head-India operations.

**Location of Work:** Employee shall provide services on **VSCCPL** projects and/or **VSCCPL** client projects either at **VSCCPL**’s location or at the client’s location. The Employee may be required to work at client’s location anywhere in the India for extended periods of time and subject to relocation at such time as project comes to end.

**Compensation:** As compensation for all services to be rendered, **VSCCPL** agrees to pay Employee an Annual salary as mentioned in Page 01. The salary set forth herein shall be payable in accordance with the regular payroll practices of **VSCCPL**.

**Appraisals:** Performance appraisal for employees is done once each year.

BY SIGNING THIS EXHIBIT, A, ATTACHMENT TO THE EMPLOYMENT AGREEMENT, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD ALL OF ITS PROVISIONS AND THAT I AGREE TO BE FULLY BOUND BY THE SAME.

**Employee**

**V-Soft Consulting Corporation Private Limited**

Sign.....

Sign.....

Name.....

Roopaly Ganguly Mukerji  
Name:.....

Date:.....

11<sup>th</sup> Jan 2022  
Date:.....

**Note: - You would be under service agreement with the organization for 24 months from your Date of joining you have to submit one of your original certificates.**



## COMPENSATION STRUCTURE

Your individual compensation is strictly between yourself and the Company. It has been determined based on various factors such as your job, skills, specific background and professional merit. This information and any changes therein should be treated as personal and confidential.

### Salary Breakup

Annexure	Per Annum	Monthly
<b>CTC</b>	<b>500000</b>	<b>41667</b>
LESS: P.F. (Employers Contribution)	21600	1800
<b>CTC AFTER EPF</b>	<b>478400</b>	<b>39867</b>
LESS: ESI (Employers Contribution)	0	0
<b>GROSS SALARY</b>	<b>478400</b>	<b>39867</b>
BASIC	250000	20833
HRA	100000	8333
LTA	25000	2083
SPECIAL REIMBURSEMENTS	0	0
OTHER ALLOWANCES	103400	8617
<b>GROSS SALARY</b>	<b>478400</b>	<b>39866</b>
LESS:P.F. (Employees Contribution)	21600	1800
LESS: ESI (Employees Contribution)	0	0
LESS: PT	2400	200
LESS: TDS	0	0
LESS: MEAL COUPONS		
<b>TAKE HOME SALARY</b>	<b>454400</b>	<b>37866</b>

The salary will be processed on last workday of each month. However, if it falls on a holiday, salary will be paid on the next working day. The monthly pay slips will be made available electronically.



## OFFER & APPOINTMENT LETTER

Offer Release Date: January 27, 2022

Dear Beesetty Raga Priya,  
17-4-103, Gavrapalem,  
Anakapalli, Visakhapatnam, Vishakapattanam,  
Andhra Pradesh, India, 531002

Dear Beesetty Raga Priya,

Congratulations! With reference to the interviews conducted by HCL Technologies Ltd (**herein referred as "HCL" or "Company"**), we are pleased to inform you that you have been selected for employment in our organization as Software Engineer in band E1.

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on **January 28, 2022** at 9:00 A.M at the following address **BengaluruSEZ-T4-U2-1,2,3-ex4,7-ex2,8-4-6**. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure , BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s)

Your Total Compensation will be **INR 2,75,000** per annum, outlined in [Annexure I](#).

You will be required to sign a service agreement of **24 months** with a surety amount of **INR 1.25 Lakhs**. This amount shall be payable to the Company only on the event of your separation from the company before **24 months** from the date of Joining.

You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in [Annexure II](#).

On the date of joining, you would be required to submit the documents listed in [Annexure III](#). Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

[Annexure IV](#) provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

Please share your acceptance to offer as a confirmation within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,  
For HCL Technologies Ltd.

**HCL TECHNOLOGIES LTD.**

Corporate Identification Number: L74140DL1991PLC046369

B-39, Sector 1, NOIDA 201 301, UP, India.

T: +91 120 4024700, 3337000 F: +91 120 2425833

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

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

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



**Amrita Das**

**Vice President, Head-Global Rewards**

**Annexure 1**

<b>COMPENSATION PLAN</b>	
<b>Name</b>	Beesetty Raga Priya
<b>Band</b>	E1
<b>Designation</b>	Software Engineer
<b>City</b>	Bangalore
<b>Monthly Components (in INR)</b>	
Basic Salary	15,744
House Rent Allowance	839
Advance Statutory Bonus	3,149
Holiday Allowance	-
Food Wallet	-
Flexi Basket*	-
Compensatory Allowance	-
TOTAL: Monthly	19,732
<b>TOTAL: Monthly Components : Annualized</b>	<b>2,36,784</b>
<b>Retirals &amp; Other Benefits (in INR)</b>	
Provident Fund	22,671
Medical Insurance Premium/ESIC	6,467
Gratuity	9,083
<b>TOTAL : Retirals</b>	<b>38,222</b>
<b>Variable Components (in INR)</b>	
Performance Bonus (in Rs.)	-
Engagement PB (paid monthly) @ 100% achievement levels	-
<b>TOTAL: Variable Components</b>	<b>-</b>
<b>COST TO COMPANY</b>	<b>2,75,006</b>
<b>Flexi Basket Details</b>	
	Max Sub limits (p.a.)
Fuel Reimbursement and Car Maintenance Charges	-
Leave Travel Assistance / Allowance	-
Car Lease Rental	-
<b>TOTAL : Annual Flexi Basket</b>	<b>-</b>
<i>Employee has an option of availing all, some or none of the Flexi Basket across various components as per annual limits and entitlements mentioned in the CTC sheet. Based on the individual declaration and actual reimbursements, any unclaimed amount will be paid as taxable to the individual</i>	
<b>Insurance &amp; Medical Benefits (in INR)</b>	
	Max Sub limits (p.a.)
Hospitalization cost reimbursement limit	-
Term life Insurance Cover	2,000,000
Disability cover due to accident (upto)	1,800,000
<b>NOTE:</b>	
1. Bserv E0.1 and E0.2 employees are to be considered under Semi-skilled Category. All other employees are under Skilled category	
2. All salary components are governed by the company policies and statutory guidelines.	
3. This salary sheet is strictly confidential and must not be discussed with anyone other than your HCLT Reporting Manager and/or your HR Manager.	
4. Any personal tax liability arising out of compensation will be borne solely by the employee.	
5. Gratuity to be payable as per act	

## ANNEXURE II

### Welcome aboard...

It is often said that an organization can grow only if it empowers its employees to grow! At HCL, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you, this is to be read in conjunction with the offer letter as attached.

### GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

#### 1. Location

As you are aware that HCL is coming up with IT/ITES SEZ Operating Units in some cities; till the time SEZ campus becomes operational, you may be assigned to another facility in the city of posting - Bangalore.

#### 2. Medical Check up

Your employment is subject to you being declared medically fit by the company doctor.

#### 3. HCLT Training Program:

Training (classroom/on the job) sessions will be conducted after your joining.

The training period may be either extended or may be deemed completed earlier, at the discretion of the Management. You shall continue to be under probation, unless specifically confirmed in writing.

#### 4. Increments and promotions

Your growth in terms of role, compensation etc. in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 12months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter thereafter.

#### 5. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party **90 days'** advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the "Basic" component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the "Basic" component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of 90 days' notice may be extended, if mutually agreed by you and the Company.

On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

#### 6. Agreements

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

## 7. Background and Reference Check

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process.
- The company may also undertake reference check through at least two professional references submitted during the process of selection. • In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies.

## 8. Working Hours

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

## 9. Mobility

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises.

## 10. Deputation/ Transfer

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

## 11. Retirement

You will retire from service on attaining superannuation at the age of 55 years.

## 12. Other benefits

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

## 13. Correctness of the Details Furnished

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

## 14. Data Protection:

- a. The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
- b. The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
- c. The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.

- d. During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.
- e. The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

## 15. Other Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of HCL as applicable to you and the changes therein from time to time.

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment Policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include up to termination of your employment with HCL.

You agree not to undertake employment whether full time or part time, as the Director/ Partner/member/employee of any other organization or entity engaged in any form of business activity without the consent of HCL . The consent may be given subject to any terms and conditions that the company may think fit and may be withdrawn at the discretion of the company.

### Annexure III

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL	
S.No.	Particulars (To be submitted to the Recruiter/Online of the BGV link)
1	<b>Highest Qualification</b> - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	<b>Permanent/Current Address Proof</b> – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	<b>Previous Employer</b> – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	<b>Identity Verification</b> - Copy of valid passport and PAN card required
<b>Additional documents (To be submitted on request – Only if required)</b>	
<ol style="list-style-type: none"> <li>1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail</li> <li>2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.</li> </ol>	
<b>Things to Remember</b>	
<ol style="list-style-type: none"> <li>1. The information provided in Resume and background verification form must be same.</li> <li>2. Information provided in background verification form must be accurate.</li> <li>3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).</li> <li>4. Any Gap in Employment or Education must be informed explicitly to the recruiter.</li> </ol>	
Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.	

**List of Documents required for joining / induction day (Hard Copies)**

S. No	Document Name	Number of Photocopies
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1
2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Passport –Front copy only - for Name & DOB proof.	1
4	10 <sup>th</sup> Mark sheet, only if passport is not available.	1
5	PAN CARD as ID Proof (Only if passport is not available)	1
6	Passport Size Photographs (Only with white background)	3

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are **0900 to 1830** IST.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside the campus.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

**Location of HCL Onboarding Team for joining formalities:**





S. No	Location	Address
1	NOIDA	<b>Mondays and Thursdays:</b> Triveni Induction Room, First Floor, KNMA Tower, Gate number 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) <b>Tuesdays, Wednesdays and Fridays:</b> Akashi Induction Room, Ground Floor, Tower – 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkam High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd, SAL (602), 6th Floor, Tower 4, Special Economic Zone (SEZ), 129, Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore – 562 106
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel,



		Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd, HCL IT City, SDC-01, 2nd Floor – Induction Room, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7, Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur
11	Coimbatore	State Street Hcl Services   Human Resources   Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014, Extn : 04226657526
12	Vijayawada	State Street HCL Services Private Limited Medha IT Towers, Third Floor, Kesarapalli, Gannavaram, Krishna District 521102

**ANNEXURE IV**

**EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS**

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

-  Basic Salary
-  Monthly Allowances
-  Variable Pay
-  Retirals & Insurances Benefit

 **Disclaimer:**  
 ***Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.***

The details for each component falling under these heads are explained as following:

**BASIC SALARY**

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

**MONTHLY ALLOWANCES**

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.
- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non- alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.
- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.



- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.
- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.
- **VARIABLE PAY**

The scope of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.

#### **Performance Bonus (PB):**

Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

**Engagement Performance Bonus (EPB):** Engagement Performance Bonus is a variable component payable on a monthly basis. This component allows employees to participate and take control of delivery excellence in their respective engagements. Payout of EPB will be based on EPB guidelines as applicable to the respective engagement.

#### **RETIRALS & INSURANCES BENEFIT**

You and your dependents will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

**Medical Insurance:** Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
  - By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
  - The premium payable depends on the dependants declared.
  - The hospitalization coverage limit will be same as defined in compensation structure.
  - Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
  - You may refer 'Medical Insurance policy' for further details.
- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948**.

Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

\*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

\*The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.
- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.
- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

**Disclaimer**

*You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice.*

*Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.*

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

HCL Technologies will correspond with you on the address & contact details mentioned below :-

**Permanent Address: 17-4-103, Gavarapalem,  
Anakapalli, Visakhapatnam, Vishakapattanam,  
Andhra Pradesh, India, 531002  
Email ID: ragha829@gmail.com  
Telephone Number: +91 9160706325**

**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

**Strictly Private and Confidential**

**25-Nov-2018**

**Kodukula Sindhuja**

**D/O KODUKULA SURYA SATYA NARAYANA RAJU DR-NO-2-52,VEDURUPARTHI,KASIMKOTA**

**7995356563**

Dear **Kodukula,**

We are pleased to extend an Offer to join Accenture Solutions Pvt. Ltd. ("Company") in our Advanced Technology Centers, India as per the below terms and conditions:

**Role - Application Development Associate**

**Career Level - Career level - 12**

**Talent Segment - Software Engineering**

Please refer to:

- Annexure I for the compensation and benefits details
- Annexure II for the documentation to be submitted by you
- Terms of Employment

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college with an aggregate of 65% or 7.25 CGPA or more, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

Version 7.0 (Nov 2018)

1

Candidate's Signature \_\_\_\_\_

Upon joining the Company, an Accenture specific training program will be conducted for a specific duration on the specific skill set assigned to you. Periodic tests will be conducted throughout this training program which you are expected to clear as per the standard process outlined below. You are required to score minimum 60% marks in each test to clear the Accenture specific training program. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 65% marks to clear the training. Your employment with Accenture is subject to your successful completion of this training as mentioned above. If you are unable to complete the Accenture specific training program in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

After acceptance of the Offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This Offer and your employment with Accenture are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

In the event a government body/Authority exercising its jurisdiction and statutory power/Authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/Authority without any notification to you. The above shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

After accepting this Offer, we encourage you visit Countdown to the Company -  
<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>.

This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history – as well as tips on how to develop yourself (and your career) in the future.

In case you have any feedback/ suggestion or have any query, feel free to write an e-mail to [campus.queries@accenture.com](mailto:campus.queries@accenture.com).

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,

ACKNOWLEDGED AND AGREED:



Mohan Sekhar  
Senior Managing Director  
Lead, Advanced Technology Centers, India

[Insert full legal name]

**ANNEXURE - I**  
**COMPENSATION & BENEFITS**

Annual Total Cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements	
	Annual (INR)
(A) Annual Fixed Compensation	314,225
(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)	26,709
Maximum Annual Total earning potential (A+B)	340,934
<b>(C) Additional Benefits</b>	
Gratuity as per law#	5,290
Insurance Premium (notional value)	3,776
Total Cash Compensation + Total Additional Benefits (A+B+C)	350,000

Annual Fixed Compensation

- Your annual fixed compensation is INR 314,225. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

**Note: For International Worker Only\***

- As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

\*As defined by applicable law from time to time.

If you are eligible to receive Statutory Bonus, such amounts will be paid (as per prevailing law) to you on an annual basis by November every year. Please note that your variable pay/variable bonus is inclusive of the Stat Bonus amounts if payable to you. Such stat bonus will be accordingly adjusted against variable pay and shortfall if any in stat bonus will be paid to you on an annual basis by the month of November. Excess variable pay post adjustment of Stat Bonus will be paid on annual basis as per Company payment cycle.

### Local Variable Bonus (LVB)

• As part of your annual total cash compensation, you are eligible to participate in the Local Variable Bonus program. At your career level, the annual target variable pay-out is estimated as INR 26,709. The LVB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in the Company during the year. The pay-out that you receive will depend on but not limited to your performance achievement and the performance of Advanced Technology Centers, India in the current Company fiscal year. Details of the program will be communicated to you separately. The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Local Variable Bonus guidelines.

### Benefits applicable for LVB Company financial year:

In addition to your annual total cash compensation, you will be eligible for following benefits, which will be governed by Company policy:

1. Effective your date of joining, Medical Insurance for self, spouse and 2 dependent children up to INR 300,000 per annum. Premium for this will be paid by the Company.

a. You have the option of availing Accenture negotiated rates to cover your parents, parents in-law & any additional child under a separate Insurance plan up to INR 500,000 per annum. The entire premium for this will have to be borne by you. This plan allows for coverage of pre-existing ailments.

b. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse and 2 dependent children
- 20% of such claims for parents, parents in-law and additional children under the separate

Insurance plan

2. Personal Accident coverage for self, up to three times your gross annual fixed compensation.

3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000

In addition to the above, you will also be eligible for the following benefits:

1. Gratuity as per law

2. One time relocation allowance subject to a maximum of INR 2,500 on submission of actual supporting as per policy.

3. Transport facility, as per Company guidelines, can be availed at no cost.

Details pertaining to relocation allowance will be provided to you at the time of joining the Company. In the unlikely event you choose to leave the Company, or your services are terminated, before the completion of 1 year of employment with the Company, the relocation assistance will be construed as debt due and payable by you and should be repaid on termination of your employment. Any dues payable by you on termination will be recovered from your final settlement to the extent possible. The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Medical Insurance, Personal Accident Insurance and Life Insurance and Relocation Assistance program guidelines.

**From the date of your joining, the compensation and benefits mentioned in this annexure will be applicable to you until any further communication from the Company.**

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

## **ANNEXURE - II**

### **Mandatory documentation at the time of onboarding:**

1. Two copies of your recent passport size photographs.
2. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
3. Copy of Degree/PG/Diploma (as applicable) certificates.
4. Passport copy, if available (if not please apply immediately).
5. Pan Card (Mandatory)
6. Copy of Aadhaar Card or copy of receipt of Aadhaar enrollment number



**NTT DATA Information Processing Services Private Limited**

Block 2, 2<sup>nd</sup> Floor, D7  
Plot No. 123, EPIP Phase II, Whitefield Industrial Area  
Bangalore 560 066 India  
Tel: +91.80.3342.6000



**Date: March 22, 2022**

**NUNNA VENKATA DIVYA RANI  
VISAKHAPATNAM  
INDIA**

**LETTER OF APPOINTMENT**

Dear **DIVYA RANI**,

Congratulations! We have pleasure in making an offer to you for the post of **Systems Administration Senior Associate-Bangalore**. We expect you to join the company on or before **March 25,2022**. You will be a part of the NTT DATA Information Processing Services Private Limited, ("NTT DATA") legal entity.

We believe that our employees form the basis of our success and are therefore our most valued assets. Accordingly, we have always believed in giving them the very best work environment and facilities that allows them to deliver results to their full potential. You can look forward to the same when you join us!

The other terms & conditions of your service are attached in the annexures.

We look forward to a long and mutually satisfying association with you and hope you find the atmosphere challenging and invigorating to realize your potential

Please sign the duplicate copy of this letter and return it to us as a token of your acceptance of the terms and conditions of employment offered to you. You can hand this over to the relevant authority on the day of joining.

Regards,

**SOWJANYA BOTLA**



Confidential

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CIN: U72900KA2011PTC060769 | [www.nttdataservices.com](http://www.nttdataservices.com)

## Annexure - A

Compensation and Benefits			
Name	<b>NUNNA VENKATA DIVYA RANI</b>		
Designation	<b>Systems Administration Senior Associate</b>	Grade	<b>5</b>
Joining Date	<b>March 25,2022</b>	Location	<b>Bangalore</b>
Fixed Compensation (A)			
Group 1	Monthly (₹)	Annual (₹)	
Basic Salary	₹ 15,000	₹ 180,000	
Group 2 (Allowances)			
The Flexible Compensation Plan (FCP) includes:			
. House Rent Allowance			
. Leave Travel Allowance			
. Children Education Allowance			
. Children Hostel Allowance			
. Professional Development Allowance			
. Meal Pass			
. National Pension Scheme			
. Fuel & Maintenance*			
. Special Allowance			
	₹ 19,979	₹ 239,746	
Group 3 (Retirals)			
Provident Fund (12% of Basic Salary) Employer's Contribution	₹ 1,800	₹ 21,600	
Gratuity (4.8% of Basic Salary as per the provisions of the payment of Gratuity Act 1972).	₹ 721	₹ 8,654	
<b>Total Fixed Compensation (Group 1 +Group 2+Group 3)</b>	₹ <b>37,500</b>	₹ <b>450,000</b>	
Variable Compensation (B)		PEP	
Annual potential discretionary variable incentive**	Min	Maximum	
	0%	11.00%	
	₹ -	₹ 49,500	
Annual earning potential including fixed compensation	₹ <b>450,000</b>	₹ <b>499,500</b>	
Additional Benefits (C)			
Employer Contribution towards Employee Health Insurance (GMC)***	₹	8,000	
Remote working allowance****	₹	24,000	
<b>Annual total benefits Cost</b>	₹	<b>32,000</b>	
<b>Total Compensation(Maximum cost to the company)</b>	₹	<b>531,500</b>	

\* PF contribution: If your basic salary is less than INR 15,000 per month, then for the purpose of PF computation and contribution, the sum total of basic salary and undeclared portion of the Special Allowance will be considered up to the extent of INR 15,000 per month. If your Basic salary is Rs. 15,000 or more, the PF contribution will be calculated on Basic Salary only.

\*\* You are eligible for the annual discretionary variable incentive pay as per the program (“PEP”) in accordance with the terms and conditions of the applicable program assigned to you based on your job and business unit. The annual discretionary variable incentive pay may differ as it will be funded and paid based on the Company’s performance and individual performance and subject to the terms and conditions of the program applicable at that time. The annual discretionary variable incentive pay stated above may be withdrawn, changed or modified by the Company at its sole discretion, from time to time and will be notified to you as per the Company policy.

\*\*\*There is no reimbursement of amount as this is a benefit provided by the Company to its employees and the premium payable towards the insurance will be borne by the Company which is subject to change year on year .Benefits under this Insurance Policy will be as per the rules of the insurance company.


\*\*\*\*This is applicable only for employees up to grade 11 where Company at its sole discretion allows or requires certain employees to work remotely on a formal basis and if the position is conducive to such an arrangement.”

Please note that only your total fixed compensation will be visible in our internal navigator system and the variable/additional benefits will be as per the company policy/program.

<p><b>Medical and Insurance Benefits</b></p>
<p><b>Hospitalization Insurance</b> You are covered under the Group Hospitalization Insurance Policy which covers self and eligible dependents for a maximum benefit of <b>INR 3,50,000</b>.</p>
<p><b>Personal Accident Insurance</b> You are covered under the <b>Personal Accident Insurance</b> for self as per Company policy.</p>
<p><b>Group Life Insurance Scheme</b> You are covered under the <b>Group Life Insurance</b> for self as per Company policy.</p>
<p><b>Other Benefits</b></p>
<p><b>Discretionary Advance against Salary</b> On confirmation, you will be eligible for discretionary salary advance upto a maximum of six (6) months basic salary for taking care of any medical emergencies for self and family members, as per the Company policy.</p>
<p><b>House Deposit Advance</b> You are eligible for house deposit / advance upto a maximum of 10 months' rent or 6 months HRA or actual advance payment whichever is lower, as per the Company policy.</p>
<p><b>Salary Advance</b> On confirmation, you will be eligible for salary advance up to a maximum of one (1) month gross salary for taking care of any personal emergencies for self, as per Company policy.</p>

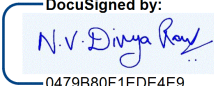
The above are subject to the policies of the Company, as applicable from time to time.

Yours sincerely,  
FOR NTT DATA Information Processing Services Private Limited

DocuSigned by:  
  
B2390DB3D79C4FC...

**ALLAH BAKASH**  
**ASSOCIATE DIRECTOR - TALENT ACQUISITION**

I agree and accept employment on the terms and conditions mentioned in the letter. I shall be reporting to work on \_\_\_\_\_.

Signature:   
0479B80F1EDE4E9...  
March 22, 2022 | 5:17 AM CDT

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

### Annexure - 1

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

- Your total compensation and benefits will be as per the enclosure as in **Annexure-A**. All the tax liabilities on the entire compensation, at present or in the future, shall be borne by you. The compensation is at a cost to company basis.
- You will be on probation during the first six (6) months of your joining the Company. You would be confirmed in the services of the Company based on your performance review at the end of the probation period. In case your performance is found to be unsatisfactory, your services are liable to be terminated or your probation period might be extended as per the discretion of the Management.
- Training: The Company may also send you to a location of its choice until the SEZ unit is ready for occupancy or to any location abroad for the purpose of specific skills training relevant to your employment with the Company. If your employment with the Company ends for any reason within the first twelve (12) months of the company sending you abroad for specific skills training, you will be required to repay to the Company, all of the costs paid to you or incurred on your behalf for this training.
- Your role, duties and responsibilities will be as assigned to you from time to time by your assigned supervisor(s) as authorized by the Company. You agree to serve the Company faithfully and perform such duties as may be entrusted by your assigned supervisor(s) as authorized by the Company from time to time.
- Transfer to Other Locations: Your services may be transferred to any one four Associate/Group companies or Units in India or Overseas to carry out any assignment arising out of the Company's business including transfers to any of its offices (or locations of its customers) in India or abroad on terms and conditions as applicable to such transfers. If this results in a change of your service conditions, the Company will issue you a prior communication of the same.
- Joining costs/expenses: The Joining Costs, as defined in Annexure 2, if applicable, will be paid to you along with your first month's salary. If your employment with Company ends for any reason within the first 12 months of joining, other than a termination without cause by the Company, you will repay the Company, all of the joining costs paid to you or paid on your behalf.
- During the term of your employment you agree to devote your entire energy, full and undivided attention exclusively to provide services to the Company/ its clients and commit that you will not represent, handle or otherwise undertake any other business activity, it being clearly understood that you will devote your full working time exclusively to the Company's work and business. You will not carry on, without prior permission in writing, any lecturing or any business, either alone or in partnership, or be directly or indirectly employed or be concerned with any business, trade or profession whatsoever as a principal or an agent or otherwise, take up any office or place/ position of profit or serve any other company as an agent/ partner/ employee or in any other capacity during the term of your employment with the Company. Breach of this condition shall lead to immediate termination of your services by the Company without any notice or compensation.
- You agree and represent to the Company that you are not subject to any other existing contract, which would affect or impede your ability to perform in accordance with this letter.
- This agreement may be terminated by providing a notice in writing on either side or salary in lieu of such notice. As per the Company's current policy, the notice period is 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Your relieving from the services however, depends on the satisfactory completion of any assignment(s) you are working on during the said notice period and the completion of hand over formalities as defined by your supervisor. Please bear in mind that the Company's policies (including the one pertaining to notice period / separation) are subject to changes from time to time and you will be communicated of those changes in a timely manner.

- The Company, at its discretion can waive the applicable notice and relieve you immediately upon paying you the base salary in lieu of the said notice period or can ask you to continue in service during the period of notice and need not necessarily accept salary in lieu of notice from you. The Company may, however terminate your services without any notice or compensation in the event of:
  - You remaining absent from work without authorization or reasonable explanation for more than three (3) consecutive days. It would be considered as voluntary abandonment of duties and your name would be struck off from the rolls. Further, you will be liable to pay the Company, including without limiting, an amount in lieu of the notice period.
  - Incompleteness of documents or misrepresentation of facts provided during the hiring process. Further, in addition to termination without any notice or compensation, the Company shall have the right to claim from you the damages equal to the amount spent by the Company in recruiting you and for conducting your background verification. You agree that the damages are most reasonable and are absolutely necessary and fully required to safeguard the bonafide interests of the Company.
  - Further, in addition to termination without any notice or compensation, the Company shall have the right to claim from you the damages equal to the amount spent by the Company in recruiting you and for conducting your background verification. You agree that the damages are most reasonable and are absolutely necessary and fully required to safeguard the bonafide interests of the Company.
  - Any breach or refusal to carry out your duties or responsibilities or refusal to carry out tasks assigned to you by those in authority.
  - Any reasonable suspicion of misconduct, disloyalty, commission/omission of an act involving moral turpitude, any act of indiscipline or inefficiency.
- It is hereby agreed by and between the parties that in case you leave the services of the Company out of your own will without serving on the Company the prescribed written notice or salary in lieu thereof, the same shall constitute a substantial breach. In such event, you agree that all sums advanced or to be advanced hereafter or paid or otherwise expended on your behalf or on your account and any other expenses lawfully incurred by the Company in connection with your probation/ training/ employment shall be paid back by you to the Company.
- Upon joining the Company you shall enter into the confidentiality undertaking as a condition of your employment hereunder. Upon the termination of your employment, you will return to the Company all papers, notes, records, documents and other properties that was used created or controlled by you or happened to come across or become known to you during your tenure of service relating to the business or affairs of the Company or any of its associates or branches or their clients and will not retain any copies or extracts of the same.
- You will be entitled to leave and other fringe benefits as per the policies of the Company that may be in effect from time to time.
- The Company is a member under the Provident Fund scheme and registered under the Employee Provident Funds and Miscellaneous Provisions Act, 1952. You will be required to be a member of the Provident Fund scheme subject to the act and rules.
- You hereby give your consent for carrying out background verification which may include education, past employment, criminal background check, pending litigation, medical test and any other verifications as may be required by the Company or its clients from time to time.

- This appointment is subject to:
  - You furnishing the Company with a relieving letter as requested on or before the date of joining from all your previous employers including your most recent employer.
  - The Company receiving satisfactory reports from all references cited in your application.
  - The Company may, at its discretion, require the background verification or any part thereof, to be carried out (i) prior to your joining the Company (ii) at any time after your joining the Company or (iii) as and when you may be assigned or seconded to its clients. In the event of your background verification being negative, the Company shall have the right at its sole discretion to initiate appropriate action including termination of your employment.
  - The Company receiving certification from designated medical practitioner as to your satisfactory physical condition.
- The Company has a Zero Tolerance policy towards unethical behavior:
  - If it comes to the notice of the Company at any time that any of the details provided by you is false, the Company reserves the right to terminate your services with immediate effect without paying any salary in lieu of the notice period.
  - Your conduct at all time should reflect observance of the national and local laws and the rules and regulations of the Company that are in effect. These may change from time to time and you have a duty to be in step with the changes. In all dealings with the Company and its clients and their organizations, the highest standards of propriety and integrity will be expected of you.
- The Company reserves the right to depute / transfer your services to any other location or group company in consistence with the Company's interest.
- At any time during your employment the Company, in its sole discretion, may require you to work remotely either temporary or on permanent basis in accordance with the Company's Global Remote worker policy. In such cases the employees are expected to have a suitable remote work area.
- You covenant and agree that for a period of one (1) year following your resignation, relieving, retrenchment or termination of your employment for any reason whatsoever, you shall not directly or indirectly do any of the following:
  - Solicit or accept any business from a person, firm or corporation that is a customer of the Company during the term of your employment with the Company.
  - Solicit or accept any business from any person, firm or corporation that is prospective customer of the Company with whom you had any dealings on the Company's behalf during the term of your employment with the Company.
  - Communicate with any customers of the Company, or communicate with any employee of the Company with the effect of enticing, or attempting to entice any employee away from the Company.
- Any delay or non performance of any of the provisions of this letter, to the extent caused by the condition beyond the control of the Company, including strike, lockouts, work stoppages (including industrial action of any kind which requires the Company and you to accept the terms of settlement) which the Company considers unacceptable to the business ("Force Majeure Event") shall not constitute breach of this letter and the time for performance of such provision, if any, shall be deemed to be extended, for a period equal to the duration of the conditions preventing performance. However, Force Majeure Event shall not include:



- Any event which is caused by the negligence or is intentional of any party to this letter.
- Insufficiency of funds.
  - The Company affected by an event of Force Majeure Event shall communicate to you of such event as soon as possible and in any not later than fourteen (14) days, following the occurrence of such event and will take all reasonable steps to mitigate the effects thereof.
  - When the Force Majeure Event ceases, the parties shall resume their responsibilities under the terms of this letter within seven (7) working days, or, if the same is not possible within the said time period, then as soon as reasonably and commercially possible.
  - In the event that a Force Majeure event materially frustrates this letter and has prevented, or if the Company reasonably believes that such event occurred to prevent, timely performance hereunder for a period of more than one (1) month, then the Company may temporarily take reasonable steps to mitigate its potential damage, including procurement of services from such other sources as will be satisfactory to meet the Company's requirement for the period of the Force Majeure Event. If a Force Majeure Event materially frustrates this letter and if the parties are unable to perform due to a Force Majeure Event for more than two (2) months, either party may terminate this letter without any further obligation, provided however, that any outstanding amounts are paid by the Company to you and vice-versa.

• The Company will collect and process certain personal information in relation to your employment with the Company. You hereby acknowledge and consent to the collection, use, storage and processing of your personal information, including Sensitive Information, for the purpose of administering your employment with the Company, including for the purposes of administering employment related benefits, maintaining employee records, and conducting background verification and performance reviews. You also agree and consent to the transfer or disclosure of your personal information and Sensitive Information to the Company's affiliates, parents, and third-party service providers. You acknowledge and accept that these recipients may be located within or outside of India, in a country which may have different data privacy laws applicable.

The term 'Sensitive Information' means and includes such personal information that relates to your passwords, physical, physiological, or mental health condition, sexual orientation, medical records, financial information and biometric information. You hereby consent to the processing of your personal information in the manner described above, whether by the Company or any service provider on behalf of the Company."

- You declare that you have not suffered or are suffering from any mental disease/ deficiency/ disorder and also declare that you are having sound physical and mental health to work with the Company.
- You declare that you have not been convicted by any civil or criminal courts of law in India/ abroad.
- You shall maintain a high level of ethics and code of conduct for a good and professional relationship at your work place. While on overseas deputation, as a representative of the Company, it is your moral responsibility to ensure that the image and reputation of the Company is not tarnished by your personal conduct.



- If you breach any of the restrictions imposed herein, you agree to be liable for payment of estimated liquidated damages as may be determined by this letter.
- You are required to join the Company on or before your start date failing which, the Company at its sole discretion reserves the right to revoke the offer made to you.
- You shall retire on the attainment of sixty two (62) years unless specifically communicated by the company in writing to continue in service beyond this age.
- You will be governed by the statutory regulations / provisions and the laws and policies of the Company applicable to your position, which may be framed from time to time.
- The agreement shall be construed in accordance with the laws of India. The parties agree to subject themselves to the jurisdiction of competent courts at Bangalore alone to try and adjudicate upon any matter concerning this agreement.
- Any change in the above address of either your or the Company's shall be duly informed to the other party by the party whose address has changed within a period of seven (7) days from such change.
- If no change has been intimated or received, the address mentioned above shall be deemed to be the address of the concerned parties.

**Acceptance**

In accepting employment with NTT DATA Information Processing Services Private Limited, I hereby agree to abide by the terms and conditions set out in the above offer of employment and all policies and regulations of the Company as may be amended from time to time.

**Annexure - 2****I) JOINING COSTS****A) Sign-on Bonus (where applicable)**

I understand that NTT DATA or a subsidiary or affiliate of NTT DATA (collectively, "NTT DATA") will pay me a one-time sign-on bonus associated with my employment with NTT DATA.

In consideration of such payment and my employment with NTT DATA, I agree that if my employment with NTT DATA ends within the first 12 months of my Hire Date\*, either because I resign (regardless of the reason) or because NTT DATA terminates my employment for cause (as determined by NTT DATA in its sole discretion), I will repay to NTT DATA, depending on my length of service, all or part of the sign-on bonus or relocation paid to me (as per the calculation at the end of the sheet). I agree that this repayment obligation cannot be waived except by a written agreement signed by appropriate representatives of NTT DATA.

**B) Relocation Entitlement (where applicable)**

NTT DATA provides a lump sum allowance to new lateral hires to cover relocation expenses such as: Travel, Accommodation, Shipping of personal goods or other miscellaneous relocation related expenses. Whether the Company offers a lump-sum allowance to a new lateral hire is at the Company's sole discretion. The amount is based on the job grade and will be credited to the salary account of the employee in the first available pay cycle. A lump sum allowance paid to the new lateral hire is subject to applicable taxes.

**Termination of Employment**

If I terminate my employment voluntarily or is terminated for performance (including, but not limited to, gross misconduct, theft, etc.), within the first 12 months of the Joining Date, I will be required to reimburse NTT DATA for any relocation allowances made to me on a prorated basis.

The amount that must be repaid (referred to as the "Repayment Amount") will be determined using the following formula:

Total Relocation x [(12-Full or Partial Months of Service) ÷ 12]

For example, if NTT DATA pays a new lateral hire a relocation lump sum of Rs. 10,000 for relocation to the new location, and the new lateral hire quit his/her employment with NTT DATA after being employed for 5 months, amount the new lateral hire must repay to NTT DATA is Rs. 5,833.33 computed as follows:

Rs. 10,000 x [(12-5) ÷ 12].

**C) Notice Period Buyout (where applicable)**

If my employment ends within the first 12 months of my hire date\*, either due to my resignation (regardless of the reason) or because NTT DATA terminates the employment for cause (as determined by NTT DATA at its sole discretion), I will be required to repay to NTT DATA the entire notice period that has been bought out by NTT DATA at the time of my joining. Gross up on notice period buyout will be done on a case to case basis depending on the tax treatment availed in the previous employment/s. You need to submit the necessary document in support of Notice Period Buyout claim.

**\* Hire Date shall mean the date of transfer in case of current employees who have opted for a personal transfer and the date of joining in case of new hires.**

I agree that the repayment amount for any of the categories as detailed above will become fully due and payable upon my termination of employment. I hereby authorize NTT DATA, to the full extent allowed by law, to deduct the repayment amount for any of the categories as detailed above from any monies owed to me by NTT DATA, including, but not limited to: wages, final paycheck, reimbursement for expenses, payment for unused benefits, refunds of contributions to benefit plans or programs, and/or any other sums payable to me by NTT DATA.

The amount I must repay (referred to as the "Repayment Amount") will be determined using the following formula:

Total Sign-On Bonus x [(12 - Full or Partial Months of Service) ÷ 12]

For example, if NTT DATA pays me a sign-on bonus of Rs.10,000, and I quit my employment with NTT DATA after being employed for six months, the amount I must repay to NTT DATA is Rs.5,000 computed as follows: Rs10, 000 x [(12-6) ÷ 12].

Name & Signature

Date

RETURN THIS FORM WITH THE SIGNED OFFER LETTER  
For any questions on your offer, please contact **SOWJANYA BOTLA**

## ANNEXURE 2

### WORK FROM HOME CONDITIONS UNDERTAKING

Pursuant to my acceptance of the role as per the general terms and conditions and compensation mentioned in the Appointment Letter, I acknowledge that my employment is subject to the conditions as stated in this Annexure 2.

Under the prevailing circumstances of the pandemic spread of COVID-19, in order for the Company to ensure the safety and wellbeing of its employees and their families, clients, visitors and the general public, the Company is recommending that employees shall Work From Home (WFH) where possible.

I clearly understand the work from home dynamics as explained to me during the interview process and at the time of explaining the offer and I agree to abide by the below provisions without any exception.

I also understand that my failure to follow any one or more of the provisions mentioned in this undertaking either completely or there in part, may lead to disciplinary action against me and may also lead to termination of employment.

#### **I Agree:**

To make my workspace at home comfortable and ergonomic to comply with continued working hours.

To arrange for a backup facility for electricity failure to allow uninterrupted power during my scheduled working hours.

To be physically present at the location of work as required for collection of IT Assets on the date of joining or as advised by the Company. This will be basis of applicable lockdown conditions prevalent at the said time.

To have sustainable high-speed internet board band connection (DSL/Cable/Fiber) to comply with the remote work from home conditions as per terms of the offer letter. Mobile phone hotspot, Wi-Fi Dongle will not be considered as high-speed broad band internet. I will arrange to have required internet facility available at my home in case of work from home prior to my date of joining the Company. The Company may, as per the applicable policy, provide me with the necessary computing system and other equipment ("Equipment") to perform work while working remotely. Provided however, where permitted by the Company to so do so, I agree to use my personal mobile phone/Tablet/Laptop/ Desktop for video conference calls during trainings and/or business meetings and other work related matters, for a temporary period until the Company provides me with a computing system.

In any event, I will have to travel to my base office location at the time of my IT asset allocation in case I am authorized to work from home and shall ensure that I have followed the relevant approval protocol.

If provided, the Equipment will continue to be the property of the Company and I will be using the same for business purposes only. I will be responsible for the care of the Equipment provided by Company and keep it in good performing order for the purposes of remote working requirement.

I will also be responsible for protecting the Equipment and its contents.

I shall take all necessary precautions to secure the Equipment and shall be responsible for a loss / Damage of the Equipment. I will use the Equipment only to perform my ongoing duties to the Company and the Company's clients, and in accordance with applicable policies of the Company while working remotely.

I acknowledge and agree that I shall comply with all the Policies of the Company during the time of my employment and shall also comply with the NTT DATA Code of Business Conduct ("COBC") including without limitation to information security policies, requirements and guidelines, including any changes to security and configuration requirements of the Official Asset. I further confirm that I shall use the

Equipment in compliance with all applicable laws, including but not limited to the Telecom Regulations Authority of India.

I acknowledge and agree that I continue to be bound by the terms of my employment and will strictly abide by the confidentiality and data privacy obligations undertaken by me as a condition of my employment with the Company, which also aims at protecting confidential information of the Company and Company's customers and clients.

I will take strict measures in order to ensure that all of Company's and Company's customer personal and/or sensitive data that I may have access to, remain protected against any unauthorized access or disclosure.

I further agree that I shall comply with the instructions provided in Exhibit A below regarding the use of the Equipment.

I further understand and confirm that any breach of Company policies or applicable client policies will lead to appropriate disciplinary action against me including and up to termination of my employment.

1. Specifically, with respect to working from home, I shall:

- a. Enter time in Synergy, if applicable, as per the hours worked in actual and in line with timesheet guidelines
- b. Use a secure network for performing official work.
- c. Make best efforts to ensure that there is no negative impact to productivity or quality of work during the course of my employment.
- d. Deliver expected work outcomes within specified working hours span and will follow training and operating procedures strictly.
- e. Continue to comply with the Code of Business Conduct, Company's Information Security Policy and the highest safety standards.
- f. Share phone/mobile numbers used to perform official duties with my manager and team members so I may be reached by my team and stakeholders easily during working hours.
- g. Be available for all meetings via phone/Zoom/Microsoft Teams etc.
- h. Ensure the protection of proprietary and confidential Company and client information accessible from my workspace while working from home, in accordance with Company policy and applicable law.
- i. Immediately report any health and safety and any other risks in the home-based worksite to my supervisor.

I will be responsible to bear all costs related to repair or replace any breakage/damage to company-provided Equipment like laptops/Desktop/monitors/LCD Screen and/or power/electrical devices like UPS/power adapter /cables provided by the Company. Such costs will by default be deducted from my monthly salary.

If working remotely, when so required, I will make myself available for on-site meetings or training from time to time as required by Company. I will take all preapprovals that may be required before entering any Company premises.

I will follow all statutory, health, and safety protocols as part of guidelines laid down by the government and the local authorities enacted by my Company when asked to return to office.

I will have to complete the required working hours as per terms agreed in the offer and if for any person reason, I take a break, I will have to intimate about the same to my manager and take my managers approval.

I have to maintain normal productivity and make myself available during the regular working hours.

I will have to commit and achieve hourly/daily/monthly productivity and quality targets assigned to me.

I will not work for anyone other than NTT DATA during the course of my employment and I will not undertake non-work-related activities during my working hours.

I will coordinate about my work schedule with my Hard-Line Manager and will be responsible for keeping my Hard-Line Manager and team informed about the status of my work.

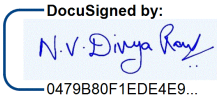
I hereby consent to comply with all the provisions of the work from home policy shared by Company and I further state that it will be my responsibility to abide by all the above-mentioned requirements by the Company. I also understand that on any failure to comply with the above mentioned actions , the Company is entitled to initiate appropriate action as per Company Policy including rescinding the employment contract and in such instance my contract of employment will stand terminated with immediate effect on the date of such communication by the company. I am aware and accept that the termination on such situation would be on account of my noncompliance as per the conditions of the offer letter. I also understand that I will not be entitled to any notice period pay out on account of the termination related to the matters mentioned in the undertaking.

Company reserves its right to initiate appropriate action against me in terms of the Offer Letter Employment Agreement and the policy of the Company including termination of my employment and I have hereby provided my consent to the same.

I further undertake and agree to indemnify and keep indemnified the Company for any loss, damages, claims, expenses, etc. that the Company may incur at any time now or during the future, and any other claims that may arise against the Company by any third party in relation to the above.

I confirm that I have given this Undertaking with my free will and consent and without coercion or duress.

I confirm that the terms and conditions detailed in this Undertaking are most reasonable and are absolutely necessary and fully required to safeguard the bonafide interests of the Company.

Accepted:  DocuSigned by:  
N.V. Divya Roy  
0479B80F1EDE4E9...

Name:

Date: March 22, 2022 | 5:17 AM CDT

## Exhibit A - Working Remotely with Official Assets

1. **Update your Emergency Contact Info in Navigator** o This should include your home address, personal home phone number, and personal mobile number – to be used by NTT DATA Services in the event of an emergency

2. **Do not tamper with your computer or the IT / Security controls**

Leave your computer powered on 24x7 to allow for patching  
Do not disable, stop, alter, or uninstall any software installed by NTT DATA  
Do not physically remove or replace any hardware  
Do not use USB storage devices (e.g., thumb drives, removable hard drives, etc.)  
USB ports should be only used for mouse, keyboard, or WiFi dongle if required  
Open a ticket with the IT Service Desk to install any software

3. **For any IT issues, please contact the IT Service Desk at:**

Web: <https://nttdatagroup.sharepoint.com/sites/SRVS-myHubInfo/SitePages/IT-Support.aspx>

VolP: (8) 100 4000; Toll free (USA): (888) 532-6021

Email: [ITServiceDesk@nttdata.com](mailto:ITServiceDesk@nttdata.com)

4. **If your computer is lost or stolen, please contact the CSIRT team immediately at:**

Email: [CSIRT@nttdata.com](mailto:CSIRT@nttdata.com)

5. **Ensure that your computer remains secure while it is in your care**

Prevent access or use by family, friends, neighbors, visitors, etc.  
You are responsible for protecting your computer and its contents  
Keep your computer away from windows or publicly visible areas to lower the risk of theft  
Protect any electronic or hard copy data with the same level of care that you are required to while at NTT's facilities

6. Personal computers must not be used to connect to NTT DATA networks or perform work for NTT, including Office365 and Outlook Web Access (OWA)

7. Personal computers may only be used to connect to client networks or systems with prior written approval from the client AND from NTT DATA Services' CIO and CISO

8. **Other Security Tools and Applications that may assist in remote work:**

Password Reset Tool: <https://selfservice.portal.nttdataservices.com/showLogin.cc>

Okta 2FA Registration: <https://services-onentt.okta.com/>



# Tech Mahindra

Tech Mahindra Limited  
 Infocity, Hitech City Layout,  
 Madhapur, Hyderabad 500081, India  
 Tel: +91 40 8886 1300  
 Fax: +91 40 8886 1309  
 techmahindra.com  
 connect@techmahindra.com  
 Registered Office:  
 Gateway Building, Apollo Bunder  
 Mumbai 400 001, India  
 CIN LB4200MH1988PLC041370

Ref:1604460/708728/Permt

Date: 09th July, 2018

Vedula Sailaja  
 D.No.1-26/D, Offical Colony, Near Railway Station Road, Kasomkota  
 Visakhapatnam. Pin: 531031  
 Phone No: 9515614454

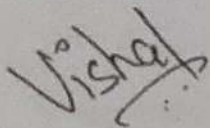
**Subject: Offer of Appointment**

Dear Vedula Sailaja,

It is our pleasure to welcome you to Tech Mahindra Limited.

1. With reference to our discussions, we are pleased to offer you appointment in our Organization as **Associate Customer Support on U1 band**, operating out of our **Visakhapatnam** office.
2. Your "Annual Total Cost To Company" will be **Rs. 170000 (Rupees One Lakh Seventy Thousand Only)**. Please refer **Annexure A** for details on the compensation and statutory deductions. Your remuneration package is strictly confidential between you and The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
3. Your employment with us will be governed by terms and conditions as specified in **Annexure-B**.
4. You are required to join on **10th July, 2018** and report to **Yaikhom Chanchal Chanu** at 12:00 PM to complete the joining formalities at **Tech Mahindra Ltd (Main Gate), Resapuvanipalem, Near Bullaiah College, Visakhapatnam – 530013**. The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing. At the time of joining, you are expected to carry originals of the documents as per **Annexure – D** and submit the copies of the same to the HR Team.
5. Please note that this Offer is subject to your being given a clear background check either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.
6. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'acceptance copy' to **Yaikhom Chanchal Chanu** latest by **10th July, 2018**. In case of further clarifications, please get in touch with Offers Team (on E-Mail **AG00421922@Techmahindra.com**, and quote the Reference No. as mentioned above).

With Best Wishes  
 For Tech Mahindra Limited.



Vishal Khanna  
 Head – Resource Management Group

**Encl: Annexure-A (Salary Structure), Annexure-B (Important / Indicative Terms & Conditions of Employment), Annexure-C (Medical Self declaration), Annexure-D (Check List of Documents), Annexure-E (Confidentiality Agreement), Annexure F – Intellectual property Assignment, Annexure-G – General Covenant, Annexure H – (Acknowledgement),**

Accepted  
 Date:

Signature of Candidate:



Employee Name: Buddha Sasidhar	Emp ID: 4326	Payroll end Date: 9/30/2018
Designation: Sales Trainee		Days worked: 3
Pan No: NO	Bank Name: Karur Vysya	Vacation Availed: 0
PF No	Bank Acc.:	Days Holidays: 0

Pay Item Description	Gross Details	Earned Details	Deduction Details
Basic:	3,003.00	500.00	
DA:	1,287.00	214.00	
HRA:	1,717.00	286.00	
TA:	800.00	133.00	
RA:	0.00	0.00	
Entertainment:	1,200.00	200.00	
KidsEducation:	0.00	0.00	
VehicleAllowance:	0.00	0.00	
CCA:	300.00	50.00	
SPL Allowance:	2,000.00	333.00	
Misc Pay:	700.00	117.00	
Health:	0.00		
<b>Gross Pay:</b>	<b>11,007.00</b>		
LongTermBonus:	0.00	0.00	
Attendance Allowance	0.00	0.00	
Project Allowance:	0.00	0.00	
Health Deduction:			0.00
LIC Deduction:			0.00
Earned Long Term Bonus:			0.00
Employee ESI Contribution:			32.00
Employee PF Contribution:			186.00
Professional Tax:			0.00
Income Tax:			0.00
Other Deductions:			0.00

Earned Gross 1,833.00	Expenses Paid 0.00	Total Deductions 218.00
Earned Variable 0.00	Commission 0.00	NetPaid 1,615.00



## Confirmation of Employment

29<sup>th</sup> Sep 2021

Dear **G. Prasanna**,

We are pleased to announce that you have successfully completed your training period and are now considered for the position of **Software Engineer** with **Prospecta Technologies**. Your base location would be **Vizag**.

This letter officially confirms the offered terms of employment with the Company.

Your employment under this agreement will commence from **1<sup>st</sup> Oct 2021** and the offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.

Your salary would be INR **10,000** (Rupees Ten thousand only) per month, subject to revision depending upon your performance.

You will be subject to a probationary period of  $\leq 3$  months. During your probation period if an Employee intend to leave the company may terminate his/her services within **30** days (1 month) notice with/without assigning any reasons. Failing to fulfill this requirement, the employee desirous of leaving service immediately will be required to pay an amount equivalent to his/her ONE Month's earning as a compensation, as was being received by the employee.

There will be a change in your notice period once you complete your **probation period**. Please read Annexure – 1 for more information.

You will be working on our in-house Product development team or working with one of client's projects as the case may be. At all times you will be protecting the interest of Prospecta Technologies or that of our clients and keep confidential all matters relating to the projects and or clients.

In case of any questions , please contact Mrs. Aruna Pantula on (Email: [apantula@prospectatech.com](mailto:apantula@prospectatech.com) , Phone: +91 9959978628) quoting the above reference.

We welcome you on board, and looking forward to a lasting association.

Aruna Pantula  
Director -Human Resources



HDB Financial Services Limited  
2nd Floor, Wilson House,  
Old Nagardas Road,  
Near Amboli Subway,  
Andheri East, Mumbai - 400069  
Tel. : 022 - 7945 5000  
Email : hdbhbl.desk@hdfcbank.com  
Web : www.hdbfs.com  
CIN - U65993GJ2007PLC051028

June 8, 2018

Ref:HDBFS/18-19/HRIC31865/Appt/V20757

Mr. Vittanala Naga Prasad ,  
3-2-34, Durga Lodge Veedhi,  
Narasinga Rao, Peta,  
Anakapalli,  
Near Vinayaka Temple ,  
Visakhapatnam-531001

Mr. Vittanala Naga Prasad ,

LETTER OF APPOINTMENT

Further to your application and subsequent discussions for employment, HDB Financial Services Limited ("Company") is pleased to appoint you as SALES EXECUTIVE on the terms and conditions as set out below.

Your Total Salary per annum is set out as attached in Annexure A. All remuneration, benefits and perquisites will be taxed in accordance with the provisions of Income Tax Act, 1961 and any other enactments in force from time to time.

Terms and Conditions:

- a) Your duties and responsibilities will be explained to you on your joining the Company.
- b) Your initial place of posting will be at VISAKHAPATNAM. The Company reserves the right to change the duties assigned to you, transfer you, temporarily or permanently, to any other office / branch, subsidiary or associate of the Company or to any other place of business of the Company that is in existence or may come into existence at a future date. The Company further reserves the right to transfer you from one shift to another, depending upon the exigencies of work.
- c) You shall devote your whole time and attention to your duties with the Company and will not directly or indirectly, for any part of your time carry on any business or occupation or enter in any capacity, the employment of or association in business for profit or otherwise, with any firm, company or person without the prior written consent of the Company.
- d) You shall abide by all the applicable policies, rules, regulations, procedures and practices of the Company, as may be amended, from time to time and comply with all applicable Laws. Any violation of or failure to comply with or abide by the same shall be deemed to constitute an act of misconduct.

Registered Office : Radhika, 2nd Floor, Law Garden Road, Navrangpura, Ahmedabad-380 009.

Scanned by CamScanner



- m) You will retire from the employment of the Company on your completing 60 (Sixty) years of age. It will be necessary for you to produce proper proof of your age within 7 (seven) days on receipt of this letter as may be required by the Company.
- n) This letter of appointment shall be governed by and construed in accordance with the laws of India. The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the organization and any dispute arising out of this letter of appointment or pertaining to your employment shall be subject to the exclusive jurisdiction of the courts of Mumbai.
- o) You shall comply with the data protection policy of the Company when handling personal data in the course of your employment with the Company including personal data relating to any employee, customer, client or agent of the Company or any of its affiliates and you shall promptly report any breaches or anticipated breaches of the same.
- p) You consent to the Company, its affiliates processing data relating to you for legal, personnel, administrative and management purposes and in particular to the processing of any "sensitive personal data or information" (as defined in the policies of the Company). The Company may make such information available to any of its affiliates, those who provide products or services to the Company or any of its affiliates (such as advisers and payroll administrators), regulatory authorities, potential purchasers of the Company or the business in which you work, and as may be required by law. You also consent to the Company carrying out the above activities and other similar classes of activities prior to, during and after the termination of your employment with the Company, provided that such activities are carried out in a lawful manner and for legitimate purposes.
- q) If at any time during your employment you make, develop, discover or participate in the making or discovery of any "Intellectual Property Rights" (as defined in the policies of the Company) relating to or capable of being used in the business being carried on by the Company or any of its affiliates, such Intellectual Property Rights shall be the absolute property of the Company. At the request of the Company you shall execute all such documents and do all acts, matters and things which may be necessary or desirable for obtaining registration or other protection for the Intellectual Property Rights as may be specified by the Company.
- r) You hereby acknowledge and undertake that you do not have and shall not have at any point of time, an ownership, interest, right or title in the Intellectual Property Rights nor will you claim any ownership, interest, right or title in the Intellectual Property Rights or brand forming part of the business of the Company or any of its affiliates.
- s) Your appointment will be subject to the organization receiving satisfactory references and Contact Point verification report.

Any variation of the above terms and conditions will not be valid until expressly made in writing by the Company.

This letter of appointment (together with all its annexures) shall supersede all prior, oral or written agreements, communications, formal or informal, in relation to your employment with the Company.



**Annexure A**



Compensation Breakup

Name	MR.VITTANALA NAGA PRASAD	
Role	Sales Executive	
Grade	G8	
Location	Visakhapatnam	
<b>Annual Compensation Break up</b>		<b>HDBFS Monthly</b>
Basic	93,756	7,813
HRA	37,500	3,125
Conveyance Allowance	18,744	1,562
Provident Fund (Employer's contribution)	11,256	938
<b>Gross Salary (A)</b>	<b>1,61,256</b>	<b>13,438</b>
ESIC (Employer's contribution)----(B)	7,125	594
Gratuity----- (C)	4,510	376
<b>Total Fixed Compensation (D=A+B+C)</b>	<b>1,72,891</b>	<b>14,408</b>

**Note:**

This Offer is subject to positive reference checks & CIBIL report check. Your acceptance of the offer will be considered as consent for accessing your CIBIL report.

Employee and Employer's contribution towards ESI will be 1.75% & 4.75% respectively

You will be entitled to Performance Incentive Plan as per Company Policy

Gratuity is as per "The Payment of Gratuity Act".

You will be covered under Group Personal Accident Insurance as per policy of the Organization

**SPECIAL NOTE**

PAN & AADHAAR are mandatory and have to be provided at the time of joining the Organization for payment of salary. Please apply IMMEDIATELY for PAN/AADHAAR number if you do not have the same.

I accept the terms and conditions as mentioned in the Appointment letter.

My tentative date of Joining will be \_\_\_\_\_

Mr. Vittanala Naga Prasad

Date

Ref:HDBFS/18-19/HRIC31865/Appt/V20757



Date: 30/July/2018

Candidate's Full Name ALLA KAVYA SAMITHRA

LETTER OF INTENT

Dear ALLA KAVYA

**Congratulations!**

This letter of intent is in reference to your candidature submitted in Policybazaar Insurance Web Aggregator Private Limited ("the Company").

Further to your interview and discussions with us, we are pleased to offer you the role of DSC (Designation) in Health Regional (Department) in the Company at an annual CTC (Cost to the Company) acknowledged by you.

Your date of joining is 30 (DD)/ July (MM)/ 2018 (YY) failing which, the Company may cancel your appointment as per its discretion.

You are required to report sharp at 9:00am for your joining formalities & induction @ Policybazaar, Plot # 84, Sector 44, Gurgaon.

Please reach out to your recruiter NEWT/ (Name)@ 96202-17461 (Contact) for any queries or concerns.

Your first day in the Company will start with the attendance and documentation filing, hence please carry all documents in ORIGINAL and PHOTOCOPY to assist us in smooth joining process.





(Recruiter signature)

Date: 30/July/2018

Candidate's Full Name: ALLA KAUYA SAMIRHA

LETTER OF INTENT

Dear ALLA KAUYA,

Congratulations!

This letter of intent is in reference to your candidature submitted in Policybazaar Insurance Web Aggregator Private Limited ("the Company").

Further to your interview and discussions with us, we are pleased to offer you the role of ASC (Designation) in Health-Regional (Department) in the Company at an annual CTC (Cost to the Company) acknowledged by you.

Your date of joining is 30 (DD) / July (MM) / 2018 (YY) failing which, the Company may cancel your appointment as per its discretion.

You are required to report sharp at 9:00am for your joining formalities & induction @ Policybazaar, Plot # 24, Sector 44, Gurgaon.

Please reach out to your recruiter Manohar (Name) @ 983097776 (Contact) for any queries or concerns. 981087361

Your first day in the Company will start with the attendance and documentation filing, hence please carry all documents in ORIGINAL and PHOTOCOPY to assist us in smooth joining process.

## LETTER OF INTENT TO HIRE

Date: 24/7/18

Dear BVS Phani Krishna

It was a great pleasure meeting with you and discussing our company's position of HR recruiter. with you. We are glad to know that you are considering People Prime Worldwide to become a part of your career.

We are pleased to let you know that we intend to extend a formal offer of employment to you. The start date, salary and other benefits and end to end responsibilities of the role will be discussed with you in a few days time.

Once we have extended the formal offer to you, we hope to receive a favourable response from you. We look forward to welcoming you to become a part of our high performing teams.

Please fill in the following details

Full Name (In Capital letters): BORDEDA VENU SANGEETHA PHANI KRISHNA  
Ph No: 9985520090 Email ID: phaniphani8244@gmail.com  
Permanent Address: Near Milk Centre, Vellampeta, Kavimkota.  
Current Address: Near Milk center, vellampeta, kavimkota.

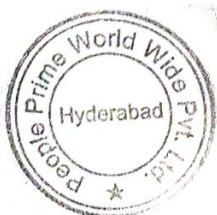
Disclaimer:

The company holds the right to conduct any other interview or rounds of screening as it deems fit  
The company holds the right to extend the final offer of employment.

Signatory

Tahani. V.

(People Prime Worldwide)



Candidate Signature

B.V.S Phani Krishna.





# Dadi Institute of Engineering & Technology

(Approved by A.I.C.T.E., New Delhi & Affiliated to J.N.U.V., Kakinada)

NAAC Accredited Institute

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

NH 5, Anakapalle, Visakhapatnam-531002, A.P.

Ph. : 08924-221111,22,33, 9963981111 / www.diet.edu.in / e-mail : info@diet.edu.in

## APPOINTMENT ORDER

Re.No. Estt./A.S./Rectt./03/2018/42

Dated 13<sup>th</sup> March, 2018

Sub: ESTABLISHMENT – DIET – Non- teaching - Appointment of Assistant PRO – Orders issued – Regarding.

Ref: 1. Minutes of the Selection Committee meeting Dt. 13-03-2018.

\*\*\*

### ORDER:-

Ms. B V S Phani Krishna, B.Com.,M.B.A. is hereby appointed as Assistant PRO in Dadi Institute of Engineering and Technology, Anakapalle and her Salary is fixed at Rs.8000/- Per Month on consolidated Basis.

She shall abide by the rules, regulations and service conditions of the AICTE, Government and the Management of the Institute that are in vogue from time to time. She shall join on or before 30-04-2018.

Secretary & Correspondent  
DIET

Ms.B V S Phani Krishna, B.Com., M.B.A.  
D.No.18-83,  
Vellampeta,  
Madhya Veedhi,  
Kasimkota,  
Visakhapatnam.



Copy to the Principal, DIET.

LETTER OF INTENT TO HIRE

Date: 21/07/18

Dear Y.S.V. Saichaitanya

It was a great pleasure meeting with you and discussing our company's position of Business Development Executive with you. We are glad to know that you are considering People Prime Worldwide to become a part of your career.

We are pleased to let you know that we intend to extend a formal offer of employment to you. The start date, salary and other benefits and end to end responsibilities of the role will be discussed with you in a few days time.

Once we have extended the formal offer to you, we hope to receive a favourable response from you. We look forward to welcoming you to become a part of our high performing teams.

Please fill in the following details

Full Name (In Capital letters): Y.S.V. SAI CHAITANYA

Ph No: +917032315588 Email ID: www.saichaitanya7822@gmail.com

Permanent Address: D.NO: 10-16-52, opp. Sathemmalhally Arch, G.V. Road

Current Address: Anakapalli, pin: 531002, Visakhapatnam

Disclaimer:

The company holds the right to conduct any other interview or rounds of screening as it deems fit

The company holds the right to extend the final offer of employment.

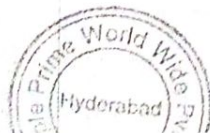
Signatory

Jahnavi. V.

(People Prime Worldwide)

Y.S.V. SAI CHAITANYA  
Candidate Signature

(Y.S.V. SAI CHAITANYA)





Date: 07/08/2018

Dear Mr. / Ms.

: Y. S. V. SAI CHAITANYA

This has reference to your application and the subsequent interview/test, which you had in the SCCL JOB MELA at: APSSDC JOB MELA /Anakapally,vizag

You have been shortlisted for the position of Voice support executive for further process we request you to come at our below given office address, with all your documents.

Documents: 1. 6 Pass photos, 2. Updated Resume, 3. All one set Xerox of educational certificates 4. Address proofs & photo ID's (Aadhar Card / PAN Card / Election Card / Ration Card / DL, etc...).

Address:

KARVY Computer share Pvt Ltd  
Mellinium building  
Ground floor  
Ghachibowli, Financial Building  
Namkramguda -Hyd  
Near ICICI Tower

Acknowledgement

I have understood the contents of this letter. I have also read & understood. I accept the offer of appointment and all terms and conditions and hereby sign on duplicate copy of this letter as a token of my acceptance of the same.



Contact person 9959496500

Authorized Name & Signature of Recruiter

Y. S. V. Sai Chaitanya V  
Name & Signature of Applicant

# Vmould - Centre of Excellence

Design | Engineering | Building Information Modelling | Training

Vmould			
SALARY BREAK-UP			
<b>Name :</b> Y S V Chaitanya		<b>Effective Date:</b> March 12, 2018	
<b>Grade :</b> E8		<b>Date of Joining:</b> May 1, 2018	
<b>Title :</b> Trainee – Business Development			
<b>Division:</b> Vmould			
		Details	
Components		Monthly (INR)	Yearly (INR)
<b>BASE SALARY</b>			
1	Basic Salary	5,000	60,000
	House Rent Allowance	2,000	24,000
	<b>TOTAL BASE SALARY</b>	<b>7,000</b>	<b>84,000</b>
<b>ALLOWANCES</b>			
2	Conveyance	1,600	19,200
	Professional Development	0	0
	Medical Reimbursement	1,250	15,000
	Special Allowance	150	1,800
	<b>TOTAL ALLOWANCES</b>	<b>3,000</b>	<b>36,000</b>
<b>TOTAL GROSS SALARY</b>		<b>10,000</b>	<b>120,000</b>
<b>DEDUCTION</b>			
	PF	0	0
	Professional Tax	200	2400
	<b>TOTAL DEDUCTIONS</b>	<b>200</b>	<b>2,400</b>
<b>TOTAL NET TAKE HOME</b>		<b>9,800</b>	<b>117,600</b>
<b>TOTAL REMUNERATION (CTC)</b>			<b>120,000</b>

**Note:**

You will be eligible for 2% of the revenue generated in the month against the bill clearance.

VMOULD

2<sup>nd</sup> Floor Naidu Complex, Behind Bus Stop,  
Kurmappalem, Visakhapatnam.  
info@vmould.in | + 91 8978119715



LETTER OF INTENT TO HIRE

Date: 17/07/2018

Dear M. Neelima

It was a great pleasure meeting with you and discussing our company's position of HR Recruiter with you. We are glad to know that you are considering People Prime Worldwide to become a part of your career.

We are pleased to let you know that we intend to extend a formal offer of employment to you. The start date, salary and other benefits and end to end responsibilities of the role will be discussed with you in a few days time.

Once we have extended the formal offer to you, we hope to receive a favourable response from you. We look forward to welcoming you to become a part of our high performing teams.

Please fill in the following details

Full Name (in Capital letters): MAKIREDDI NEELIMA

Ph No: 8097451952 Email ID: Neelima.makireddi@ppw.com

Permanent Address: MAKIREDDI NEELIMA, Old ESWARA, APJAYAN, DUVVUR

Current Address: MADHULAPALM, VIZAG

Disclaimer:

The company holds the right to conduct any other interview or rounds of screening as it deems fit.

The company holds the right to extend the final offer of employment.

Signatory

Johnani V.

(People Prime Worldwide)

Candidate Signature

M. Neelima



LETTER OF INTENT TO HIRE

Date: 24/7/18

Dear Meena Sowjanya B

It was a great pleasure meeting with you and discussing our company's position of HR recruiter with you. We are glad to know that you are considering People Prime Worldwide to become a part of your career.

We are pleased to let you know that we intend to extend a formal offer of employment to you. The start date, salary and other benefits and end to end responsibilities of the role will be discussed with you in a few days time.

Once we have extended the formal offer to you, we hope to receive a favourable response from you. We look forward to welcoming you to become a part of our high performing teams.

Please fill in the following details

Full Name (in Capital letters): B Meena Sowjanya

Phone: 91641945373 Email ID: meena.sowjanya1995@gmail.com

Permanent Address: Bainavasi street, 13-5-3, Anakapalle, Vichaka dist

Current Address: 13-5-3, Bainavasi street, Anakapalle, Vichaka dist

The company holds the right to conduct any other interview or rounds of screening as it deems fit

The company holds the right to extend the final offer of employment.

Signature

[Signature]

Candidate Signature

B. Meena Sowjanya

Recd by People Worldwide







# Dadi Institute of Engineering & Technology

(Approved by A.I.C.T.E., New Delhi & Affiliated to J.N.T.U.K., Kakinada)

NAAC Accredited Institute

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

NH-5, Anakapalle, Visakhapatnam-531002, A.P.

Ph : 08924-221111, 22, 33, 9963981111 www.diet.edu.in / e-mail : info@diet.edu.in

## APPOINTMENT ORDER

Rc.No. Estt./A.S./Rectt./02/2018/41

Dated 13<sup>th</sup> March, 2018

Sub: ESTABLISHMENT – DIET – Non- teaching -Appointment of Assistant PRO – Orders issued – Regarding.

Ref: 1. Minutes of the Selection Committee meeting Dt. 13-03-2018.

\* \* \*

### ORDER:-

Ms. Ravvi. Sai Laxmi, B.Com.,M.B.A. is hereby appointed as Assistant PRO in Dadi Institute of Engineering and Technology, Anakapalle and her Salary is fixed at Rs.8000/- Per Month on consolidated Basis.

She shall abide by the rules, regulations and service conditions of the AICTE, Government and the Management of the Institute that are in vogue from time to time. She shall join on or before 30-04-2018.

*R. Kell*

Secretary & Correspondent  
DIET

Ms. Ravvi. Sai Laxmi, B.Com., M.B.A.  
D.No.6-32,  
Opp Ramalayam Street,  
B R T Colony,  
Anakapalle,  
Visakhapatnam.



Copy to the Principal, DIET.

LETTER OF INTENT TO HIRE

Date: 4/1/20

Dear Sai Daxini

It was a great pleasure meeting with you and discussing our company's position of HR Assistant with you. We are glad to know that you are considering People Prime Worldwide to become a part of your career.

We are pleased to let you know that we intend to extend a formal offer of employment to you. The start date, salary and other benefits and end to end responsibilities of the role will be discussed with you in a few days time.

Once we have extended the formal offer to you, we hope to receive a favourable response from you. We look forward to welcoming you to become a part of our high performing teams.

Please fill in the following details

Full Name (In Capital letters): SAI DAXINI

Phone: 245 92 119012

Email ID: Saidaxini@worldprime.com

Permanent Address: B-D-T Colony, Annala Palle

Current Address: Annala Palle

Disclaimer:

The company holds the right to conduct any other interview or rounds of screening as it deems fit.

The company holds the right to extend the final offer of employment.

Signatory

Candidate Signature

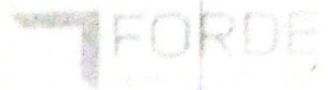
J. Srinivas

Sai Daxini

(People Prime Worldwide)







Date: 07/08/2013

Dear Mr. / Ms.

R. SAI LAXMI

This has reference to your application and the subsequent interview/test, which you had in the SCCL JOB MELA at: APSSDC JOB MELA /Anakapally,vizag

You have been shortlisted for the position of Voice support executive for further process we request you to come at our below given office address, with all your documents.

Documents: 1. 6 Pass photos, 2. Updated Resume, 3. All one set Xerox of educational certificates 4. Address proofs & photo ID's (Aadhar Card / PAN Card / Election Card / Voter Card / DL, etc...).

Address:

KARVY Computer share Pvt Ltd  
Millinium building  
Ground floor  
Chachibowli, Financial Building  
Namkramguda -Hyd  
Near ICICI Tower

Acknowledgement

I have understood the contents of this letter. I have also read & understood. I accept the offer of appointment and all terms and conditions and hereby sign on duplicate copy of this letter as a token of my acceptance of the same.



Contact person 9959496500

Authorized Name & Signature of Recruiter

Name & Signature of Applicant

NOTE : FINAL ROUND WILL BE CONDUCTED IN OFFICE PREMISES (voice & Com skill test)

FORDE SEARCH (I) PVT LTD

Street No. 1, 2nd floor Banjara Hills, Road No 10

Phone:040-4470760// Exts: 7634 / 7611 / 7671 / 7426 / 7624, Pin Code: 500034

Date: 07/08/2018

Dear Mr. / Ms. : V. HOUNICA

This has reference to your application and the subsequent interview/test, which you had in the SCCL JOB MELA at: APSSDC JOB MELA /Anakapally,vizag

You have been shortlisted for the position of Voice support executive for further process we request you to come at our below given office address, with all your documents.

Documents: 1. 6 Pass photos, 2. Updated Resume, 3. All one set Xerox of educational certificates 4. Address proofs & photo ID's (Aadhar Card / PAN Card / Election Card / Ration Card / DL, etc...).

Address:

KARVY Computer share Pvt Ltd  
Meliinium building  
Ground floor  
Ghachibowli, Financial Building  
Namkramguda -Hyd  
Near ICICI Tower

Acknowledgement

I have understood the contents of this letter. I have also read & understood. I accept the offer of appointment and all terms and conditions and hereby sign on duplicate copy of this letter as a token of my acceptance of the same.



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Authorized Name & Signature of Recruiter

Name & Signature of Applicant.

NOTE : FINAL ROUND WILL BE CONDUCTED IN OFFICE PREMISES (voice & com skill test)

FORDE SEARCH (I) PVT LTD

Street No.1, 2nd floor Banjara Hills,Road No 10

Phone:040-44707607/ Exts: 7634 / 7611 / 7671 / 7426 / 7624, Pin Code : 500034





# DOZCO (INDIA) PVT. LTD.

EQUIPMENT & PARTS - CONSTRUCTION AND MINING

DPL/HR&ADMIN/APPNT/2018-19/022

21<sup>st</sup> May 2018

MS. MD. ARSHI AZMI,  
MIG-2, Block No: 33,  
No: 6-81-580,  
Visweswaraya Nagar, Gajuwaka,  
Visakhapatnam - 530026.

## Letter of Appointment

Dear MS. MD. ARSHI AZMI,

With reference to your application and subsequent interview with us, we are pleased to appoint you in the services of the DOZCO (INDIA) PVT LTD. on the terms and conditions the following.

I. a) you will be designated as "Management Trainee", EXIM - Grade - ME1 and you will report to H.O.D's/ Director's of the company.

b) You will report to your duty latest by 21<sup>st</sup> May 2018 at our Corporate Office Visakhapatnam. Your initial posting will be at D-Block, Visakhapatnam. The Company shall have the right to transfer you to any of its Departments /Branch offices anywhere in India. In case of transfer the terms and conditions of your employment including gross salary and benefits, etc. as stated in this letter will continue to be applicable.

c) You will be required to comply with the Rules of the Company and the "Code of Conduct". You will strictly abide and carry out all the orders, instructions and directions given to you by your seniors in the Company from time to time.

d) You will discharge the entrusted duties with utmost devotion, sincerely and honestly in the best interest of the Company and you will maintain the secrecy of the Company and will not divulge any information/secrets to any outsiders without prior knowledge/permission of your seniors.

e) You will devote your whole time, attention, energy and skill exclusively for Company interest and promotion of its business.

f) You cannot engage yourself in any part-time assignment/ job during the tenure of your service in the Company.

II. a) You will be entitled to a Total Salary (C.T.C) of Rs. 1,46,734/- (Rupees One Lakh Forty Six Thousand Seven Hundred and Thirty Four Only.) per Annum this includes all perks. Your Salary will be posted in different heads (Details attached in Annexure -I).



Corporate Office: Plot No: 443 D-Block, Industrial Development Area, Auto Nagar, Visakhapatnam - 530012. (A.P.)  
☎ +91-891-2766681, ☎ +91-891-2766687, ✉ info@dozco.com • www.dozco.com

Head Office: No. 8, Waterloo Street, 3<sup>rd</sup> Floor, Kolkata - 700 069 (West Bengal), India





# DOZCO (INDIA) PVT. LTD.

EQUIPMENT & PARTS - CONSTRUCTION AND MINING

DIPL/HR&amp;ADMIN/APPNT/2018-19/021

21<sup>st</sup> May 2018.

**MS. MD. NAZMIN AARA,**  
MIG-2, Block No: 30,  
No: 6-81-545, Pallava Apt.,,  
Visweswara Nagar, Gajuwaka,  
Visakhapatnam - 530026.

## Letter of Appointment

Dear MS. MD. NAZMIN AARA,

With reference to your application and subsequent interview with us, we are pleased to appoint you in the services of the DOZCO (INDIA) PVT LTD. on the terms and conditions the following.

I. a) you will be designated as "Management Trainee", HR & Admin – Grade – ME1 and you will report to H.O.D's/ Director's of the company.

b) You will report to your duty latest by 21<sup>st</sup> May 2018 at our Corporate Office Visakhapatnam. Your initial posting will be at D-block, Visakhapatnam. The Company shall have the right to transfer you to any of its Departments /Branch offices anywhere in India. In case of transfer the terms and conditions of your employment including gross salary and benefits, etc. as stated in this letter will continue to be applicable.

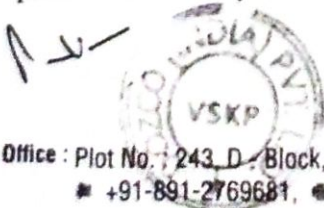
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d) You will discharge the entrusted duties with utmost devotion, sincerely and honestly in the best interest of the Company and you will maintain the secrecy of the Company and will not divulge any information/secrets to any outsiders without prior knowledge/permission of your seniors.

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f) You cannot engage yourself in any part-time assignment/ job during the tenure of your service in the Company.

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Corporate Office : Plot No. : 243, D - Block, Industrial Development Area, Auto Nagar, Visakhapatnam - 530012. (A.P.)  
☎ +91-891-2769681, ☎ +91-891-2769687, ✉ info@dozco.com ● www.dozco.com

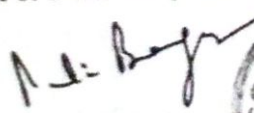
Regd. Office : No. 6, Waterloo Street, 3<sup>rd</sup> Floor, Kolkata - 700 069, (West Bengal), India.  
☎ +91-33-2230 5943, ☎ +91-33-2248 0604

- b) You will be eligible for leave as per company's HR policy. Any absence from your Work/assignment on any day, other than the National Holidays (As per Company's holiday's list) and granted leaves as per company norms, shall attract proportionate deduction from your Salary. Any unauthorized (without prior approval) leave of absence for a period exceeding continuous Seven days may lead to termination of employment except in cases of medical emergency.
- c) You will be paid Traveling Allowance in case of a company tour as per the standard rules set by the Company.
- d) Except for the above mentioned, you shall not be entitled for any other claims / benefits.
- e) This appointment is subject to your signing the agreement to serve the Company for continuous period of Three (3) years from the date of your Joining.
- f) During your service with DIPL, if you intend to relieve or resign from the company you are required to serve a minimum notice period of three (3) month's or pays salary in lieu of said notice period.
- g) You shall not use Company properties for personal purpose except to the extent permitted in writing.
- h) Your employment with the Company is purely based on the representations made and information and documents furnished by you. In case of any deviation which may be found in your declaration/information/documents provided by you and in their factual status, your services shall be liable for termination with immediate effect and you shall not be entitled to any notice period or salary in lieu thereof or for any other benefits or compensation which would have been available to you otherwise.
- i) Management reserves the right to terminate your services any time during bond period of (3) Three years in terms of non-performance, indiscipline, loss of confidence and trust, breach of any or all the terms and conditions of employment, without any notice.
- j) The offer stated in Annexure-I is valid for a period of 10 days. If you are in agreement of the above mentioned terms and condition, please sign on the duplicate copy of this letter of appointment as a token of having accepted all the above terms & conditions and return the same to this office within the validity period.

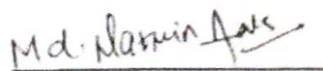
Thanking you

Yours faithfully,

For DOZCO (INDIA) PVT LTD

  
PRACHI BANGUR  
Asst. Manager - HR & Admin



  
Accepted



# Vmould - Centre of Excellence

Design | Engineering | Building Information Modelling | Training

## OFFER LETTER

13th March 2018

Dear Ms MD Nazmin Aara,

We are glad to inform you that you have been selected for the position of Trainee-Business Development during the Campus Drive held last month. The stipend details are given below Appendix 'A'

You are expected to be available Online/Physical for training from 16th March 2018.

Kindly sign on the copy and return as a token of acceptance

Regards,

HR

Vmould

VMOULD

2<sup>nd</sup> Floor Naidu Complex, Behind Bus Stop,  
Kurmannapalem, Visakhapatnam.  
info@vmould.in | + 91 8978119715

# Vmould - Centre of Excellence

Design | Engineering | Building Information Modelling | Training

Vmould			
SALARY BREAK-UP			
Name :	MD Nazmin Aara	Effective Date:	March 12, 2018
Grade :	EB	Date of Joining:	May 1, 2018
Title :	Trainee - Business Development		
Division:	Vmould		
		Details	
Components		Monthly (INR)	Yearly (INR)
<b>BASE SALARY</b>			
1	Basic Salary	5,000	60,000
	House Rent Allowance	2,000	24,000
	<b>TOTAL BASE SALARY</b>	<b>7,000</b>	<b>84,000</b>
<b>ALLOWANCES</b>			
2	Conveyance	1,600	19,200
	Professional Development	0	0
	Medical Reimbursement	1,250	15,000
	Special Allowance	150	1,800
	<b>TOTAL ALLOWANCES</b>	<b>3,000</b>	<b>36,000</b>
<b>TOTAL GROSS SALARY</b>		<b>10,000</b>	<b>120,000</b>
<b>DEDUCTION</b>			
	PF	0	0
	Professional Tax	200	2400
	<b>TOTAL DEDUCTIONS</b>	<b>200</b>	<b>2,400</b>
<b>TOTAL NET TAKE HOME</b>		<b>9,800</b>	<b>117,600</b>
<b>TOTAL REMUNERATION (CTC)</b>			<b>120,000</b>

**Note:**

You will be eligible for 2% of the revenue generated in the month against the bill clearance.

VMOULD

2<sup>nd</sup> Floor Naidu Complex, Behind Bus Stop,  
Kurmannapalem, Visakhapatnam.  
info@vmould.in | + 91 8978119715

Ref: 793001/1850420/Permt

Date: 17th February, 2021

Sylada Dhatri Divyasree  
Tirumala Nagar, 30-82-1/300/6, Road No.7  
Vadlapudi, Gajuwaka, Visakhapatnam-530046  
Phone No: 8374920722

## Subject - Offer of Appointment

Dear **Sylada Dhatri Divyasree**,

It is our pleasure to welcome you to Tech Mahindra Limited.

1. With reference to our discussions, we are pleased to offer you appointment in our Organization as **Associate Customer Support** on **U1** band, operating out of our **Visakhapatnam** office.
2. Your "Annual Total Cash Compensation" will be **Rs. 173341 (Rupees One Lakh Seventy Three Thousand Three Forty One Only)**. Please refer **Annexure-A** for details on the compensation and statutory deductions.
3. Your remuneration package is strictly confidential between you and here after, referred as The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
4. Your employment with us will be governed by terms and conditions as specified in **Annexure-B**.
5. You are required to join on **18th February, 2021** at the below mentioned location. The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.
6. On the date of joining, you are requested to report to **Mahendrababu Akula** at 10:00 AM to complete the joining formalities at **Tech Mahindra Limited (Main Gate), Resapuvanipalem, Near Bullaiah College, Visakhapatnam – 530013**. At the time of joining, you are expected to carry originals of the documents as per **Annexure – D** and submit the copies of the same to the HR Team.
7. Please note that this Offer is subject to your being given a clear background check either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.
8. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'acceptance copy' to **Mahendrababu Akula** latest by **18th February, 2021**.



9. For any clarification / further Information on-

- Employment terms and conditions, please get in touch with Offers Team (E-Mail: [SM00592470@TechMahindra.com](mailto:SM00592470@TechMahindra.com))

For Tech Mahindra Limited



**Suchitra Kerkar**  
**Global Head – Human Resource**

**Encl: Annexure-A** (Salary Structure), **Annexure-B** (Important / Indicative Terms & Conditions of Employment), **Annexure-C** (Medical Self declaration), **Annexure-D** (Check List of Documents), **Annexure-E** (Confidentiality Agreement), **Annexure F** – Intellectual property Assignment, **Annexure-G** – General Covenant, **Annexure H** -(Code of Conduct and Ethics).

**Accepted**

Date:

Signature of Candidate:

**Annexure - A**

NAME	Sylada Dhatri Divyasree	
TITLE	Associate Customer Support	
BAND	U1	
LOCATION	Visakhapatnam	
<b>COMPONENTS</b>		<b>Per Annum</b> (All figures in Indian Rupees)
BASIC (@20% OF TOTAL FIXED PAY)		34000
HRA (@70% OF BASIC)		23800
BONUS / STATUTORY BONUS		6800
EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)		4080
EMPLOYER'S CONTRIBUTION TO ESI (3.25% OF SALARY COMPONENTS)		5223
PERSONAL PAY		96097
<b>TOTAL FIXED PAY..... (A)</b>		<b>170000</b>
<b>ADDITIONAL BENEFITS..... (B)</b>		<b>3341</b>
GRATUITY		1635
INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)		1706
<b>TOTAL COST TO COMPANY..... (C) = (A) + (B)</b>		<b>173341</b>

Additional Benefits : In addition to the above, you will also be eligible for the below-mentioned benefits -

i) Insurance

a) Group Term Life Insurance (GTLI) Coverage: You would be covered under the existing Group Term Life Insurance scheme of the company applicable to the employees in your respective grades as per the company policy and the same will be paid to the respective nominated beneficiary on the unfortunate death of the employee.

b) Group Personal Accident Insurance (GPAI) coverage: You would be enrolled under the Company's GPAI scheme with a cover of upto Rs. 5 lakhs payable in case of permanent disablement arising out of any unfortunate event of an accident.

ii) Bonus / Statutory Bonus shall be paid in 12 equal monthly installments in advance along with your regular salary.

iii) Gratuity: As per Payment of Gratuity Act.

iv) Company Transport and Transport Allowance:

- Company provided transport is available only in ODD hour shifts
- In the event of you availing Company provided transport in odd hour shifts to commute to and from office, a token amount of Rs. 500/- p.m. will be deducted from your salary, for one side transport it will be Rs. 250/- p.m.

**Notes:**

The Company reserves the right to amend, modify, rescind / reinstate the above mentioned policies & schemes partly or completely at any point of time.

**With Best Wishes,  
For Tech Mahindra Ltd.**



**Suchitra Kerkar  
Global Head – Human Resource**

**Accepted by :**

**Location :**

**Date :**

## Annexure – B

### 1) Employment Agreement

#### a) Code of Conduct

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of The Company.

#### b) Secrecy

You are expected to maintain utmost secrecy with regard to the affairs of The Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of Tech Mahindra Limited. or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients.

Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated.

c) Employee data – By accepting this Offer and furnishing your personal data to the Company, You are according your irrevocable consent to Company to possess, deal with or handle Your sensitive personal data either by itself or through any third party agency during the term of your employment with the Company subject however to the terms of the Privacy Policy of the Company. You are aware that your personal data is confidential in nature and Company shall process the same in the course of its business, in terms of its privacy policy with due and reasonable care.

#### d) Conflict of Interest

Your position with The Company calls for whole time employment and you will devote yourself exclusively to the business of The Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with The Company, without written permission from The Company. Contravention of this will lead to termination of your services from The Company without any notice, with or without any liability on the part of The Company for payment of any compensation in lieu of such notice as per the procedure mentioned in Section 3.

#### e) Non-Solicitation / Non-Compete

You acknowledge that you have signed Covenant against Disclosure and Covenant Not to Compete/Non-Solicitation ("Covenant"), which is incorporated into this Agreement by reference and is made a part of this Agreement and that it constitutes an integral part of the terms of your employment. In the Covenant, you have

agreed that for a period of twelve months following termination of your employment for any reason whatsoever you also confirm and agree that these restrictions are reasonable and are legitimately required to protect the business interest of the Tech Mahindra Ltd.

- (i) You will not solicit business and/or sell services/products or build business relationship with customers, you were directly or indirectly involved with, during your tenure in Tech Mahindra Ltd
- (ii) You will not interfere with its business relations, including but not limited to soliciting or providing services to any of Tech Mahindra's clients (except as directed by Tech Mahindra Ltd), directly or indirectly.
- (iii) You will not be employed by a client of Tech Mahindra Ltd for which you performed services while employed by Tech Mahindra.
- (iv) You will not solicit or induce Tech Mahindra Ltd associates to join a client or to compete with Tech Mahindra Ltd.
- (v) You undertake not to solicit or induce or endeavor to solicit or induce any consultant, supplier or service provider to cease to deal with the Company and shall not interfere in any way with any relationship between a consultant, a supplier or a service provider and the Company.

**f) Exclusivity of Services, Publications, Gifts/Anti-bribery**

You shall devote all work efforts exclusively to The Company and the furtherance of its interests. Any engagement in additional activities for remuneration or any direct or indirect participation in other enterprises of any kind requires the prior written consent of The Company. The Company's consent shall not be required for ordinary acquisitions of shares or other participation for investment purposes. Membership in the board of directors or supervisory board of other enterprises shall be subject to The Company's prior written consent. Any publications and lectures by you on topics relating to The Company's business or interests shall be subject to The Company's prior written consent.

You agree, to not accept or demand loans, rewards or other benefits, or promises thereof, from The Company's clients or other persons with whom the Associate has official or business contacts in the context of the Associate's activities for The Company, without The Company's prior written consent.

You hereby covenant and undertake that you will:

- Not engage in any actions that are, or could be seen to be, bribery of foreign public officials as described in the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, the Foreign Corrupt Practices Act of the United States of America (the "FCPA"), the Anti-Terrorism, Crime and Security Act 2001 and Bribery Act, 2010 of the United Kingdom of Great Britain and Northern Ireland; and
- Comply with all United Kingdom, United States, German and other Applicable Law prohibiting bribery and in doing so will provide nothing of value to any government official.

- Not directly or indirectly offer or have offered or give or given or agree or agreed to give or given to any person any gift, success fee, rebate or consideration of any kind whatsoever including speed or facilitation money or indulge in any activity as an inducement or reward for influencing or carrying out any act and specifically in relation to any business opportunity or a customer including for the purposes of collection or for showing any favour or disfavour to any person or persons in relation to such performance.
- You hereby agree not to involve in receiving any gift/bribery during your tenure with the Company. You shall abide and follow the Company's anti-bribery policy which is hereby incorporated for reference. This Company policy shall be amended from time to time.

**g) Confidentiality / Non-Disclosure**

- a) You must return to The Company, upon request, and in any event, upon termination of your employment, all documents and tangible items which belong to The Company or which refer to any confidential information and which are in your possession or under your control.
- b) You must, if requested by The Company, delete all confidential information from any reusable material and destroy all other documents and tangible items which contain or refer to any confidential information and which are in your possession or under your control.
- c) All software, systems, ideas, concepts, designs, documentation or any other material produced by you, during the period of your assignment to the Tech Mahindra will either be Intellectual Property of the Tech Mahindra or that of its customers. You will not have any rights to such material as described above.

You shall execute / sign the Confidentiality Agreement as and when required by Tech Mahindra Limited or the Client.

**h) Non-Disparagement Obligations**

You covenant and agree that, during the term of your employment and anytime thereafter, neither you nor any of your legal heirs or any person acting on your/their behalf, will in any way publicly disparage, bring into disrepute, defame, libel, slander or otherwise criticize the Company, its subsidiaries, affiliates, successors, assigns, officers, directors (including any former directors/ officers of the Company or its subsidiaries), employees, shareholders, agents, attorneys or representatives, or any of their clients, customers, partners, other service providers, or any of their products or services, in any manner that would damage the business or reputation of the Company or any of its clients, customers, partners, other service providers. Any violation of this section shall necessitate an investigation and appropriate disciplinary action including termination from the services and/ or appropriate legal action.

## 2. Assignments/Transfer/Deputation

Though you have been engaged for a specific position, The Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients' locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

You shall, only at the request of The Company, enter into a direct agreement or undertaking with any customer to whom you may be assigned/seconded/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests.

## 3. Termination of Employment

- (a) Either party can terminate this employment by serving a notice of **30** days on the other. The Company may at its absolute discretion make a payment representing salary (basic) in lieu of notice of termination. However, for cause like misconduct, gross negligence, willful insubordination or disobedience, misbehavior or non-performance, Tech Mahindra Limited. may terminate your services with immediate notice. The Company shall have the right to place you under suspension on subsistence allowance and benefits as applicable pending any investigation into potential dishonesty, gross misconduct, misappropriation, gross negligence, fraud or other circumstances, which expressly provides for termination of your employment which if proved, would entitle The Company to dismiss your services summarily.
- (b) In the event of your serving on The Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the relevant policies in force at that point in time, subject to satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties.
- (c) In case of Associates who are governed by any other service agreement(s) for serving a minimum stipulated period, the associate will need to mandatorily fulfill requirements of **Clause 3(a)** along with applicable exit policy clauses under stipulated service period agreed to and provided therein.
- (d) Unauthorized absence or absence without permission from duty for a continuous period of 7 working days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination.
- (e) You will be governed by The Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated as per the procedure mentioned in **Clause 3(a)** herein above. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.
- (f) Reference check will be made from your previous employers and other references as may be deemed appropriate. In case there is any adverse report against you which may be detrimental to the interests of The Company or if the information furnished by you is not true, The Company reserves the right to

terminate your services as per the procedure mentioned in **Clause 3(a)** herein above on the grounds of misrepresentation of facts.

- (g) In addition to The Company's right to carry the above verifications, you shall fill in and sign the Criminal Disclosure Declaration Form. In the event you have been accused, charged and/or convicted for any criminal offence, at any time whether prior or subsequent to your joining The Company, you shall make full disclosure of the same and furnish all necessary documents in support thereof. In the event you have been accused, charged and/or convicted for any criminal offence, your joining shall be subject to specific written confirmation from The Company. The Company at its sole discretion reserves the right to terminate your employment as mentioned in **Clause 3(a)** or take appropriate disciplinary action against you or revoke this Offer Letter. In the event of suppression of any facts, The Company shall be entitled to take such other action at any time as it may deem fit.
- (h) The Company reserves the right to carry out banned/ illegal drugs/narcotic substance screening tests on you at any point of time during your tenure. You understand and acknowledge that this is a requirement and you have no objections whatsoever if such checks, banned/ illegal drugs/narcotic substance screening tests and verifications are carried out by The Company or a third party agency engaged by The Company. Arising out of such verification or check or otherwise, if it is detected that the information furnished by you in your application is mis-stated or is unstated or document submitted by you are not correct or banned/ illegal drugs/narcotic substance screening tests, results are positive, The Company shall, at its sole discretion be entitled to fore with terminate your employment as per the procedure mentioned in **Clause 3(a)** herein above and/or revoke your appointment with The Company, without further reference in the matter.

#### 4. **Statement of Facts**

- (a) It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per the application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of the minimum standards set by The Company, The Company shall have the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.
- (b) You confirm and represent that there exists no personal circumstances which are likely to affect your liability to discharge your obligations in the course of your employment. You further undertake to notify, your line manager and HR Manager immediately of any material change in personal circumstances that may have impact on the status of your employment including, but not limited to, criminal convictions and/or cases pending, health issues, right to work in the country where work is to be performed etc.

#### 5. **Company Policies**

You are required to comply with all the policies of the Company including but not limited to the Code of Ethical Business Conduct, the Policy on Prevention of Sexual Harassment and such other policies, as communicated to the



associates of Tech Mahindra from time to time. In case of any violation or failure to comply with such Company Policy/policies, the Employee shall be subjected to the disciplinary action as per company policy. These policies are available on Tech Mahindra's intranet. You are requested to visit the site at frequent intervals to get all updates / changes. By signing a copy of this letter, you are consenting that you will visit the intranet site and get familiar with Tech Mahindra's policies. Tech Mahindra reserves the right to interpret, change, suspend or terminate any of its benefits, policy plans or programs in accordance with its needs from time to time.

## **6. Personal Indebtedness**

Tech Mahindra Limited shall not be responsible for personal indebtedness or other liabilities incurred by you, during/prior to your employment with Tech Mahindra Limited. You understand and accept that you shall have no authority to pledge the credit of Tech Mahindra Limited to any person or entity without Tech Mahindra Limited's prior written authorization.

## **7. Restraints**

### **Access to Information**

Information is available on need to know basis for specified groups. The network file server is segregated to allow individual sectors for projects and units. Access to these are authorized through access privileges approved by unit Mentors or Project Mentors.

### **Authorization**

Only those authorized by a specific power of attorney may sign legal documents, representing The Company.

### **Smoking**

We owe and assure a smoke free environment for our Associates. Barring some areas, the entire office premises including conference rooms, lobbies, is declared as "No-Smoking Zone".

### **Passwords**

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same.

### **Unauthorized Software**

You shall not install, download, copy and duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems.

### **Security**

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed on all the floors who take care of the security. Those of you who wish to work late or early hours are

requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass from the security staff after the authorization from your mentor.

The communication security is maintained by controlling physical access to computer systems, disabling all workstation floppy disk drives, and a Company-wide awareness about the need for protection of intellectual property and sensitive customer information. For some projects, The Company uses sophisticated data encryption devices. Your work table and storage space is lockable. Please ensure they are locked when unattended. Duplicate keys are maintained with Security. One can take a duplicate key after signing for it for one's own or team member's table or storage.

**(a) Destroying Papers & Material**

Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.

**(b) Use of Company Resources**

(i) You shall use The Company's resources only for official purposes as per the applicable Company policy.

(ii) The Company shall have the right to access the files, folders and data stored in the official laptop provided to you by the Company and to keep track on individual users activity and logs stored in the official laptop. Further the Company may also monitor the emails and email traffic in your official mail id provided by the Company as measure to ensure compliance with Company's policies and network security. You also authorize the Company representative to access all the data and information stored under your mail id during and after employment with the Company and this access is provided under the applicable data privacy laws. You also expressly waive any other rights as may be available under the applicable Data Privacy laws against the Company for providing such access.

(iii) You shall access only those web sites, which are relevant to your work at hand.

(iv) You shall not use any company resource for hacking or other unethical / illegal activities.

(v) You shall not circulate or distribute offensive/pornographic material through e-mail or in any other manner.

**8. Overseas Service Agreement**

As The Company will be spending substantial amount of time and money for your deputation /secondment abroad, you may be required to sign a deputation agreement with The Company and may also be required to execute a Surety Bond on such terms, as The Company may deem appropriate. (This agreement will consist, inter alia, of issues like (i) your commitment to complete the project (ii) your returning to India after completion of the project and serving The Company for a stipulated period).

## **9. Intellectual Property Rights**

You agree to disclose any invention, development, process, plan, design, formula, specification, program or other matter of work whatsoever (collectively "the Inventions") created, developed or discovered by you, either alone or in concert, in the course of your employment and the same shall be the absolute property of The Company. Any Intellectual Property Rights and rights to inventions arising out of your activities hereunder, or if ownership rights cannot be transferred under applicable law, any exploitation rights relating thereto, shall be transferred to The Company in accordance with applicable law. You shall, as and when requested by The Company (at Company's cost and expense), assist The Company in perfecting the Intellectual Property Rights in any manner The Company deems fit. You shall execute/sign the Intellectual Property Rights Assignment document as and when required by Tech Mahindra Limited or the Client.

## **10. Jurisdiction**

Even though The Company may depute you overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your employment will be in the courts in **Mumbai** only.

## **11. Retirement**

Your services with the Company will come to an end immediately upon your attaining the age of retirement as per the then prevailing policy of the Company. For the purpose of determining this, the age recorded with The Company shall be considered as final and conclusive.

Termination of employment may also be initiated earlier by either party by serving prior written notice on the other, as per the notice period stipulated in this letter.

## **12. General**

The above terms and conditions including those in Annexure - A (Salary break up) are based on Company policies, procedures and other rules currently applicable in India as well as Overseas and are subject to amendments and adjustments from time to time. In all services matters, including those not specifically covered here such as Traveling, Leave, Working Hours, Retirement, Code of Conduct, etc. you will be governed by the rules of The Company as shall be in force from time to time.

**13.** You shall be present in the office during normal working hours as specified in the policies or during hours expressly designated for you in writing. Depending on organizational requirement or project contingencies your working hours / work days may be modified/ altered from time to time. The Company does not encourage overtime work and accordingly does not have a policy for payment of overtime.

**14.** You shall provide details regarding the utilization of your time by entering the same into Tech Mahindra Limited's electronic timesheet system on a daily basis. In case you are attached to any project where the

client may have requirement of recording specific time-efforts, you shall comply with such requirement also, in addition to Tech Mahindra Limited's timesheet system.

15. This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize The Company or any external agency through Tech Mahindra Limited to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining The Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.

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This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure – B and I hereby accept and agree to abide by them. I am also required to fill the EMPLOYMENT VERIFICATION FORM, complete in all respects and bring it along with all the other documents / testimonials as required (Annexure D) at the time of joining.

**Name in full** :

**Signature** :

**Address** :

**Date** :

**Place** :



## Annexure- C - Medical Declaration

### MEDICAL DECLARATION FORM

Applicant ID <i>(To be filled by HR)</i>		Associate ID <i>(To be filled by HR)</i>	
First Name:		Last Name:	
Gender: Male / Female		Date of birth (DD/MM/YYYY)	
		Blood Group	

### Candidate's Medical History:

Candidate's Medical Details	Yes	No	Please provide the details
Do you have any defect or problem of vision?			
Can you readily distinguish between the pigmentary colors?			
Do you suffer from a degree of deafness which would prevent your hearing of normal conversation?			
Do you have any physical deformity / handicap?			
Do you have any congenital disorder / abnormality?			
Have you ever been diagnosed to have any Psychiatric ailment including Depression, Anxiety Neurosis, Phobic Disorders, Schizophrenia, Manic Depressive Psychosis or any other Psychiatric illness?			
Have you ever been diagnosed with an alcohol or drug abuse problem? If yes, are you on treatment for the same?			
Have you ever been disqualified on medical grounds from any previous employment opportunity?			

Have you ever been suffering from any Medical condition that may require you to take Medical Leave over the next 12 months?			
Have you had any form of critical illness or operation in the last two years?			
Have you ever been diagnosed to have Cancer, Tumor, Cyst or any similar type of growth?			

**Have you ever suffered/are you suffering from any of the following? (Please tick whichever applicable)**

<input type="checkbox"/>	Heart Attack	<input type="checkbox"/>	Diabetes
<input type="checkbox"/>	High Blood Pressure	<input type="checkbox"/>	Stroke
<input type="checkbox"/>	Night Blindness	<input type="checkbox"/>	Valve Disorders
<input type="checkbox"/>	Asthma	<input type="checkbox"/>	Slipped disc
Any other major disease/illness that you may be willing to disclose			

**Candidate's Declaration:**

I declare that, to the best of my knowledge, the answers to the questions in this form are correct and that I am not suffering from any disease/illness that I have not revealed.

**Signature:**

**Name:**

**Date:**

(DD/MM/YY)

## Annexure – D – Checklist of the Documents

At the time of joining, you are requested to bring the following documents in **original(For Verification only)**, along with 1 copy of each.

- (a) Certificates' supporting your educational qualifications along with marks sheets
- Xth Certificate & mark sheets
  - XIIth Certificate & mark sheets
  - Degree Certificate & Semester/year-wise mark sheets
  - Master's Certificate & Semester/year-wise mark sheets
  - Diploma/PG Diploma Certificate & Transcripts
  - Any other Certificate with supporting documents – if any
- (b) Your relieving letter from your present organization
- (c) Service Certificate from the last employer as well as all previous employers.
- (d) Acceptance copy of Tech Mahindra Limited's offer of appointment duly signed.
- (e) Two passport-sized color photographs with white background.
- (f) Valid Passport  
*Please submit copy of the valid Passport (inclusive of all blank pages). In case you have applied for it, please submit the proof of Passport Office submission ticket. Upon receipt of Passport from Passport Office, please submit the documents to HR.*
- (g) PAN Card and Proof of PAN Number  
*You MUST carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN Number. If applied for please submit a copy of the acknowledgement as issued by the Income Tax authorities.*
- (h) Aadhaar Card  
*You MUST carry and provide your Aadhaar Card copy. Please note that it is mandatory to provide your Aadhaar card number for processing KYC in EPFO portal. If applied for, please submit a copy of the acknowledgement as issued by the authorities.*

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, The Company reserves the right to revoke the offer.



## **Annexure E - Confidentiality Agreement**

I understand that during my employment with Tech Mahindra Limited., I will have access to information for its customers, suppliers, vendors and licensors, any or all of which are referred to in this agreement "Tech Mahindra Limited. I also understand that this information, whether technical or non-technical is commercially valuable. It is referred to in this agreement as "confidential information".

A few examples of confidential information are given below. However these examples do not list all of the types of confidential information which I may develop or to which I may have access:

- 1) Information of a business nature such as marketing, underwriting, associate customer and claimant data, sales, and list of customers, including future developments and planning concerning them.
- 2) Computers /software programs and associated documentation and material which are propriety to Tech Mahindra Limited or which Tech Mahindra Limited. is under an obligation to prevent this disclosure.
- 3) Information from Tech Mahindra Limited's vendor and supplier which is confidential, propriety or copyrighted.
- 4) I hereby agree that :
  - The confidential information shall remain the sole and exclusive propriety of Tech Mahindra Limited and I shall regard it as confidential and secret information.
  - The confidential information is the property considered to be the trade secrets of Tech Mahindra Limited because it involves processes and compilation of information which are secret, confidential, and not generally known to the public and which are the products of expenditure of time, effort, money, and /or creative skills of Tech Mahindra Limited.
  - The use of confidential information is furnished to me during my employment on a confidential and secret basis for a sole and exclusive use and pursuing my employment duties at Tech Mahindra Limited.
  - I will not, during and after my employment at Tech Mahindra Limited., publish, disclosed, or otherwise divulge the confidential information to any person not specifically authorized by Tech Mahindra Limited. to receive such information.
  - I will not copy and confidential information for any purpose except with the express consent of the Tech Mahindra Limited. Officials or the expressed written authorization of the third party owner.
  - Upon termination of my employment with Tech Mahindra Limited., or at any other time at Tech Mahindra Limited. request, I agree to return promptly to Tech Mahindra Limited., all confidential information, including but not limited to all manuals, letters, notes, notebooks, reports, formulae, computer programs and associated documentation and material, memoranda, customer list and all other materials and all copies of them relating in any way to Tech Mahindra Limited which in any way were obtained by me during my employment at Tech Mahindra Limited .which are in my possession or under my control. I further agree that I will not make or retain any copies of the above mentioned information and will so represent to Tech Mahindra Limited. upon termination of my employment.

- This confidentiality agreement will continue to be in effect after the termination of my employment with Tech Mahindra Limited.
- IF any provision of this agreement is declared invalid or unenforceable with respect to a particular occurrence or circumstance or otherwise, that will not affect the validity, enforceability, or applicability of any other provision of this agreement.

Name:

Signature:

Date :

## **Annexure - F - Intellectual Property Assignment**

Associate Name:

Associate ID:

Date:

In consideration of my employment with Tech Mahindra Limited and in view of the confidential nature of employment by reason of which I will obtain and have obtained special knowledge of Tech Mahindra Limited and business, its necessities and plans and the information of its customer, I hereby agree as follows:

### **(a) Intellectual Property Assignment**

I hereby assign, to Tech Mahindra Limited or its successor, designees or assigns, any and all rights in any design, invention, discovery, or other intellectual property (including without limitation, right to apply for and obtain a patent) which I may create, develop or assist in creating of developing during my employment which design, inventions, discovery and other intellectual property relate to services provided/ to be provided or products or systems manufactured or developed or licensed or sold by Tech Mahindra Limited whenever made by me and for any work made and/or created or cause to made and/or created in the course of my employment whether on the customer project or otherwise.

Tech Mahindra Limited shall be the first owner of the copyrights therein and for work made and/or created or cause to made and/or created in the course of my employment. If by virtue of any law or any judgment, Tech Mahindra Limited is not the first owner, then I hereby assign, exclusively and irrevocably, the same, wholly and generally, forever throughout the world, without any obligation of payment of royalty or any other sum of money or benefit(s), the whole of the copyright(s) in all such work(s) and further waive all my moral rights wholly in favour of Tech Mahindra Limited I also agree to sign on demand, whether during the employment or any time thereafter, any papers and do any acts which may be deemed necessary or desirable by Tech Mahindra Limited to secure to Tech Mahindra Limited., its successors, designees, or assign, any right relating to such design, invention, discovery, copyright or intellectual property and improvement including patents in India or any other foreign country.

### **(b) Restrictions after Termination**

I further agree upon termination of my employment to surrender to Tech Mahindra Limited all software programs, data (whether in hard copy form or in electronic form), notebooks, designs, drawings, blueprints, writings, manuals, price books, any business or market information, business and technical brochures, service models and techniques and other documents and materials (including all copies) then in my possession or control, which relate in any way to the business, research, development, sales, sales promotions, marketing or customer's information or other activities of Tech Mahindra Limited The obligations stated under this Agreement shall survive the termination or discontinuation of my employment with Tech Mahindra Limited.

WITNESSED

ACCEPTED

\_\_\_\_\_

\_\_\_\_\_

## Annexure – G

### Agreement – General Covenant Against Disclosure and Covenant Not to Compete / Non- Solicitation

In consideration of my employment "Tech Mahindra Limited", and in consideration of the wages or salary to be paid to me, and regardless of the duration of my employment, I enter into the following agreements:

1. I agree to perform competently, diligently, reliably, and to the best of my ability all duties required of me from time to time by Tech Mahindra Limited I shall not directly or indirectly, either as an associate, employer, consultant, agent, principal, partner, stockholder, corporate officer, director or in any other individual or representative capacity, engage or participate in any business that is in competition in any manner whatsoever with the business of Tech Mahindra Limited during the term of my employment with Tech Mahindra Limited either within or outside of business hours.

2. I acknowledge and agree that I am bound by all of the terms and conditions of my Service Agreement in addition to the terms and conditions of this agreement.

3. **Actions Required on Termination:** Upon termination of my employment at Tech Mahindra Limited whether voluntary or involuntary (or at any other time upon the request of Tech Mahindra Limited.), I shall return to Tech Mahindra Limited all of its property of which I have had custody, including all handbooks, manuals, notebooks, supplies, credit cards, keys, disks, tapes, records, statistics, data and Confidential Information (defined herein) for which I have acquired by virtue of my employment, regardless of form or media.

4. **Covenant Against Disclosure:** I understand that it may be desirable and necessary for Tech Mahindra Limited or any of its suppliers, licensors, licensees or customers to disclose to me information which may include, by way of illustration and not by way of limitation, technical information, designs, drawings, processes, systems, procedures, formulae, test data, improvements, price lists, financial data, code books, invoices, financial statements and other financial information, computer programs, disks, printouts, sketches, customer and prospect contacts, customer and prospect lists, names, addresses or any other compilation of information written or unwritten (both individually and collectively referred to herein as "Confidential Information") during the course of my employment.

Because I will have access to and become familiar with such Confidential Information, I hereby agree to accept and retain such Confidential Information in confidence and agree, at all times during or after the termination of my employment, not to, directly or indirectly, disclose, reveal, use, copyright or patent such Confidential Information, without the prior written consent of an authorized officer Tech Mahindra Limited I also agree to keep the contractual relationships of Tech Mahindra Limited with its suppliers, licensors, licensees, customers, contractors, and subcontractors confidential, including the

names, addresses, or special requirements of Tech Mahindra Limited's customers. This Section 4 is intended to apply to all materials, which I may compile, as well as to all materials furnished to me by anyone else in connection with my employment.

a. Because it may not be clear to Associate which information is Confidential Information, in order to minimize the possibility of inadvertent disclosure, Associate agrees to consult with Tech Mahindra Limited before making any disclosure of information covered by this Agreement.

b. Associate may disclose information if such disclosure is directly pursuant to a valid and existing order of a court, or a governmental body or agency, within India; provided, however, that prior to such disclosure, the Associate (i) notifies Tech Mahindra Limited in writing of the prospective order, or proceeding giving rise to such order, and (ii) Tech Mahindra Limited has had the opportunity to prevent or limit such disclosure.

c. In the event of a breach or threatened breach of this Section 4 by Associate, Tech Mahindra Limited shall be entitled, in addition to all other remedies otherwise available to Tech Mahindra Limited to and Associate hereby consents to the issuance thereof forthwith in any court of competent jurisdiction without proof of specific damages. Associate waives any requirement for a bond in connection with any temporary or pendente lite injunctive relief.

d. In the event that Tech Mahindra Limited shall enforce any part of this Agreement through legal proceedings and obtains any judgment or order in such proceedings, Associate agrees to pay to Tech Mahindra Limited any costs and attorneys' fees reasonably incurred by Tech Mahindra Limited in connection with obtaining such judgment or order.

If any court should hold any part of the covenants set forth herein to be unreasonable, or otherwise unenforceable, the parties expressly agree that the covenants set forth herein shall be enforced to the extent that would otherwise be deemed reasonable or enforceable. In the event of any breach by Associate, the Non-Compete Period shall be extended on a per diem basis for the period that Associate is in breach.

**5. Ownership of Work Product:** Tech Mahindra Limited shall be the sole owner of all of my work product. For this purpose, "work product" means all inventions, improvements, discoveries, documentation, programming and technology (including all associated intellectual property rights) that I may create (alone or with others, at work or elsewhere, during or after the normal workday) relating to the work I do, the business of Tech Mahindra Limited or any research or development conducted by Tech Mahindra Limited I agree to assign, disclose and deliver to Tech Mahindra Limited as Tech Mahindra Limited's property, all right and evidence I may have or acquire with respect to any and all work product, and I agree to take such further actions and sign such further instruments as Tech Mahindra Limited may request from time to time to protect and defend its ownership of any and all work product. I understand that disclosure of my suggestions and ideas is encouraged.



**6. Partial Restriction on Post-Termination Competition:** Background. Tech Mahindra Limited expects to invest considerable time, effort and capital in enhancing the value and desirability of my skills. Both this investment and my compensation reflect Tech Mahindra Limited's expectation of receiving a considerable return from the exclusive use of my services and know-how in the future, free from any danger that Tech Mahindra Limited's customers or competitors may attempt to cause me to leave Tech Mahindra Limited and wrongfully gain the benefit of Tech Mahindra Limited's investment. The partial restraint set forth in this Section 6 does not, and cannot, provide complete protection for Tech Mahindra Limited's investment, development efforts, product, strategy, proprietary and Confidential Information, but Tech Mahindra Limited believes that in combination with the other provisions of this Agreement, it is the most fair and reasonable measure to protect Tech Mahindra Limited's interest, giving due regard to both my interests and the interests of Tech Mahindra Limited .

**7. Covenant Not To Compete.** I hereby covenant and agree as a part of and ancillary to this Agreement that for the 12 months period following the termination of my employment with Tech Mahindra Limited (irrespective of the reason for or such termination),

(a) I will not solicit, or attempt to solicit, or cause any third party to solicit, directly or indirectly, any customer of Tech Mahindra Limited for the purpose of selling or licensing products or services that are then competitive with the products and services that are then available to that customer from Tech Mahindra Limited provided, however, that this restriction shall apply only to customers of Tech Mahindra Limited with whom I actually have material contact (meaning direct interaction, such as through sales calls, presentations or other business dealings) in the course of performing my employment duties for Tech Mahindra Limited within the two year period preceding the date my employment with Tech Mahindra Limited ends. It is understood that this restriction is necessary to avoid possible compromise of Confidential Information and business interest.

(b) I will not (1) seek or obtain employment of any kind by any means, directly or indirectly, as either associate, agent or consultant, with any customer of Tech Mahindra Limited's for which I am providing services on behalf of Tech Mahindra Limited that are competitive with the products and services available to the client from Tech Mahindra Limited provided however, that this restriction shall apply only to employment to perform the same or substantially similar services that I am performing for the client as a Tech Mahindra Limited associate; or (2) induce or solicit any associate of Tech Mahindra Limited to seek or obtain such employment with a customer of Tech Mahindra Limited This restriction applies to my acceptance of any employment by a customer through general advertising or third party recruitment;

I accept and agree that the above covenants (a) and (b) are reasonable restrictions imposed with an objective to protect Tech Mahindra Limited's legitimate business interests and proprietary and confidential information. Given the compensation and benefits provided to me, I agree that the restriction as to time and scope contained herein are reasonable and necessary to protect Tech Mahindra Limited's business

interests and proprietary information. I have sufficient skills to find alternative, commensurate employment that would not violate the terms of this undertaking. I acknowledge that adherence to this undertaking shall not deprive me of the ability to earn a living or support my dependents.

**8. Compliance Not Contingent Upon Additional Consideration:** I understand and acknowledge that the wages, compensation,, benefits training and experience that Tech Mahindra Limited. provides to me shall be full and sufficient consideration for the promises contained in this Agreement. I have not been promised, and shall not claim, any additional or special payment or compliance with the covenants and agreements herein.

**9. Damages and Remedies:** I acknowledge and agree that if violate this Agreement, Tech Mahindra Limited may take legal action against me as follows: (1) Tech Mahindra Limited. may take legal action in the court specified below in Paragraph 14 for the liquidated damages specified in Paragraph 6 above and (2) a violation of this Agreement is likely to cause severe and irreparable Cause injury to the business, good will, client relations and proprietary information of Tech Mahindra Limited., an injury that is not adequately compensable by money damages alone. Accordingly, in the event of a breach (or threatened or attempted breach) of this Agreement, Tech Mahindra Limited. shall, in addition to any other rights and remedies, be entitled to immediate, appropriate injunctive relief, or a decree of specific performance of this Agreement, without the necessity of showing any irreparable injury or special damages, in any court of competent jurisdiction.

**10. Severability:** Each paragraph and provision of this Agreement is severable from the contract and if one provision is declared invalid, the remaining provisions shall nevertheless remain in full force and effect. Further, the invalid provision or part shall remain enforceable to the extent permitted by law.

**11. Entire Agreement:** This Agreement reflects the full and complete agreement between myself and Tech Mahindra Limited. on the subjects covered herein and supersedes and replaces all prior negotiations or agreements, whether written or oral. This Agreement shall only be modified, altered or replaced by a subsequent writing, signed by myself and an authorized officer of Tech Mahindra Limited.

**12. Binding Effect:** This Agreement shall inure to the benefit of, and be binding upon, my heirs, executors, administrators and personal representatives as well as the subsidiaries and affiliates of Tech Mahindra Limited. (Together with their successors and assigns).

**13. Choice of Law:** This Agreement will be governed and controlled in all respects by the laws of India.

**14. Choice of Forum:** The parties submit to the jurisdiction and venue of India with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient.

In the event of any violation of the terms of this clause, I agree that I shall be liable to Tech Mahindra Limited. For liquidated damages in the amount of the gross salary earned by me during the preceding one year from the date of such breach. I acknowledge and agree that said amount constitutes liquidated damages and not a penalty, and that the amount is a reasonable and fair estimate of the actual damages that Tech Mahindra Limited. Would incur upon such breach.

Following the expiration of the one year period described herein, I shall continue to be obligated under the Covenant Against Disclosure in Section 4 so long as such Confidential Information remains proprietary or protectable as confidential or trade secret information.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Signature

\_\_\_\_\_  
Name of Candidate

For and on Behalf Of  
**Tech Mahindra Limited**



**Suchitra Kerkar**  
**Global Head – Human Resource**

## Annexure – H

PROOF OF ACCEPTANCE OF  
Code of Ethical Business Conduct (CEBC)  
And  
Statement of Policies and Procedures for Preventing Insider Trading

To  
Tech Mahindra Ltd.  
Date of Joining: \_\_\_\_\_

Dear Sir/Madam,

I \_\_\_\_\_ Associate Id No \_\_\_\_\_

(Associate) of Tech Mahindra Ltd, do hereby state to have read and accepted that Tech Mahindra Code of Ethical Business Conduct (CEBC) and Statement of policies and Procedures for Preventing Insider Trading. In Company website ([www.techmahindra.com](http://www.techmahindra.com) >> Investors >> Overview), I have read and fully understood the above stated code of conduct and Ethics for directors and Associates and Statement of Policies and Procedures for preventing Insider Trading and shall abide by the policies, procedures and Principles contained therein.  
I understand that any misinterpretation and /or false understanding given herein may attract penalties as laid down under the policy.

Authorized Signatory (HR) Signature of the Associate  
Name:



G Jagadeesh, EEE DIET &lt;jagadeesh@diet.edu.in&gt;

**Fwd: Offer Letter from Randstad India**

1 message

bheemanadham neeharika <bneeharika@diet.edu.in>  
To: "jagadeesh@diet.edu.in" <jagadeesh@diet.edu.in>

4 June 2022 at 13:40

----- Forwarded message -----

From: **Tarun M** <chinna2533@gmail.com>  
Date: Fri, Jun 3, 2022, 3:32 PM  
Subject: Fwd: Offer Letter from Randstad India  
To: <bneeharika@diet.edu.in>

----- Forwarded message -----

From: <noreply@randstad.in>  
Date: Mon, 2 Aug, 2021, 11:27  
Subject: Offer Letter from Randstad India  
To: <chinna2533@gmail.com>

**OFFER OF EMPLOYMENT FOR A FIXED TERM**Dear Mr. **Matta Tarun**

We welcome you to join our Organization as “ **Process Executive** ” on following terms and conditions:

- Your employment with **Randstad Technologies Private Limited** is effective from **02/08/2021** (tentative joining date). Your **CTC** per annum is **INR 2,86,000.00** .
- Your employment will be valid from **02/08/2021** , reviewing your performance, it will be extended further. This contract shall be terminable by either party giving 0 days' notice in writing or salary in lieu of notice, to the other.
- During the above-mentioned period, your services will be deputed to **NVIDIA GRAPHICS PRIVATE LIMITED** (client name) to do work pertaining to/incidental to the client's business.



- Please note that this is only an offer of employment for a fixed term and is not to be construed as an appointment letter. An appointment letter would be issued to you on or after your date of actual joining.

Kindly click the below link to access Randstad web portal and

1. Download the Offer letter
2. Accept it, and
3. Fill-in your details and upload mandatory documents

Mandatory Documents are:

- Scanned copy of Photo
- ID proof-Aadhar Card and PAN
- Address Proof(any one) - Voters ID, Passport, Driving License, Ration Card
- Copy of both Educational certificates & Previous employment documents

[Click here to log in Randstad Candidate Portal](#)



Wishing you the very best!

Yours faithfully,

**Randstad India**

# KALLAM TEXTILES LIMITED

REG. CO. NO. 198/1999-2000, DIST. PRAKASAM, G.O. NO. 111/1999, DATED 11.11.1999, GOVT. OF ANDHRA PRADESH

Kunkupadu, village, Addanki MS-522204, A.P., INDIA

Ph: 08592 285500-47, E-mail: [hr@kallam.com](mailto:hr@kallam.com)

37870104008, G.S.T. NO. 02/10/001/2020 DATED 05.11.2020, GOVT. OF ANDHRA PRADESH

## Congratulations !!!

Dear Mr / Ms / Mrs V. G. G. UNDA NAGARISHA SHAR

This has in reference to your application and subsequent discussion with you on date 21-09-2018 at DIET, GANDAPAKI. You are shortlisted for the machine operator, for future process we request you to follow given office address with your documents.

- Documents: 1) Address Card  
2) Update-Resume  
3) 3 passport size Photo  
4) All educational certificates with

Address: Kallam Textiles Ltd. (Weaving Division), Kunkupadu (V), Addanki (M), Dist. Prakasam (Ongole), Andhra Pradesh 522204  
E Mail: [job.kallam@gmail.com](mailto:job.kallam@gmail.com) Website: <http://kallam.com>

## Acknowledgement

Job profile, duty hours shift timings, salary details, benefits etc. details will be inform on the joining date.

Contact: Mr. Sandeep Chougale - Manager Training  
(9421210048 / 7675887655 / 08592286525)

Mr. BVN Mallelshwar Rao Head HR  
(9849326397 / 08592286529 / 08592286530)

Mr. Suresh Officer HR  
(9912117887 / 9440725856 / 08592286531)

Mr. A. Siva Reddy - Director  
(9100640845 / 08592286531)



Ref: NVIN/Pers/2021/0715

22<sup>nd</sup>Sep 2021

Dear Gannamraju Ramakrishna,

This has reference to the interview, subsequent discussions you had with us and offer letter dated **17<sup>th</sup> Sep 2021**. We are pleased to appoint you as a "**Software Trainee**" in our organization with effect from **22<sup>nd</sup> Sep 2021** at Cost to the Company (CTC) mentioned as part of Annexure – I to this document.

1. Initially, you will be on probation for a period of six months from the date of your joining. At the end of six months, if your performance is found satisfactory, your services will be confirmed by way of issuing you a confirmation letter. However, if the management is not satisfied with your performance, the probation period may be either extended for a further period of 3 months or the employment may be terminated forthwith at the discretion of the management. Unless confirmed in writing, you will be deemed as probationer after the expiry of the initial or extended period of probation. Your services are liable to be terminated without any notice or wages in lieu thereof during the initial or extended period of probation. However, during the probation period, if you want to terminate your employment with the Company, you are required to serve a notice period of 15 days for completion of necessary administrative formalities.
2. Your date of birth as recorded at the time of your appointment with the company is **29<sup>th</sup> Mar 1997**. You are required to take note of this, as this date will be considered as the authenticated date of birth for all purpose throughout your service with the company and no change will be permitted under any circumstance.
3. Your place of posting will be at our Chennai office and you are liable to be transferred to any of our offices or sister concern whether in existence or which may come into existence hereinafter. When required to work in the sister concern during your normal working hours no additional payment will be made for such work. In case you are transferred to a place located in a city other than your current place of work, it will be your responsibility to make arrangements for your residential accommodation/other arrangements if any. Also, the management can shift the place / places of working anywhere in India and in those events you will have to make compliance for working at the new place of work.
4. You shall bear your own taxes that shall be deducted from the salary and /or other dues. For going on duty outside the place of employment you shall be governed by TA / DA rules of the company.
5. You will work under the supervision of such officers as may be decided upon by the management from time to time. You shall diligently and satisfactorily carry out instructions given to you by your superiors in connection with the work assigned to you to the best of your skill and ability.
6. You will employ yourself efficiently to the best of your ability, will devote your whole time to the work of the company and will not engage yourself directly or indirectly either honorarily or on remuneration in any service, trade, business, vocation or occupation without prior approval of the management.

**Navitas LLP**

2<sup>nd</sup> Floor, Block A1, 'Gateway Office Parks' SEZ,  
No. 16, GST Road, Perungalathur, Chennai - 600 063, India.



7. You will be bound by rules and regulations enforced by the management from time to time in relation to conduct, discipline, medical leave, holidays or any matter relating to service conditions which will be deemed as rules, regulations and orders in the part of these terms of employment. Unless excluded, you will abide by and be governed by the settlement and awards in operation and in existence.
8. That during the tenure of service, you will keep your emoluments secret from other member of this organization and will treat all information coming to you as strictly confidential and the information contained in all documents and papers and other matter relating to the company will not be divulged by you to any other person other than those of the management.
9. **Termination of Service after confirmation of employment: -**

9.1 After confirmation of employment, the Company is entitled to terminate your services by giving three months' notice in writing or by payment of three months' Basic salary in lieu of such notice period.

9.2 Company reserves the right to relieve you from the services dismiss you without severance in the event your work performance during this period is not satisfactory or that all Company documents and intellectual data and property in your custody have not been properly handed over by you to an authorized representative.

9.3 The Company reserves the right to terminate your employment on grounds of policy, misconduct or unsatisfactory job performance without notice or without payment of notice period and further can relieve you immediately, keeping in view the atmosphere of office.

9.4 **Absence** for a period of **Three working days** without prior approval of your superior in writing (including overstay of leave), can lead to your services being terminated without notice, or explanation, or payment at the sole desecration of Company

9.5 You may be terminated if any declaration given or furnished by you to the company in any document submitted for employment proves to be false or if you have willfully suppressed any material information.

9.6 You commit a breach of contract of employment.

9.7 You violate any rule or disobey any lawful instruction given by company.

Notwithstanding the above, the Company reserves the right at all times to terminate your employment forthwith without notice or payment in lieu of notice by way of punishment for misconduct under the Company's Service Rules. In such an event, without prejudice to the Company's rights at law and/ or under other provisions of this letter, the Company shall pay only salary earned by you up the date of termination. By accepting employment with the Company, you expressly authorize the Company to deduct from any payment due to you at any time, including from a termination or severance payment, any amounts owed by you to the Company unless otherwise prohibited by law. The Company shall be entitled to offset payment of any pro-rated allowance advances, etc. against salary due and to withhold amounts that may be required by the relevant authorities.

**Navitas LLP**

2<sup>nd</sup> Floor, Block A1, 'Gateway Office Parks' SEZ,  
No. 16, GST Road, Perungalathur, Chennai - 600 063, India.



**10. Resignation after confirmation of employment: -**

10.1. It is clearly understood that after confirmation of employment, in case employee wants to leave the services of the Company, the employee shall give to the Company three (3) months' notice in writing, as the notice period is meant to ensure timely completion of jobs already undertaken, handing over ongoing jobs, smooth transactions of job/assignment and provide time for suitable replacement.

10.2 Notwithstanding the above provisions, the final decision in respect of your relieving date would be subject to management's discretion and satisfactory handing over/ completion of the assignment/duties and assets etc.

If the employee leaves the employment before his/her formal relieving by the company, the company reserves the right to recover, any amount due on account of wrongful possession of Company's property or non fulfilment of any obligation(s), from the proceeds of full and final settlement (F&F) amount of the employee. In case the Company is not able to recover the amount from F&F, the Company may approach the appropriate court of law for recovery of its legitimate dues.

**11. Medical Fitness: -**

By accepting this offer you confirm that you are medically fit to effectively perform the job for which you are employed and that you do not suffer from any contagious or infectious disease or ailment that could risk the health of the other employees in the Company. At the sole discretion of the Management, you may be called upon once a year, to undergo such medical examination, as the Management may deem necessary. In the event the medical examination reveals any condition (including any physical or mental impairment) or ailment that (i) in the opinion of Management prevents or hinders you from performing your duties effectively (ii) could put the health of the other employees at risk, the same shall be a reasonable ground to discharge your services with immediate effect at the sole discretion of the Management, without any compensation or notice.

**12. Retirement: -**

12.1 You shall automatically retire on attaining age of 58 years.

12.2 You may be retired earlier if found medically unfit.



**Navitas LLP**

2<sup>nd</sup> Floor, Block A1, 'Gateway Office Parks' SEZ,  
No. 16, GST Road, Perungalathur, Chennai - 600 063, India.




**Acceptance of Terms & Conditions of Service:-**

In accepting employment with, **NAVITAS LLP**, I undertake to confirm to the Company's rules and regulations and agree to abide by the terms and conditions set out in the above Letter of Appointment, the provisions set out in the Company's Services, Rules and the Code of Conduct and all other Company policies now in force and as may be amended or added from time to time and such provisions shall be deemed to have been incorporated into my terms of employment. I agree that the Employment Contract Documents constitute my entire agreement with the Company concerning in topics covered. They replace completely any earlier of contemporaneous communication or agreement with the Company about these topics.

We welcome you to our organisation and look forward to your contribution for its success and growth.  
Sincerely,

For Navitas LLP

DocuSigned by:  
  
11DDCF8F54A4F4...

Praveen R  
Designated Partner

Enclosures: As above

**Navitas LLP**

2<sup>nd</sup> Floor, Block A1, 'Gateway Office Parks' SEZ,  
No. 16, GST Road, Perungalathur, Chennai - 600 063, India.

**Annexure - I**

Emp Name	Gannamraju Ramakrishna
New Designation	Software Trainee
New Grade	A1

Components	Per Month Value in INR	Annual Value in INR
Basic	10350	124200
House Rent Allowance	5175	62100
Bonus and Exgratia	1800	21600
Special Allowance	3875	46500
PF (Employer's Contribution)	1800	21600
<b>*Total CTC</b>	<b>23000</b>	<b>276000</b>

\*Income Tax will be deducted based on your Investment Declaration

\*\*\*Group Medclaim of coverage Rs. 3, 00,000 /- per annum is applicable. The premium amount paid for Health Insurance will be considered as part of your CTC over and above Total CTC mentioned in the above table.

**Terms and Conditions:**

1. Confidentiality – Matter of your compensation is confidential information of the company. Any discussion of your compensation with anybody other than your department head or HR will be considered as breach of agreement. Your compensation package is unique to you and not for comparison with other employees of the company.
2. The attached structure is subject to change in lieu of change in company policy and income tax rules. The other benefits are as per company policy, which are subject to change from time to time



“TP House”  
D.N-1-98/9/J/15, 5<sup>th</sup> Floor  
Jaihind Enclave, Madhapur  
Hyderabad, Telangana– 500081  
India

HRD/HYD/OFF/2021

November 3, 2021

Sekhar Kuncha,

Sub: Offer of Employment

Dear Mr. Sekhar Kuncha

With reference to the walk-in interviews conducted by us at our Hyderabad office on October 22, 2021. We are pleased to offer you the position of **Jr. Engineer – Automation at Aztec Process Automation (P) Ltd., Hyderabad** as per our discussions.

**Joining:** Your scheduled date of appointment with us will be on or before December 1, 2021.

**Work location:** The work location will be based on the business requirements.

**Roles & Responsibilities:**

You will be responsible for the following:

- Working on projects outsourced from Aztec Technologies, Inc. from the US
- Working as part of a team to for Siemens, Rockwell, GE Fanuc, iFix software projects
- Working as a part of team to implement Visual Basic and MS Access Projects
- Working as a part of team to develop/review documents
- Working as a part of team for Site activities
- Responsibilities include testing, documentation and validation of the projects.
- Responsible for delivering quality work.
- Working on other projects assigned to you by your Manager
- This position has 30% out of town travel to allocated site locations

We provide a challenging work environment and opportunity to grow within the organization. We welcome you to the Aztec Process Automation team and look forward to a long and mutually successful relationship with you.

Please find attached along with the offer of employment a document that details the compensation and the benefits that we offer.

Please call me if you have any questions or comments and can be reached at 99128 55611 or via email at [subbarao.kattamuri@aztec-consult.com](mailto:subbarao.kattamuri@aztec-consult.com).

Sincerely,

Accepted

*SubbaRao. Kattamuri*

---

**Subbarao V Kattamuri, Director – India Operations**

---

**Sekhar Kuncha**



“TP House”  
D.N-1-98/9/J/15, 5<sup>th</sup> Floor  
Jaihind Enclave, Madhapur  
Hyderabad, Telangana– 500081  
India

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### **Compensation and Benefits**

**Compensation:** Aztec Process Automation will pay you a salary as per the attached salary and compensation exhibit in accordance with our customary payroll procedures and subject to customary deductions and withholdings as required by law.

**EPF:** Aztec will provide Employee Provident Fund as per government rules from April 2015. As part of it each employee will have to contribute a minimum of INR 1800 or 12% of basic monthly salary. Aztec will contribute INR 1800 or 12% of basic salary, whichever is lower (not included in the salary). All employees are encouraged to participate.

**Holidays and Vacation:** You are entitled to Casual Leave of 6 days and Privilege Leave of 9 days. PL's would be accrued at the rate of 0.75 leaves per month subject to maximum 9 PL's in a year. CL's would be accrued at the rate of 0.50 CL per working month subject to maximum of 6 CL's per year. And employees are entitled to 5 sick leaves per year.

**Bonus:** You will be awarded appropriate annual bonus based on your and the company's performance.

**Medical Benefits:** In addition, the company also provides medical insurance or ESI based on your salary eligibility to you and your immediate family with no premium cost to you.

**Training Incentive:** Aztec will sponsor job-related external training based on your performance, previous experience and education.

**Regular Performance Reviews:** Performance reviews are conducted annually in the month of October. The first performance will be prorated to the months of service. All the Mid-year reviews are performed at six months from the annual review. All performance reviews are based on merit, achievement, job description fulfillment and performance. Wage increases will be based upon this review, as well as past performance improvement, dependability, attitude, cooperation, disciplinary actions, and adherence to all employment policies. Your supervisor will review and discuss your salary during your performance reviews.

**Termination:** First six months of employment is considered as **probation** period during which you could be let go with one week of notice. Aztec may terminate your employment with a notice of one month or by paying salary in lieu of that period. You may resign from Aztec at any time but are expected to give one month (in some cases up to three months, based on seniority), advance written notice of your resignation date to minimize any disruption to work and/or project schedules. Based on project situation Aztec shall consider relieving you earlier within the notice period.



“TP House”  
D.N-1-98/9/J/15, 5<sup>th</sup> Floor  
Jaihind Enclave, Madhapur  
Hyderabad, Telangana– 500081  
India

**Commitment:** Aztec will be looking for a two year of commitment and you will be required to sign an agreement for two years. If you are positioned abroad on long term opportunity, you will be required to sign additional agreement to reiterate your commitment to the organization.

**Non Solicitation:** In order to protect the company's investment in its relationship with its clients, you agree not to solicit work, directly or indirectly, from any of Aztec's then current, past or prospective client(s) whom you become associated with or aware of, during the course of your employment with Aztec or during the course of discussions regarding your possible employment with Aztec, for a period of one (1) year either from the date you leave Aztec's employment or the date on which discussions concerning your employment with Aztec terminate, as the case may be.

You also agree not to solicit or otherwise encourage employees of, or consultants to, Aztec to terminate their employment or relationship with Aztec, for a period of one (1) year following termination of your employment with Aztec.

This offer of employment supersedes any prior discussions, oral or written, which we have had relating to your employment and other matters discussed in this letter.

If you have questions or clarifications, please feel free to call us.

Sekhar, Aztec is a young and growing company where our belief is that our employees are our greatest asset and we encourage every individual's active participation in building our future together.

Very Truly,

*Subbarao Kattamuri*

-----  
**Subbarao V Kattamuri, Director – India Operations**

**Acknowledgment and Acceptance:**

I have read and understood the terms of the employment offer, which I hereby accept, I will comply with the terms and conditions set forth in this offer letter, including the Termination and Non-Solicitation clauses, and with the general rules, policies and guidelines of the company

-----  
**Sekhar Kuncha**

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





# Aarvi Encon Limited

CIN : L29290MH1987PLC045499

(ISO 9001 : 2015 & ISO 45001 : 2018)

Regd. Office : B1- 603, 6th Floor, Marathon Innova, Marathon Nextgen Complex,  
Opp. Peninsula Park, Lower Parel, Mumbai - 400 013, India.



AEL/HPCL-LPG (New)/2022/185

April 22, 2022

**Mr. Chandaka Naresh**

Vishakapatnam-531001

Mobile: 9704815912

E-mail: chandakanaresh970@gmail.com

**Subject: - Offer of Employment**

Dear Mr. Chandaka Naresh,

Reference to your application and subsequent interview you had with us, we are pleased to offer you the position of **“Field Engineer”** for our Client at **M/s. HPCL at Visakhapatnam**.

Your job profile, Compensation (total cost to company) and service terms and conditions have already been explained to you in detail and confirmed by you. Details are given below:

Basic	:	Rs.	20500	Per month
HRA	:	Rs.	5950	Per month
Medical Allowance	:	Rs.	1250	Per month
Conveyance	:	Rs.	1600	Per month
Ex Gratia In Lieu Of Bonus	:	Rs.	1708	Per month
Leave Wages	:	Rs.	992	Per month
Uniform/Washing Allowance	:	Rs.	1000	Per month
<b>Gross Salary</b>	:	<b>Rs.</b>	<b>33000</b>	<b>Per month</b>

You required joining the organization on or before **April 25, 2022**, failing which this offer shall be deemed to be withdrawal and may be further extended solely at the discretion of the Management. This offer is valid subject to the authenticity of documents related to education, experience and KYC provided by you.

Aarvi Encon is committed to conducting business with the highest degree of ethics, integrity and compliance with laws worldwide. Make sure under any circumstance, you are not party to any unethical activity. If you see or suspect the unethical behavior has occurred, you are obligated to come forward with your concerns, email the information to ethics@aarviencon.com. Reports will go to Executive Director and Secretary.

A formal letter of Appointment with the detailed salary structure will be issued to you on your joining to client site subject to submission of all KYC documents mentioned in Personal Information Form.

Kindly sign the duplicate copy of this letter as a token of having received its original and acceptance of the same, indicating your date of joining.

Yours Sincerely,

**For AARVI ENCON LTD.**

**MANAGER HR**

I accept, all the terms and conditions of employment are explained to me.

**Name of the Employee :-** ( \_\_\_\_\_ )

IMCHR/OL400175

To,  
Mr. Chennamsetti Chiranjeevi  
Visakhapatnam

10 June 2022

### Appointment Letter

Dear Chennamsetti Chiranjeevi,

We are delighted to offer you employment with M/s. Suvision Holdings Private Limited as **Relationship Manager - FFA - Acquisition** division. Your current engagement will be the "Work from Home" based employment. Your continued employment is contingent upon your successful execution of your responsibilities. The detailed terms and conditions of your employment will be as follows.

#### 1. Appointment

- 1.1 The Company hereby employs you as **Relationship Manager - FFA - Acquisition** on probationary basis pursuant to and in accordance with the terms and conditions set forth in this Appointment Letter.
- 1.2 **Date of joining** - Your date of joining the company's services and commencement of employment is **13 June 2022**.
  - **Working hours and weekly off** - The working hours of the company is 9.00 AM to 6.00 PM and six-day week (Monday to Saturday). However, your working hours may vary and be fixed by the management from time to time depending upon the exigencies of the work.
- 1.3 **Place of work and transfer** - Your present place of work will be at Home. This is a permanent Work from Home opportunity until you are promoted to the next level. At the discretion of the company, you may be asked to continue your work from office in future, posted or transferred to any unit/ undertaking or establishment /division / department / branch / office of the company or to any other group of company and you shall perform such duties as may be assigned to you from time to time.
- 1.4 **Training & Certification** - a) You have to complete 6 days of virtual training followed by the certification process. Virtual training will be provided in 5 different languages i.e., Kannada, Tamil, Telugu, Malayalam & Hindi. You can choose to attend the training in your comfortable language.

b) No leave will be allowed during 6 days of training period. You will not be eligible to continue with your employment, if you take any leave during the training period for any reason.

c) You will not be liable to receive training period salary in case you fail to complete 10 assessments as per your post training certification process and you will not be allowed to continue with the employment.

1.5 **Probationary period** - You will be on probation for a period of three months from the date of your appointment. If in the opinion of the Management, you are found suitable for the post in which you have been appointed; your services will be confirmed in writing. During the period of your probation, management can terminate this appointment in 48 hours without any notice or payment.

## 2. Attendance

a) Your attendance will be calculated by your morning punch in before 9 AM and evening punch out after 6 PM into the company's CRM.

b) Your attendance will also be based upon your talk time as specified below. You have to complete minimum 4 hours of talk time each day for which you have to work for minimum 8 hours a day.

Talk time achieved by calling the customers, claimed through the CRM, will only be considered for your talk time target and talk time achieved by calling your reference customers will not be considered.

Talk time completed	Days present
2 hours of talk time	Leave
Between 2-3 hours of talk time	0.5 day
Between 3-4 hours of talk time	0.75 day
>4 hours of talk time	1 day (full day present)

c) Employees who are unable to meet their employment obligations of regular, reasonable attendance and punctuality are subject to disciplinary action, up to and including termination of employment.

## 3. Remuneration

a) Your compensation INR 12000/- per month, is fixed and shall be based on your monthly attendance calculated as mentioned in the above clause. You will be eligible for your fixed

compensation subject to the completion of 4hrs of talk time on a daily basis. You will also be eligible for the company's daily incentive scheme which will be communicated to you by the Manager (Human Resources Department) at the time of joining the company.

b) You will be eligible for INR 3,000/- attendance allowance, in addition to your fixed salary of Rs 12000, if you are present for minimum 24 days in a Month (In case if the employee doesn't work for minimum 24 days in a month, they will not be eligible for Attendance allowances. Working days will be calculated based on the Talktime achieved

c) Your compensation will be paid on 10th of the following month after deducting applicable statutory deductions i.e., PF, PT & Gratuity, in the bank account updated by you in the company's HRM.

#### 4. Code of Conduct

- 4.1 During the period of employment, you will serve honestly, faithfully, diligently and efficiently for the growth of the Company. You will honor your obligations under this Appointment Letter and any other agreement that you may be required to sign with the Company.
- 4.2 Your conduct will be in conformity with the code of conduct, as in force from time to time. Further, you will carry out the instructions in letter and spirit, given by your superiors and shall not disobey any instructions given.
- 4.3 You will not indulge in any unethical practices like "go slow" or non-cooperation etc.
- 4.4 You would be required to apply and maintain the highest standards of professional and personal conduct and integrity and comply with all the policies and procedures of the Company including but not limited to policies related to Confidential Information (defined hereinafter). These policies are updated on a periodical basis and may be introduced from time to time. As and when this happens, you will be notified and you will be required to comply with the same.
- 4.5 Should the need for disciplinary action be deemed necessary, this will be taken in accordance with the Company's policies and procedures.

#### 5. Leave policy

a) Employees are expected to be punctual and dependable in order to meet the needs of the organization. Attendance and reliability are important factors in evaluating individual performance and continued employment. Your attendance will be maintained and calculated on the basis of your daily morning login before 9:00 AM and evening logout after 6:00 PM and basis of your daily talk time as defined in this letter.

b) You will be working on all days except on Govt Holidays as updated in the HRM and on Sundays. If you work on Holidays & on Sundays, you will get attendance based on your talk time & the revenue will be considered for the monthly revenue targets.

c) You will be entitled for 1 (one) paid leave for every 20 working days in a month. In case if you do not work for minimum 20 days in a month, you will not be eligible for any paid leave. Working days will be calculated based on the talk time achieved.

d) If your absence can be anticipated, consult your immediate supervisor and obtain authorization to be absent for a specific period in advance. If you are unexpectedly delayed or unable to work for any reason, you must personally contact your appropriate supervisor immediately. For sick leave case, your manager may request you to submit doctor's notes to avoid any progressive discipline process. If you take more than two consecutive days of unapproved leave including less than 2 hours of your daily talk time for a working day, you will receive a show-cause notice to explain the reasons for the leave and if the same continues again, you will be considered as absconding from work. Under such circumstance, you will not be eligible for any kind of full & final settlement from the company.

## 6. Confidentiality

You shall keep confidential and retain in strictest confidence, any and all Confidential Information (hereinafter defined) of the Company, and shall use such Confidential Information only in furtherance of the performance of your duties.

All information, whether oral or written, transmitted or otherwise provided by or on behalf of the Company to you during your employment with the Company, and that should reasonably have been understood by you to be proprietary and confidential to the Company, including the confidential information of the Company's associates, affiliates, holding or subsidiary companies, and clients shall be treated as "Confidential Information".

At all times you will maintain absolute confidentiality about all matters relating to the business of the Company. You will not disclose an information or part with any documents to any external party whilst in the employment of the Company or thereafter.

All Confidential Information is and shall remain the property of the Company, or in the case of information that the Company receives from a third party which the Company is obligated to treat as confidential, then the property of such third party.

You shall not make or cause, directly or indirectly, to be made, any public statement, public announcement, press release or other disclosure to the press which is intended, or could reasonably





be expected, to have a detrimental effect on the Company or its businesses or operations, public image or reputation or its relations with customers, clients, partner suppliers, employees, lenders or other business associates.

You shall not discuss or reveal to anyone (directly or indirectly in any form or manner) any details of your engagement with the Company, including without limitation, nature of work, names or other details regarding the Company's clients, work processes and procedures, technology, compensation to you, payments and terms thereof by clients.

You shall not use/misuse Company trademark/logo/brand/name/goodwill or any relating to this other than stipulated purpose for which you are hired by the company without the written consent of the company.

## **7. Non-Compete**

As a whole-time employee of company, you are not permitted to undertake any other business, assume any public office, honorary or remunerative, without the written permission of Company.

7.1 Your position is a whole-time employment with the Company and you shall devote yourself exclusively to the business of the Company. You are not permitted to engage in any other work for remuneration (part-time or otherwise) or work on advisory capacity during the Term, except with the written consent of the Director of the Company.

7.2 During the Term, you will not, directly or indirectly, individually or in combination or association with any other person or entity, whether as an officer, director, employee, shareholder, member, partner, joint venturer, sole proprietor, agent, independent contractor, consultant, advisor or otherwise, for pecuniary benefit, engage in or own (in whole or in part), manage, operate or otherwise carry on any business which competes with the Company. You agree and acknowledge that the Company reserves the right to take appropriate action against you for breach of this covenant.

7.3 Employee acknowledges and agrees that the restrictive covenants set forth in this section are necessary in order to protect and maintain the proprietary interests and other legitimate business interests of the Company and are reasonable in all respects.

## **8. Non-Solicitation**

8.1 You acknowledge that the Company's competitive position depends to a great extent on its relationship with its clients and that as a function of your engagement, you will have communications with the Company's clients.

8.2 You, directly or indirectly, shall not, during the Term and / or for a period of two (2) years thereafter, refer business from any client to any enterprise or business other than the Company or to any enterprise or business that is in direct competition with the Company business or receive commissions based on sales or otherwise from any client that is in direct competition with the Company & business, or any enterprise or business other than the Company.

8.3 You shall not, during the Term and / or for a period of two (2) years thereafter, directly or indirectly, solicit, hire, negotiate with, or contact any employee of the Company for the purpose of hiring them or causing them to terminate their employment relationship with the Company.

8.4 You shall not, during the Term and / or for a period of two (2) years thereafter entice or solicit any contractors/vendors away from their association with the Company.

## 9. Termination and notice period

9.1 Employees who voluntarily resign from the Company are asked to serve notice period of 30 days from the resignation date. This resignation should be in writing and should briefly state the reason for leaving and the anticipated last day of work.

9.2 During the probationary period your appointment is liable to terminate without any notice and without assigning by reason thereof whatsoever.

9.3 Your services during the probationary period or after confirmation can be terminated if the performance is not up to the mark or as expected.

9.4 If your services are terminated for material breach of the terms herein, including but not limited to confidentiality obligations and intellectual property policy, your services may be terminated by the Company with immediate effect by giving you a written notice of termination without any liability to pay any compensation.

9.5 Unauthorized absence or absence without permission from duty for a continuous period of 2 days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay.

9.6 **Full and final settlement schedule:** The full & final settlement will take appropriate time as mentioned below from your last working day (LWD) / last day of employment (LDE), subject to closure of all financial and non-financial obligations

- Employee resigns and serves the notice period then full and final settlement will happen in 7 days from LWD.
- Employee resigns and if company agrees to relieve immediately then full and final

settlement will happen in 45 days from LWD. Employee resigns and denies serving the notice period then one month salary will get deducted.

- In-case of Termination - full and final settlement will happen in 45 days from LWD.
- Last salary - If the LWD/LDE falls after the 10th of the current month, you would receive your salary along with the full and final settlement. However, if the LWD/ LDE happen to be on or before the 10th of the current month, your previous & current month salary would be paid to you with your full and final settlement.

9.7 You have been offered the position on the good faith that all the information and documents provided by you at the time of employment are true and correct. If any information so provided is found to be false or fabricated, your services will be terminated by the Company without any prior notice and any liability to pay any compensation.

**- Credential or back-ground verification process**

As part of credential or back-ground verification process employer has the right to verify the credential provided by you, which include but not-limited to:

- Check genuineness of candidate's academic record
- Check the issuing authority is genuine and authorized
- Check accuracy of previous employment credentials e.g., designation, tenure, emoluments etc.
- Check existence and genuineness of the employer
- Address, medical record & police verification

**- Your service shall be liable to be terminated**

- If you are found medically unfit or if you remain absent due to continued ill health you will have to undergo medical examination as per company's advice in such situation.
- By the company at any time without notice, if you are indulged in act of subordination, interference, corrupt practices, any misconduct, breach of trust, non-compliance with the administrative orders or provisions of service rules and regulations and conditions.
- By the company without notice if any time it has been found that the declarations or information including that given for seeking employment furnished by you proved to be false and/or misleading and/or it has been found that you had willfully suppressed any information to the company.
- By the company at any time if you are declared insolvent or convicted of any offense involving any moral turpitude or found suspected of or misappropriation of money or others assets of the company.

In case of breach of any of these conditions you shall be liable, in addition to termination of

services to pay damages to the extent of loss suffered by the company. In case of default the company shall be entitled to withhold and appropriate your salary and other monetary benefits due to you till such times as the said amount are fully recovered.

## 10. Employment Dispute Resolution

10.1 In the event of a dispute, the parties will attempt to resolve any personal grievance or employment relationship problem as close to the point of origin as possible and in consonance with the Company policy on employment dispute resolution.

## 11. Defaults

11.1 If any action is brought to enforce the Company's rights or obligations under this Agreement, if the Company is the prevailing party in such action, then Company will be entitled to reimbursement from you all of its costs and expenses incurred in bringing or defending such action, including, without limitation, court costs and reasonable attorneys' fees and expenses. You acknowledge and agree that all of the Company's rights and remedies set forth in this. Agreements are cumulative and are in addition to all other rights and remedies available to the Company, at law, in equity or otherwise.

11.2 This offer is made under the condition that upon or before the date of formal on-board or the date on which the labor contract is signed with you whichever the earlier, you will have discharged your legal obligations under all past and present work engagement, contracts, education bonds and guarantees including any non-compete obligations or other restrictive covenants with any previous employer (collectively referred to as "Prior Obligations"). You warrant that your acceptance of this offer will not be in breach of Prior Obligations and you agree to indemnify our organization in respect of any loss or damage that our organization may suffer directly or indirectly from your breach of Prior Obligations. This letter supersedes any previous verbal discussions with you regarding your employment offer.

## 12. Miscellaneous

12.1 This Appointment Letter will be governed by, construed in accordance with and interpreted under and consistent with the laws of India without regard to the choice of law provisions thereof. You agree that the courts in Bangalore, Karnataka, shall have the exclusive jurisdiction over all disputes arising under this Appointment Letter.

12.2 All of the covenants, agreements and obligations contained in clause (Confidentiality), clause (Intellectual Property), clause (Non-competition), and clause (Non-solicitation) shall survive termination of this Agreement.

### Other Rules and Regulations

It is clearly understood that you are employed mainly in **FFA - Acquisition** Capacity. You shall devote your whole time and attention to the work of the company and shall not engage in or occupy yourself with any other work or take up the services of any other Company concern or carry on any business on your own accord.

In case of your leaving the job or termination of the same in any way, your final accounts including terminal or retrial benefits can only be settled after you handover the charge to the person nominated by the company and delivery to him all documents, correspondence, information, notices, goods, stores, property, money and other various materials supplied to you by the company in the proper way suggested by us, failing this the company shall have the right to withhold the payment of your final dues.

This appointment letter is in the duplicate and if the above terms and conditions are acceptable to you please return the duplicate copy of the same duly signed by you. You are appointed on the conditions that you accept the stipulations and conditions stated above and the company will be at liberty to invoke the aforesaid clauses for the purposes stated in the respective clauses.

We would like to take this opportunity to wish you a long and successful career with us. With best wishes for a long and fruitful career with us,

Yours sincerely,



Sudheer CS  
Chief Executive Officer  
Suvision Holdings Pvt. Ltd.



## VERIFICATION OF EMPLOYEE DETAILS AUTHORISATION

In signing below I confirm that the information disclosed in the process of interview is true and I can provide required proofs and explanations to the company at any time. I have read, understood and agree to the terms and conditions as set forth in this offer letter.

**Name of Employee :** .....

**Place :** .....

**Signature of Employee :** .....

**Date :** .....

### DOCUMENTS NEED TO BE SUBMITTED:

1. All the mark sheet photo copy (Originals should be presented for verification).
2. ID Proof like Voter ID, Driving License, PAN Card.
3. Address Proof like Electricity Bill, Rent Agreement and Ration Card.
4. 4 Passport Size Photos.
5. Employment Proofs includes Salary Slips, Offer Letters, Reliving Letters, and Appraisal Letters of all previous Jobs.

<b>Annexure</b>		
<b>Cost to the Company</b>		
Employee Name	:	Chennamsetti Chiranjeevi
Designation	:	Relationship Manager
Department	:	FFA - Acquisition
<b>Particulars(Rs)</b>	:	<b>Monthly</b> <b>Yearly</b>
Gross Total CTC	:	22,000                              264,000
Gross Fixed CTC	:	12,000                              144,000
Gross Variable CTC	:	10,000                              120,000
<b>Detailed Break Up</b>		
Basic	:	6,000                              72,000
HRA	:	2,400                              28,800
LTA	:	0                                      0
Conveyance	:	0                                      0
Employee Contribution to PF	:	720                                  8,640
Employer Contribution to PF	:	817                                  9,799
Professional Tax	:	200                                  2,400
Attendance Allowance	:	3,000                              36,000
Gratuity	:	50                                    600
Special Allowance	:	1,813                              21,761
Variable*	:	7,000                              84,000
<b>Total CTC</b>	:	<b>22,000</b> <b>264,000</b>

Note: 1)Any Tax liabilities arising out of the remuneration will be deducted as per the Income Tax rules and other statutory rules.

2)Employee will be eligible for Attendance allowances for 24 working days in a month, In case if employee don't work for minimum 24 days in a month, employee won't be eligible for Attendance allowances. Working days will be calculated based on the Talktime achieved.

3)Professional Tax will be applicable on Net Fixed salary > or =15,000

**Date :** .....



022 6181 6111

India's Only Financial Education Helpline

Place : .....

Employee Signature : .....



HR Signature : .....

**SUVISION HOLDINGS PRIVATE LIMITED (CIN U67120KA2008PTC047808)**

No . 50, Vinay Arcade, K.H.Road, Shantinagar, Bangalore - 560027 , Tel : 080 496 11444, Email : [contact@IndianMoney.com](mailto:contact@IndianMoney.com)



**Offer: Computer Consultancy**  
**Ref: TCSL/CT20182594064/Hyderabad**  
**Date: 05/02/2020**

Mr. Tarun Kumar Masavarapu  
D.No:3-5D.No: 3-5,Vennalapallam (Village), Paravada(Mandal),  
Andhra Pradesh,  
Vizag-531021,  
Andhra Pradesh.  
Tel# 91-8555025244

Dear Tarun Kumar Masavarapu,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Xperience (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**TCS Confidential**  
**TCSL/CT20182594064**

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## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹10,200/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be ₹4,080/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Personal Allowance**

You will be eligible for a monthly personal allowance of ₹7,570/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **4. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.





## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore / Xperience Programme.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).



HIS offers the following benefits:

### 1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

### 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

### Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

### Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

### Loans

You will be eligible for loans, as per TCSL's loan policy.

### Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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TCSL/CT20182594064

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India

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

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

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



## **RETIRALS**

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## **TERMS AND CONDITIONS**

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve



months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

#### **4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

#### **5. Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

#### **6. Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

#### **7. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

#### **8. Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.



## **9. Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## **10. Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

## **11. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

## **12. Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

## **13. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.





#### **14. Notice Period**

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

#### **15. Retirement**

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

#### **16. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

#### **17. Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

#### **18. Background Check**

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

#### **19. Submission of Documents**

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the



documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card



## **20. TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## **21. Letter of Appointment**

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## **22. Rules and Regulations of the Company**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

## **23. Compliance to all clauses**

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**K Ganesan**  
**Global Head Talent Acquisition & AIP**



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms



**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Tarun Kumar Masavarapu</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Dadi Institute Of Engineering And Technology (Diet)</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,875</b>

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore / Xperience Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore / Xperience Program.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
<b>GROSS BOUQUET OF BENEFITS</b>	<b>13,000</b>	<b>1,56,000</b>





## Annexure 2

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th floor, Glaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



**Confidentiality and IP Terms and Conditions**

**Confidentiality and IP Terms and Conditions - Annexure 3:**

**1. Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## **2. Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## **3. Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### **8. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.





## 9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.





(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

**Appointment Order**

20-03-2019

To  
 Nagiresdly Mary Grace,  
 D.No:4-30,Tanam,Paravada,Visakhapatnam-531021.

Dear Mary Grace,

With reference to your application, subsequent discussions we are pleased to appoint you as a **Junior Engineer-ITES** in our organization with effect from 20th Mar 2019. Your Annual CTC including all benefits will be Rs. 137460/- (One Lakh Thirty Seven Thousand four hundred and sixty Only). Here is the compensation stack.

Compensation Stack		
Components	Monthly	Annual
Basic Salary	3500	42000
Flexible Benefits Pay (HRA, LTA, medical Allowance, conveyance)	6080	72960
<b>Total Salary</b>	<b>9580</b>	<b>114960</b>
Employee Contribution to PF ( 12% of Basic Salary)	420	5040
Employee Contribution ESI ( 1.75% of the Salary)	168	2016
<b>Possible Take Home salary (Subject to Tax Deductions, if any)</b>	<b>8992</b>	<b>107904</b>
Employer Contribution ESI ( 4.75% of the Salary)	455	5460
Average Transportation Cost per employee	1000	12000
Company Contribution to PF ( 12% of Basic Salary)	420	5040
<b>Total Cost To Company ( CTC)</b>	<b>11455</b>	<b>137460</b>

Your employment at Chandusoft strictly subject to the following documents.

1. Terms and Conditions
2. Non-Disclosure Agreement

We look forward to your long and prosperous career with Chandusoft. By signing below, you not only accept the terms and conditions of this offer, but also represent to the Company that you are under no obligation or agreement that would legally prevent you from becoming an employee of Chandusoft. We look forward for a long and successful association together towards success.

For Chandusoft Technologies Pvt. Ltd.



Mrudula Sanapala -HR Manager

**Agreed and Accepted:**

I accept your offer as outlined in this letter. I understand and accept the current company policies and the subsequent revisions.

Name: N Mary Grace

Signature: 

Date: 20/03/2019



## Invitation Letter

Name: Namepalli Pradeep Chandra  
Varma

Date: Monday, May 16, 2022

Dear **Namepalli Pradeep Chandra Varma**,

We are glad to inform you that you are being invited to undergo a short-term fixed traineeship under the **Applicant Training Program (ATP)** in our organization.

This training program would be in two stages. Stage 1 will be a **classroom training (CRT) of 2 weeks** which will be **conducted at the respective training location**. Stage 2, will be an **On-the-Job Training (OJT) of 4 weeks** which will be virtual (work from home). Furthermore, only on successful clearing the assessments and minimum requirements of the **CRT stage**, you will be moved to the **OJT stage**.

Please note that this invitation does not guarantee you permanent employment at BYJU'S. This Agreement will automatically expire upon the completion of the term of the training program, unless terminated earlier as per the provisions of Clause 13 of this Agreement. However, this period can be cut short or extended based on the individual's performance and at the discretion of the management. For example, if you do not clear the CRT (classroom training stage) based on assessments that you go through, your traineeship will be terminated after two weeks and you will be paid a prorated amount for those two weeks. The decision of the Company in this matter shall be final.

### 1. Training Program Details:

Training Role: Applicant Trainee - Sales  
Trainer: Rahul Raj (TNL201605108)  
Reporting Time: 9:30 AM  
Classroom Training Location: Byjus Hyderabad - No. 8-2-120/113, 4th Floor, C Block, Sanali Info Park, Road No.2, Banjara Hills, Hyderabad, Telangana  
OJT Training Location: WFH / Byjus - Hyderabad  
Role Location: Hyderabad

**2. Date of Enrollment:** Your enrollment becomes effective from the date of joining the Applicant Trainee Program, which date shall be no later than **Tuesday, May 24, 2022**.

**3. Term:** The term of this training program would be for a period of 2+4 weeks, commencing from your date of enrollment. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 13 of this Agreement. However, this period can be cut short or extended based on the individual's performance and at the discretion of the management. The decision of the Company in this matter shall be final.

**4. Extension of Agreement:** In case of a business requirement, this agreement may be extended by another 2 weeks (over and above the 6 weeks) as mentioned in Clause 3. You shall be intimated by suitable means, as the Company deems fit. The decision of the Company in this matter shall be final.

**5. Background Check:** The Company may, at its discretion, conduct background verification, prior to or at any time after commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to validation of any information provided by you to the Company and to the satisfactory outcome of the pre-enrollment screening activities (including background verification and criminal history check).

**6. Offer of Permanent Position:** It shall not be obligatory on the part of the Company to offer to you any position/ employment with the company on the expiry of this fixed-term traineeship Agreement. Any offer of employment, after completion of the 6-week training program, will be subject to satisfactory performance during training, qualification of all criteria - as determined by the central management from time to time - and the needs of the company from time to time. The offer is also subject to the production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company.

**7. Stipend:** Your stipend for the entire duration of the training program of 6 weeks is INR 37500 (Stipend). For people whose training (CRT) location is different from the current base location (origin of travel to CRT location is different), an additional allowance of INR 6000 will be added to your stipend to defray a certain part of your travel and relocation expenses.

### **Payment Processing**

The stipend shall be paid monthly on a pro-rata basis as per the number of days worked in the previous month. Travel & Relocation

Allowance also shall be paid on the pro-rata basis after the joining along with the immediate next monthly payment of the stipend, given you have completed 14 days of classroom training on the date of payment of stipend.

**Performance pay (incentives)**

You will also be eligible for a performance pay of up to 10% of the total sales (confirmed revenue). In case of partial completion of the training program, the compensation would be adjusted on a pro-rata basis till the date of disqualification or the date of voluntary dropout. The above is subject to audit and any wrong/inappropriate/fake sale revenue will be removed from the calculations and will be excluded from confirmed revenue.

**8. Deductions:** The Company shall be entitled to deduct from the above stipend payable to you calculated on monthly basis, the following contractual, statutory, and compulsory deductions:

- (a) Provident Fund;
- (b) Income tax deducted taxes
- (c) Dues to Company including loans at source at the rates applicable; or
- (d) Any other applicable statutory deductions

The income tax liability with regards to your income and perks will be your liability and will be governed by the applicable tax laws of the country as applicable from time to time.

**9. Expense Reimbursement:** In addition to the aforementioned stipend, you shall be paid the expenses incurred by you on behalf of the Company or its clients as authorized, in connection with the duties executed by you, and upon presenting supporting vouchers/documents. The Expense Policy applicable for you will be shared post your joining the training program.

**10. Company Policies:** You will be governed by the Company's policies, regulations, and procedures on the office timings, anti-sexual harassment, leave, travel, transfers, misconduct, etc., presently in force or as introduced/amended from time to time. You are eligible for leave as per the Company's leave policy, which can be viewed under the 'Policies' tab in your 'Service Platform Account' and/or the 'Applicant Training Program Handout' provided to you.

**11. Leaves:** You will be entitled to get 1 casual leave/sick leave per month. If you join the program from the 1st to the 15th of a month, you are entitled to get the leave credit for that month. If you join the program between the 16th to the end of the month, you are not entitled to the leave credit for that month. You will not be eligible for any other paid leaves during the Applicant Training Program.

**12. Absence from duty:** During the training program, if you take off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty. The days of absence will be treated as loss of pay days. You are expected to report to your department head on rejoining the duty after an absence and provide valid reasons for absence in writing before taking up training again. If you are absent from duty for more than 2\* days (including paid and unpaid leaves/consecutive or cumulative), training will be discontinued due to automatic disqualification.

*(\*In case, where this agreement is extended, as per Clause 4 of this agreement, needs to be read as 3 days, with no change to terms and conditions of Clause 11.)*

**13. Termination:** Subject to Clause 3, your services may be terminated in the following manner:

a) The Company will be entitled to disqualify your participation in the training program by giving you 48 hours' notice in writing, or by payment of 48 hours' stipend in lieu of such notice with or without cause. In the event you desire to opt-out of the training program, you will be required to give the Company 48 hours' notice in writing or 48 hours' stipend in lieu of such notice.

b) In the event of disqualification on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, or a material violation of Company policies or you are found to be absconding from the training program or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your disqualification will be immediate and without any notice or compensation.

c) In the event of your exit from the Training Program, you will be required to give the Company 48 hours' written notice. The notice period has to be served in full unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the corresponding stipend amount in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be a part of the training program of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your association with the Company.

**14. Confidential Information:** During the training program, you may come into possession of information confidential to the Company and agree to keep confidential, Company's proprietary and confidential information obtained at any time during the period of your traineeship in the Company. Confidential information includes, and is not limited to; course materials, videos, financial documents, and other relevant documents. You shall not disclose such Confidential Information to any person. You shall not make any copies of the Confidential Information. You shall not disclose, reproduce or use any Confidential Information for any purpose except solely in connection with your performance in the company. Your obligations with respect to confidentiality shall be more fully detailed under the Non-Disclosure and Confidential Information Agreement executed by you with the Company and you shall at all times be bound by the provisions laid therein.

**15. Intellectual Property Rights:** All the intellectual property rights in the material developed by you, class material, and related documents shall at all times remain the property of the Company. You shall provide all assistance and execute all deeds and documents required to vest

the intellectual property rights with the Company. In the event any of the intellectual property rights are not assignable under applicable laws, you shall provide exclusive, transferable, assignable, royalty-free rights in such intellectual property in perpetuity to the Company. You shall not assert any right, title, or interest over such intellectual property rights.

**16. Indemnity:** You hereby agree to indemnify and keep indemnified and hold the Company harmless from and against any loss, claim, damage, costs, taxes, duties, additions, penalties, interest thereon or expenses of any kind, including reasonable attorney's fees, incurred/sustained or caused to be incurred/sustained by the Company on account of:

- a. Any act or omission by you;
- b. Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;
- c. Any representation or warranty or information furnished to the Company found to be false;
- d. Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or
- e. Failure to adhere to the standards/specifications/policies of the Company.

**17. General Provisions:**

a. You are required to devote your entire time, attention, and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your traineeship with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or business or position of monetary interest, other than that of the Company. Further, you shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company.

b. You shall endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to a breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall at all times deal with the Company's money, material, and documents with utmost honesty and professional ethics.

c. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.

d. During the course of your training program, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit a breach of the terms of your traineeship or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your traineeship forthwith without notice or payment in lieu of notice and deduct from your salary or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.

e. During the course of your training, if you, at any time render yourself in inappropriate behavior/ conversation with the customer, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to initiate any disciplinary action including, but not limited to warning, suspension or disqualification your candidature forthwith without notice or payment in lieu of notice and deduct from your salary or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.

f. You will keep the Company informed of any change in your residential address, your family status, or any other personal particulars relevant to your traineeship, as and when the change occurs.

g. You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the applicant training program by the Company. Your traineeship with the Company shall be contingent upon you executing the said agreement.

h. You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.

i. The Company will deduct taxes as appropriate and consistent with applicable tax laws and regulations. You will be responsible for your tax liabilities under all applicable tax laws and regulations.

j. This letter constitutes the complete understanding between you and the Company regarding the terms of your association with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your association. Any modification of this letter will be effective only if it is in writing, signed by both parties.

k. All disputes arising herein shall be governed by the laws of India and the jurisdiction to entertain and try such dispute shall vest exclusively in the courts of Bangalore, Karnataka

The terms of your training contract detailed above are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately.

You are requested to signify your acceptance of the terms and conditions by signing and returning to us the duplicate copy of this letter.

We look forward to you joining the training program at the earliest. We are certain that as a participant of the training program, you will find challenge, satisfaction, and opportunity in your association with the Company.

You are requested to carry the below-mentioned documents on your joining date

1. Graduation Document
2. Pan Card



3. Aadhaar Card
4. Cancelled Cheque/Bank Statement/Bank Passbook
5. Passport Size Photograph

**Details of the training program**

The training program has two Stages:

Stage1 : Classroom Training Program (CRT)

Duration : 2 Weeks.

Location : At office location (in person)

Post completion of 2 weeks, you will be assessed on various parameters. Only qualifying training participants will be moved to Stage 2 (OJT stage) of the program.

Stage 2 : 'On-the-job' Training (OJT)

Duration : 4 Weeks.

Location : Virtual

Post completion of 4 weeks, the training participants will be assessed on various parameters captured during 4 weeks. Only qualifying training participants will become eligible to be offered a role of BDA (Subject to approval from management). There will be additional performance incentives that will be applicable during the training program.

Please note that this invitation does not guarantee you a permanent employment at BYJU'S. The management reserves the sole right to take the decision.

Yours sincerely,

I have read and understood all the terms and conditions of the Applicant Training Program

**Think & Learn Pvt. Ltd.**

**Accept Job Offer by signing below**

**Human Resource**

**Signature:**

*This is system generated offer letter and does not require an authorized signature.*

**Annexure**

**Business Development Associate(BDA) Profile Details**

Upon satisfying the conditions mentioned above, the offer for the role of BDA will be extended with a compensation of Rs 10 LPA (7LPA fixed + 3LPA variable) for the role of BDA - Direct Sales or Rs 8 LPA (5LPA fixed + 3LPA variable) for the role of BDA - Inside Sales.

Your work location after being offered the role of Business Development Associate (post successful clearance of the training program) would be Hyderabad, or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

If the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to rescind your offer in case the offer has been made or terminate employment if you have joined as an employee.

10-February-2021

Name: Pavan Kumar Dadi  
Contact: +91-8186013313

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## **Re: Employment Offer**

Dear Pavan,

On behalf of OSI Digital Private Limited (**OSI**), I am pleased to offer you the position of **"Project Associate Trainee"** at Level **L0** & Grade **E0** based in **Hyderabad**. We look forward to seeing you in our office and would request you to join on or before **19-April-2021**. Your Reporting Manager will provide you with performance feedback and encourage the development of your knowledge and skills.

### Compensation

Your total annual cost to company (CTC) is **INR.3,00,000/- Rupees Three Lakh(s) Only**. Performance evaluations are done half-yearly and compensation appraisals are done annually. However, constant communication is a cornerstone of OSI's success and we encourage an ongoing mutual exchange of career growth ideas and suggestions.

### Bonus

Payment of any type of bonus (except Statutory bonus) will be made to you on completion of 30 days of service from your joining date and will be processed along with your salary for the month. Please note that this payment is contingent upon your service with OSI for Twelve (12) months. In case if you terminate the employment with OSI (for whatever reason, either voluntarily or involuntarily), prior to completion of Twelve (12) months of service, you are required to pay the received bonus to OSI.

### Work Location

At the time of joining you will be posted at above mentioned location. However, depending upon the business need, you may be deputed to work at any OSI offices, or any of its Clients offices, either in India or International.

### Benefits

Few, OSI's comprehensive benefit package includes the following:

- Medical Insurance ( Self, Spouse and 2 Kids ) & Personal Accident Policy (Accident & Disablement)
- Paid Holidays and Paid Time-Off as per company policy
- Shift Allowance

### Background Check

You acknowledge and agree that the Company has offered you employment based on the specific information and records furnished by you or on your behalf. You will provide or arrange to have provided any information and/or grant any consent or permission required by Company and/or its agents from time to time to verify any such information and /or records and/or perform any background and/or reference checks. If, at any time, Company believes, in its sole discretion, that there is discrepancy or inaccuracy in or with respect to any information furnished by you or on your behalf, including any information, documents or certificates provided

**OSI Digital Pvt. Ltd.**

(Formerly known as OSI Consulting Pvt. Ltd.)

Plot # 37, L&T Infocity Lane,HITEC City Phase 2, Madhapur, Hyderabad, PIN 500081. ■ Tel: +91-40-30410000

osidigital.com ■ CIN : U72200TG2003PTC042079

as a proof of your qualifications and experience, or if you fail to cooperate with company and/or its agents in conducting such verification and /or background and /or reference checks, company may, in its sole discretion, elect to terminate or suspend your employment immediately. In addition, this offer is based on your being and remaining medically fit as per company's policy.

You are also required to submit the following documents at the time of joining:

1. Copies of Marks Lists from X to the Highest Graduation / Post Graduation
2. Copies of the Degree Certificates from the concerned University
3. Relieving Letter in Original from the previous employer (will be returned after cross verification)
4. Pay slips for the last three months from the previous employer
5. Copies of Services Certificates from the last three Companies
6. Passport size photos – 6 (Self)
7. PAN Card copy and Aadhar Card copy (Mandatory)
8. Address Proof (2 copies)
9. Passport copy (if available)
10. Driving License (if available) and
11. Existing Bank Account Proof Document

As per our Company's policy, we would be carrying out a detailed background verification of all the information and documents that you would be submitting to us.

**The offer is subject to the below specified conditions:**

- **Should be well trained in QE course as per the suggested curriculum.**
- **Formal certificate has to be procured after successful completion of the course. And,**
- **02 years' service Agreement**

We look forward to hearing of your decision to join OSI. Please indicate your acceptance of this offer by signing and returning this letter within 2 days from the offered date, if not this offer will become invalid & cancelled. You may email the acceptance of the letter or deliver it in person to our Hyderabad Office located at **Plot # 37, L&T Infocity Lane, HITEC City Phase 2, Madhapur, Hyderabad, PIN 500081**. If you have any questions regarding this offer please do not hesitate to contact at (040) 3041 0000 for any queries.

Best Regards,  
For **OSI DIGITAL PRIVATE LIMITED**



**Sri Krishna Commuri**  
**Senior Manager – Human Resources**

I **Pavan Kumar Dadi**, do hereby agree to the terms of employment offered herein:

\_\_\_\_\_  
 Signature

 \_\_\_\_\_  
 Date

### Annexure - A

<b>COST TO COMPANY STACK UP</b>		
<b>Salary Components</b>	<b>Yearly</b>	<b>Monthly</b>
Basic (35% On Gross)	105,000	8,750
HRA ( 40% for Non- Metro 50% for Metro City)	42,000	3,500
Transport allowance	19,200	1,600
LTA	-	-
Telephone & Internet Allowance	18,000	1,500
Special Allowance	81,778	6,815
<b>Employer Benefits</b>		
Employer Contribution to PF	21,600	1,800
Gratuity	5,048	421
Labour Welfare Fund	70	6
Sodexo	-	-
Mediclaim Insurance Premium	7,156	596
Personnel Accidental Insurance Premium	148	12
<b>Total CTC</b>	<b>300,000</b>	<b>25,000</b>

<b>Gross Salary as in Payslip</b>	265,978	22,165
<b>Less: Provident Fund</b>	21,600	1,800
<b>Professional Tax</b>	2,400	200
<b>Net Pay (Excluding TDS)</b>	<b>241,978</b>	<b>20,165</b>

\* Income Tax (All compensation shall be subjected to Tax deduction at source as required by law.) Deductions would be applicable based on Income tax slabs rates, savings declarations, etc.

\*\* Gratuity payable as per Gratuity Act, 1972.

**Note:** Any changes in the structure is at the discretion of the management and the same will be notified accordingly.

**Date: 1/7/2022**  
**P.Ganesh**

**Dear P.Ganesh**

**Sub: Offer of Employment**

**This is with reference to your application and subsequent discussion, you had with us, we are pleased to offer you the position of Officer in Unit - III. Your place of work will initially be at M/s HETERO LABS LIMITED, Jeedimetla.**

1. This offer is valid till **2/1/2022** and you should report for joining on or before **2/1/2022**.
2. You will report to Manager or any other officer authorized by the company, with regard to your day to day activities from time to time.
3. If there are any changes in the conditions of your service, the same will be notified to you.
4. You will be entitled to the gross salary as discussed and agreed upon mutually.
5. You will be on probation for a period of six months from the date of your joining.
6. You are required to sign a confidentiality and non-disclosure agreement on your joining.
7. Your appointment order indicating terms and conditions of your employment will be issued to you at the time of your joining
8. Upon receipt of the offer, you are required to undergo medical checkup at the company authorized diagnostic centers.
9. This offer is valid only, subject to condition that you are medically declared fit



Please ensure to bring the following documents / certificates etc., at the time of your joining.

1. Copy of your offer letter.
2. Employee Information sheet duly filled in.
3. Physical fitness certificate from a civil surgeon.
4. Copies of educational certificates and marksheets.
5. Four passport size color photographs.
6. Proof of age: Birth certificate or 10th class certificate giving date of birth.
7. Latest pay slip and relieving letter from your previous Employer.
8. **Copy of your PAN card and AADHAR card. If you fail to produce PAN and Aadhar card, you will not be permitted to join**
9. PF declaration form duly filled in.
10. Copy of Form 16 issued by your present employer if you are assessed to IT.

Please note that you are expected to keep the salary details strictly confidential and note to share the same with anyone.

We look forward to your acceptance of this offer and joining our organization.

We welcome you to **HETERO**

With best wishes,  
**For CRUX MANAGEMENT SERVICES P LTD**

#### **AUTHORISED SIGNATORY**

Offer Acceptance:

I received offer letter dated \_\_\_\_\_ for the position \_\_\_\_\_ in \_\_\_\_\_ and I hereby accept the terms and conditions set out in the offer letter. I further confirm that I will be joining on or before \_\_\_\_\_.

-----  
(Date)

-----  
(Signature of theCandidate)





ALIVIRA

Date: 14-Sep-21

To,  
**Mr. B RAJA PHANINDRA**

Dear B RAJA PHANINDRA,

Further to your application and subsequent discussions with us, we are pleased to offer you the position in our Company as follows:

1. You will be designated as Operator - Maintenance
2. You will report to the Manager - Maintenance
3. Your annual CTC will be as mutually agreed
4. Your position will be based at Vizag

You will have to undergo a medical examination and your appointment is subject to you being declared medically fit by our medical officer and on submission of your Pan card copy.

Please carry your original certificates with a photo copy of your Date of Birth and Qualifications for us to attest and record.

You are requested to bring the Relieving Letter from your present employer at the time of Joining.

Appointment letter containing detailed terms and conditions will be given upon your joining the organization.

Convey your acceptance within one day from the date of this letter. You are requested to join us as early as possible. This offer is valid, subject to you joining us on or before 20-Sep-2021

As a token of your acceptance of our offer, please sign a copy of the offer letter and send it to us mentioning your date of joining.

We take this opportunity to welcome you in the organization and look forward to a long association.

Yours sincerely,  
for ALIVIRA ANIMAL HEALTH LTD.

PRASAD LAD  
VICE PRESIDENT-HR

**Alivira Animal Health Ltd.**

Registered Office: 301/A, 'Dosti Pinnacle', Plot No.E7, Road No. 22, Wagle Industrial Area, Thane (W), Mumbai - 400 604, INDIA

Tel: +91-22-41114777 | CIN: U74120MH2013PLC248708

<http://www.alivira.co>

Private & Confidential

Date : 30/07/2018

Dhanala Santhoshi Sowndarya  
Rly quarters Type 2 House no 6/4  
Ramalayam Marripalem, Andhra Pradesh -530018

### APPOINTMENT LETTER

Dear Dhanala Santhoshi Sowndarya,

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 Representative, Operations in Career Level 12. This would be your Social Job Title and your Global Internal Job Title, would be Advisor ; Email, CRM. Any change in your Social Job Title / Global Internal Job Title will be at the discretion of the Company, depending upon the work assigned to you. Global internal job title must be used for all internal communication and in your e-mail signature. Social job title can be used for business cards and LinkedIn. You may use your Global internal job title for social purposes as well.

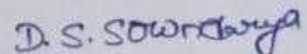
1.2 Your initial place of work shall be Vizag.

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/deputation 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 02/08/2018 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 01/08/2018 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 madaka.ganesh@Concentrix.com to seek an alternative date on which to submit all required documents.

Please note that the offer will be withdrawn at the Onboarding 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 **HR Representative** or any other person nominated by him/her.

  
Signature of Candidate

Concentrix Daksh Services India Private Limited  
7th Floor, SRK Destiny, VIP Road, Visakhapatnam - 530002, Andhra Pradesh  
+91 0891 4530217

CNX/REC/ART/AGHR/AFTE/3.0

Registered Address: R Cube, Suite Nos - 06 & 07, Lower Ground Floor Level, Shivaji Stadium Metro Station,  
Airport Express Line, New Delhi - 110001, India  
+91 11 4701 6288

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## **OFFER LETTER**

**December 1, 2020**

Dear **Jetti Bharat Narayana**,

With reference to your application, the subsequent interview and the discussion you had with us, we are pleased to offer you a position as **Engineer - Embedded Software** at Ignitarium Technology Solution Pvt. Ltd. on the following terms:

- In accordance with policies of the organization, your employment is contingent upon successful completion of a background check.
- You will be on probation for a period of six months from the date of your appointment.
- On acceptance of this offer you will be given a separate appointment letter on the joining date.

Your compensation package and terms and conditions are indicated in the attached Annexure A. You are bound by the company policies and procedures to keep your compensation and benefit details confidential.

If this offer of employment is acceptable to you, please intimate your acceptance of the same by signing this letter and returning it to us. If no such intimation of acceptance is received within 5 working days, this offer shall stand automatically withdrawn. If you accept this offer of employment, you are required to join your employment on or before **2<sup>nd</sup> December 2020**.

If by any reason you are unable to report on the above date mentioned here, you are required to inform us beforehand in writing.

You are requested to submit the copies of the following documents at the time of joining.

- a) Relieving letter from previous employer, if any
- b) Proof of compensation last drawn (3 Months), if any

We hope you will find this offer acceptable. On behalf of the Ignitarium, wishing you success in your position and trust that our relationship will be long and mutually rewarding.

Sincerely  
For Ignitarium Technology solutions Private Limited



Liji Chandran  
Manager - HR & Operations

---

I accept the offer as outlined above

**Name:**

**Date of Joining:**

**Signature:**

---

**Ignitarium Technology Solutions Private Limited**      CIN: U72200KA2012PTC067293  
2615, 3<sup>rd</sup> Floor, 27<sup>th</sup> Main Road, HSR Layout, Sector 1, Bangalore - 560102  
Tel: +91 80 4205 4217    Fax +91 80 3072 3694    [www.ignitarium.com](http://www.ignitarium.com)    [info@ignitarium.com](mailto:info@ignitarium.com)



## Salary Break-up

The salary break-up is as given in the table below:

### Annexure-A

<b>Name: Jetti Bharat Narayana</b>	<b>Education: MTech</b>
<b>Years of experience : 0</b>	<b>Base location: Bangalore</b>

Component	Monthly	Annual
Basic	16,667	2,00,000
HRA	6,667	80,000
Bonus	3,471	41,650
Additional Allowance	8,063	96,750
<b>Flexible Tax Benefits</b>		
Food Allowance	2,500	30,000
Communication	-	-
Professional Development Allowance	-	-
Fuel Reimbursement	-	-
Books & Periodicals	-	-
<b>Statutory Benefits</b>		
Employee Provident Fund	1,800	21,600
Provident Fund (Employer Contribution)	1,950	23,400
Employee Contribution to ESI (1.75% of wages)	-	-
Employer Contribution to ESI (4.75% of wages)	-	-
<b>Other Benefits</b>		
Insurance Premium towards		
1.Group Medical Insurance cover - Maximum of upto Rs. 5 Lakhs		
2. Group Personal Accident cover - Maximum of upto Rs. 10 Lakhs	550	6,600
<b>Total Cost to Company (TTC)</b>	<b>₹ 41,667</b>	<b>₹ 5,00,000</b>

**Dasari Mounika**  
**Hyderabad**

**Dear Dasari,**

We are delighted to welcome you to Just Dial and wish you a great career with us.

Reference to our recent discussions, we are pleased to appoint you as **Tele Marketing Executive**, in **G12** on the following terms and conditions:

Your Employee Code is **10082687**.

### **Date of Joining and Place of Work**

Your date of joining the employment with Just Dial is **05-08-2019** and your place of posting is **Hyderabad**. The Company reserves its right to transfer you to any other location within India or abroad and to any of its subsidiaries or associate companies. You shall abide by the rules and regulations pertaining to the entity where you are posted.

### **Compensation**

Your consolidated compensation per annum on Cost to Company basis is **Rs. 183000 (One lakh eighty three thousand only)**.

The details of your compensation are as follows:

S.No	Term	Salary	Total
1	First Six Months	Rs.13000 /-p.m.	78000
2	Next Six Months	Rs.15000 /-p.m.	90000
	<b>Performance Cum Retention Bonus**</b>	<b>Amount</b>	
4	<b>End of 12 Months - One month Salary</b>	<b>15000</b>	<b>15000</b>
	<b>Total CTC per annum</b>		<b>183000/-p.a</b>

**\*Revised Salary & Performance cum Retention Bonus (PCRB)** are paid subject to satisfactory performance report at the **end of 12 months** after successful completion of probation in writing.

Further details are given in the **Annexure**.

Incentive **or** Bonus payout is governed by incentive payout policy circulated and communicated from time to time. The company reserves the right to hold any variable payments including, but not limited to, performance linked incentives/performance based bonuses at its discretion, in case your employment with company is not active on the Incentive payout date. Further, Incentive payout during the notice period shall be determined by the company.

## **Probation**

You shall be on probation for a period of six months from the date of your joining. On satisfactory completion of the probationary period, your services will be confirmed in writing. You will be deemed to be on probation until issuance of confirmation letter.

## **Hours of Work**

You shall abide by the policy on working days and working hours as applicable to you and this can be reviewed from time to time based on business exigencies. You shall have no objection to working on shifts or staggered shift duty hours, if required.

## **Good Faith and Confidentiality**

During your employment with the Company, you will devote the whole of your energies to your work and you will not - directly or indirectly - carry on or engage or be interested in any other business or trade or employment or project or assignment of any nature, regardless of whether it has a monetary benefit or not.

You shall not induce, recruit or solicit, either directly or indirectly, any employee or client or customer of the Company for a period of 12 months from the date of your separation from the Company.

You shall keep all confidential information that comes to your knowledge during your employment with us and shall not use or disclose or attempt to disclose any of the secrets or confidential information of the Company or its subsidiaries or associated companies to any person - internal or external - or to any agency or entity, except as authorized or required by your duties.

You will be also responsible for the safekeeping and return in good condition and order, of all Company assets - hardware and software - including Books, Documents, Files, Digital products like CD's and DVD's, Credit and Debit Cards, Passwords or Authorization Codes, etc., which will be in your use, custody or charge during your employment with us.

## **Inventions and Patents**

All inventions, creations, developments, improvements and any or all work done by you either during your employment with the Company shall remain the property of and singly or jointly during vested in the Company.

The Company reserves the right to obtain copy right or patent registration of any invention, creation, development or improvement of any work done by you either singly or jointly during your employment with us.

You will execute all papers and documents that may be necessary to obtain patents or copyrights in favour of the Company.

## Termination of Employment

Your services may be terminated any time during the probationary period by giving 15 days notice in writing by either side and without assigning any reasons thereof.

Your services may be terminated after confirmation by giving 30 days notice in writing by either side in accordance with Notice Period Policy.

If you leave the employment of the company without giving the required notice as per Notice Period Policy, then you will have to pay the payment in lieu of notice period, otherwise, we shall have the right to recover/deduct/adjust the same from your salary/legal dues, if any, against the unserved notice period as per Notice Period Policy and any other dues payable by you to the company.

In case of absconding or unauthorized absence from work or non-submission of resignation as per Exit Policy, the Company reserves the right to hold all your legal dues till all the formalities will be completed and also recover/deduct/adjust the same from your legal dues, if any other dues payable by you to the company.

## Jurisdiction

It is agreed that all disputes between you and the Company shall have jurisdiction of the courts in Mumbai. All other terms and conditions shall be as per the general or specific rules of the Company in force from time to time.

## Period of Employment

The age of retirement shall be 58 years and on superannuation you shall be entitled to such benefits as are available under the law and/or the rules framed by the Company.

## General

Please note that individual salary is a confidential matter and not to be discussed with any other employee.

You will keep us informed of any change in your mobile phone number or your residential address or your marital status.

Please sign and return the duplicate copy of this letter in token of your acceptance of the terms and conditions contained therein.

Yours sincerely,  
For Just Dial Ltd.



Manjari Anantha

Head - Human Resources, Hyderabad

**Annexure:-**

**Just Dial Ltd. - Compensation Package**

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Dasari Mounika	
Department	Sales	
Grade	G12	
Designation	Tele Marketing Executive	
Effective Date	05-08-2019	
CTC	183000/- per annum	
Pay structure	CTC( First 6)	Revised CTC(Next 6)
<b>Fixed Components</b>		
Basic	3900	4500
House Rent Allowance (HRA)	2340	2700
Departmental Allowance	1625	1875
Desk Allowance	1625	1875
Personal Allowance	1439	1660
<b>Salary (C1)</b>	<b>10929</b>	<b>12610</b>
<b>Statutory Components</b>		
Employer PF Contribution	468	540
Employer ESIC Contribution	520	600
<b>Benifits(c2)</b>	<b>988</b>	<b>1140</b>
<b>Reimbursements</b>		
Sodexo		
Conveyance Reimbursement		
Fuel Reimbursement		
<b>Reimbursements(c3)</b>	<b>0</b>	<b>0</b>
<b>Statutory Bonus</b>	<b>1083</b>	<b>1250</b>
<b>CTC (Total C1+C2+C3 + Statutory Bonus)(a)</b>	<b>13000</b>	<b>15000</b>
<b>Deductions</b>		
Employee PF Contribution	468	540
Employee ESIC Contribution	192	221
<b>Total Deductions (b)</b>	<b>660</b>	<b>761</b>
<b>Net Take Home {a - b - C2}</b>	<b>11352</b>	<b>13099</b>
<b>Total CTC</b>	<b>13000</b>	<b>15000</b>

\* Net Take Home is subject to tax & other applicable deductions basis individual's salary structure.

Yours sincerely,  
For Just Dial Limited

**Manjari Anantha**

**Head - Human Resources, Hyderabad**



**EMPLOYMENT OFFER LETTER**

Capgemini Ref: 4507965/891309,

08/06/2021,  
Jyothirmai Randhi.

6-2-8/1, drivers colony, Gajuwaka, Visakhapatnam pin:530026  
visakhapatnam, Andhra Pradesh  
India.

**Confidential**

**Dear Jyothirmai Randhi,**

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 **08/13/2021** (or such other date as may be communicated to you by the Company), as per details given below

- A) Your current designation will be **Consultant/B2**.
- B) You will be required to work at the Company's offices in **Hyderabad**.
- C) You have to report by 8:30 am at **Hyderabad** office, for joining formalities and contact security at the main gate for your entry pass at:

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

Please note that your name mentioned in the offer letter will be used to create your employee records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please contact your recruiter before your DOJ. Please note that post joining, no changes can be made. The name provided by you should match with the documents submitted to the Company at time of joining, such as Education certificate, Experience letters, Relieving letters, PAN card, Passport, etc.

D) Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 1,100,006.00 (Rupees Eleven Lakh And Six Only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any - skill allowance payout 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:

Consultant

Total Cost to Company (CTC).

Rs.1,100,006.00

Monthly Components	Per Month	Annualized
Basic	Rs.31,856.00	Rs.382,272.00
House Rent Allowance	Rs.19,114.00	Rs.229,368.00
Other Allowances and Reimbursements – 1 #	Rs.21,806.00	Rs.261,672.00
Other Allowances and Reimbursements – 2 +	Rs.12,886.00	Rs.154,632.00
<b>Gross monthly salary</b>	<b>Rs.85,662.00</b>	<b>Rs.1,027,944.00</b>
<b>Statutory payments ++</b>		
Capgemini's contribution to PF *	Rs.3,823.00	Rs.45,876.00
Gratuity (accrual only)		Rs.18,384.00
<b>Total Fixed Compensation</b>		<b>Rs.1,092,204.00</b>
<b>Total Cash Compensation</b>		<b>Rs.1,092,204.00</b>
<b>Benefits</b>		
Medical, Accident & Life Insurance Premium		Rs.7,802.00
<b>Total Cost to Company</b>		<b>Rs. 1,100,006.00</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.

Other Allowance & Reimbursements - 1	Annualized
Remote Working Allowance	36,000.00
Books and Journals	36,000.00
Professional Pursuit	180,000.00
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.

Other Allowance & Reimbursements - 2	Annualized
Leave Travel Assistance	60,000.00
Meal Card	26,400.00
Vehicle & Driver Reimbursement	39,600.00

**Note:**

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 (OAAR) 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 (e.g. Leave Travel Assistance, Vehicle and Driver Reimbursement 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 as defined by Law.
- 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 optional components under 'Other Allowance & Reimbursements -2' Nontaxable components (except Meal Card) would be paid based on a voluntary claim by employee through payroll. Taxable component would be paid on a monthly basis. All payments will be based on Company's policies.

E.) 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- Gratuity shall be paid as per the Payment of Gratuity Act, 1972.

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 and consequent changes to the statutory deductions from your salary, if any.

F.) 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.

G.) Probationary Period:

1. You will be on probation for a 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.

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

I.) 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 forty-five (45) 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(s) (prior to joining Capgemini).
  - g.) Your background verification check (including residential address(es), academics & professional Degree/Diploma & Certifications, previous employment(s), criminal background 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.

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 failed to disclose any information about your past employment, 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.

J.) Your employment with the Company will also be governed by the 'Terms and Conditions of Employment' contained in **Exhibit 1** attached hereto.

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 Caggemini, 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. Caggemini 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 Caggemini Technology Services India Limited



Anil Kumar 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 Caggemini 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.

\_\_\_\_\_  
Name: **Jyothimai Randhi**

Date: **08/06/2021**



## 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 any time 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 Caggemini 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 any time 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 Caggemini entities other than the salary and benefits specified in the Employment Letter and/or the salary and benefits that may be determined by Caggemini 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 persons 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 it 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 labor 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 along with 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:

## ANNEXURE I (A)

### Onboarding Documents

Please carry two set of photocopies along with the original documents for verification as mentioned below:

- I. **Academic qualification (highest qualification as applicable):**
  - X- AND XII-mark sheets
  - All semester mark sheets (highest qualification)
  - Provisional Certificate OR Convocation OR Degree certificate
  - If Applicable- Diploma/ Completion Certification(s) for specialized courses
  
- II. Employment experience related documents:
  - a. **Current Employer:**  
(Document mandatorily containing: Emp ID, Designation, Start Date of Employment, End Date of Employment)
    - Resignation acceptance letter OR Email confirmation from the HR OR Relieving Letter AND Experience Certificate
    - Pay slips for last 3 months
    - Letter of Appointment OR Offer Letter from the employer
  
  - b. **Previous Employer(s)**
    - Experience Certificate AND / OR Relieving certificate of all employments (ensure the above document specifies start date of your employment (s))
  
  - c. **Additional documents**
    - Form 16 – Part A only
    - Cancelled Cheque(in original)/Passbook(photocopy) -Cancelled cheque leaflet issued by Bank or the pages of passbook showing the Name of the Account Holder, Bank Name, Bank Branch and IFS code required as a pre-requisite mandate for registration on ESI portal.
    - Bank statement for last 3 months – [Please ensure to mask all other transaction details (whether debit or credit entries) except for salary transfer details of your last employer, such that only salary credits of previous employment are visible  
Please note, should you provide any other additional document than the aforesaid, or provide bank statement without masking other transaction details, the Company shall not be held responsible for the same.]
  
- III. **Proof of Identity (Any two):**
  - PAN Card (Mandatory)
  - AADHAAR Card
  - Valid Passport – All pages
  - Driving License
  - Voters ID
  
- IV. Passport size photograph – 4 copies (white background)

## ANNEXURE I (B)

### Background Verification

#### Reference terms:

Capgemini adheres to a strong background verification process. As a part of this process all the personal and professional information provided by you is verified, therefore we request you to provide all the necessary relevant documents as per the information provided. This will help us verify your

- Education Credentials (Bachelor's Degree/Post Graduate Degree etc.)
- Professional Experience & Employment(s) Credentials.

Note: Based on certain business requirement and statutory rules Capgemini may initiate certain additional checks during your tenure in Capgemini and by accepting this offer you agree to undergo such additional checks when required. Capgemini will not take any individual approval for the same.

Please ensure that the following steps are followed to initiate the process and submit the necessary documents within 7 calendar days from the date of receipt of this offer:

- Fill the standard application form by clicking the New Employee Wizard link (received from SuccessFactors Onboarding <auto.noreply@capgemini.com>). (You will receive the link to New Employee Wizard portal shortly). In case you have not received this link within the next 3 days please get in touch with your recruiter immediately.

Download the Address check Form, Database check form, Court record form - from the New Employee Wizard link; update the details in the form with your manual signature and mention the current date on which you have signed this form. You will have to upload back the scanned copy of these documents on to the New Employee Wizard link.

- Highest Educational Degree Certificate and Final year Mark sheet\*\*.
- Submission of all semester/term mark sheets of your highest qualification.
- Any qualification obtained from the Institute which is not recognized by UGC/AICTE is not considered.
- Experience letters and relieving letters for 5 years of employment or past 2 employers whichever is higher.

Form 16 - Part A only.

Bank statement for last 3 months – [Please ensure to mask all other transaction details (whether debit or credit entries) except for salary transfer details of your last employer, such that only salary credits of previous employment are visible.

Please note, should you provide any other additional document than the aforesaid, or provide bank statement without masking other transaction details, the Company shall not be held responsible for the same.]

- On the date of joining you are required to carry the experience letter/Relieving letter from all your past employers
- These letters should clearly mention your last working day with your previous employers.

Some organization issue relieving/experience letter along with the full and final settlement in such cases you should submit the resignation acceptance mail authorized by your last employers HR department and you should ensure that the last working day is clearly mentioned on this acceptance letter. Please note that in such cases you will have to submit the original experience/relieving letter to Capgemini HR department / email the same to the following email address [backgroundverification.in@capgemini.com](mailto:backgroundverification.in@capgemini.com) not later than 14 days of your joining\*\*\*

Court Verification Forms

- Court Record form

Note:

All of these forms (Address check Form, Database check form, Court record form) are available on the New Employee Wizard link. Please download these forms from the New Employee Wizard link and fill the information in BLUE ink only.

All of the above forms are submitted to the respective authorities (Police/Courts etc) and as a part of the verification process the representatives of these authorities may visit your residence address for verification; alternatively they may also call you or ask you to visit the nearby Police Station.

\*\*\*You are required to submit all the documents with 7 days from receiving this Offer, failing which offer will be revoked\*\*\*\*

Important points to note:

- In an event you fail to submit the required documents to the HR department within 30 days of first intimation/date of joining and after 2 reminders. Capgemini reserves the right to hold back your salary and to take disciplinary actions which inter alia include termination from service without notice.

You are requested to fill your details diligently in the link provided. If there is a discrepancy in the data provided or the copies of documents / certificates given by you as a proof in support of the above, Capgemini reserves to take disciplinary actions which inter alia includes termination from service without notice.

\*\*\*In case your last employer do not provide experience letter you may provide the relieving letter, however please ensure that the relieving letter has last working day clearly mentioned.

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.**

Best Regards,  
Team HR

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**HCL TECHNOLOGIES LTD.**

Corporate Identity Number: L74140DL1991PLC046369

Technology Hub, Special Economic Zone

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T +91 120 6125000 F +91 120 4683030

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

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

**OFFER & APPOINTMENT LETTER**

**Offer Release Date: January 8, 2021**

**Dear Kusuma Pentakota,  
D.no. 9-9-77, JogavanipalemGandhinagar, Visakhapatnam,  
Andhra Pradesh, India, 530026**

Dear **Kusuma Pentakota,**

Congratulations! With reference to the interviews conducted by HCL Technologies Ltd (**herein referred as “HCL” or “Company”**), we are pleased to inform you that you have been selected for employment in our organization as Software Engineer in band E1.

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on **January 19, 2021** at 9:00 A.M at the following address **Chennai-SEZ, Kanceehpuram, ETA 1, #33** .Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure , BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s)

Your Total Compensation will be **INR 2,60,000** per annum, outlined in [Annexure I](#).

You will be required to sign a service agreement of **24 months** with a surety amount of **INR 1.25 Lakhs**. This amount shall be payable to the Company only on the event of your separation from the company before **24 months** from the date of Joining.

You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in [Annexure II](#).

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On the date of joining, you would be required to submit the documents listed in [Annexure III](#). Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

[Annexure IV](#) provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

Please share your acceptance to offer as a confirmation within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,  
**For HCL Technologies Ltd.**



Amrita Das

Vice President, Head-Global Rewards



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**Annexure 1**

<b>COMPENSATION PLAN</b>	
<b>Name</b>	<b>Kusuma Pentakota</b>
<b>Band</b>	<b>E1</b>
<b>Designation</b>	<b>Software Engineer</b>
<b>City</b>	<b>Chennai</b>
<b>Monthly Components (in INR)</b>	
Basic Salary	13,000
House Rent Allowance	3,942
Advance Statutory Bonus	1,989
Holiday Allowance	-
Food Wallet	-
Flexi Basket*	-
Compensatory Allowance	-
<b>TOTAL: Monthly</b>	<b>18,931</b>
<b>TOTAL: Monthly Components : Annualized</b>	<b>227,172</b>
<b>Retirals &amp; Other Benefits (in INR)</b>	
Provident Fund	18,720
Medical Insurance Premium/ESIC	6,607
Gratuity	7,500
<b>TOTAL : Retirals</b>	<b>32,827</b>
<b>Variable Components (in INR)</b>	
Performance Bonus (in Rs.)	-
Engagement PB (paid monthly) @ 100% achievement levels	-
<b>TOTAL: Variable Components</b>	<b>-</b>
<b>COST TO COMPANY</b>	<b>259,999</b>
<b>Flexi Basket Details</b>	<b>Max Sub limits (p.a.)</b>
Fuel Reimbursement and Car Maintenance Charges	-

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Leave Travel Assistance / Allowance	-
Car Lease Rental	-
<b>TOTAL : Annual Flexi Basket</b>	-
<i>Employee has an option of availing all, some or none of the Flexi Basket across various components as per annual limits and entitlements mentioned in the CTC sheet. Based on the individual declaration and actual reimbursements, any unclaimed amount will be paid as taxable to the individual</i>	
<b>Insurance &amp; Medical Benefits (in INR)</b>	<b>Max Sub limits (p.a.)</b>
Hospitalization cost reimbursement limit	-
Term life Insurance Cover	2,000,000
Disability cover due to accident (upto)	1,800,000
<b>NOTE:</b>	
1. Bserv E0.1 and E0.2 employees are to be considered under Semi-skilled Category. All other employees are under Skilled category	
2. All salary components are governed by the company policies and statutory guidelines.	
3. This salary sheet is strictly confidential and must not be discussed with anyone other than your HCLT Reporting Manager and/or your HR Manager.	
4. Any personal tax liability arising out of compensation will be borne solely by the employee.	
5. Gratuity to be payable as per act	

**ANNEXURE II****Welcome aboard...**

It is often said that an organization can grow only if it empowers its employees to grow! At HCL, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you, this is to be read in conjunction with the offer letter as attached.

**GENERAL TERMS AND CONDITIONS OF EMPLOYMENT****1. Location**

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As you are aware that HCL is coming up with IT/ITES SEZ Operating Units in some cities; till the time SEZ campus becomes operational, you may be assigned to another facility in the city of posting - Chennai.

## 2. Medical Check up

Your employment is subject to you being declared medically fit by the company doctor.

## 3. HCLT Training Program:

Training (classroom/on the job) sessions will be conducted after your joining.

The training period may be either extended or may be deemed completed earlier, at the discretion of the Management. You shall continue to be under probation, unless specifically confirmed in writing.

## 4. Increments and promotions

Your growth in terms of role, compensation etc. in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 12months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter thereafter.

## 5. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party **90 days'** advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the "Basic" component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the "Basic" component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of 90 days' notice may be extended, if mutually agreed by you and the Company.

On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

## 6. Agreements

## **HCL TECHNOLOGIES LTD.**

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Plot No : 3A, Sector 126, NOIDA 201 304, UP, India.

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Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

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You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

### **7. Background and Reference Check**

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process.
- The company may also undertake reference check through at least two professional references submitted during the process of selection. • In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies.

### **8. Working Hours**

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

### **9. Mobility**

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises.

### **10. Deputation/ Transfer**

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will

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cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

**11. Retirement**

You will retire from service on attaining superannuation at the age of 55 years.

**12. Other benefits**

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

**13. Correctness of the Details Furnished**

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

**14. Data Protection:**

- a. The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
- b. The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
- c. The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
- d. During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.
- e. The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

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**15. Other Rules and Regulations of the Company**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of HCL as applicable to you and the changes therein from time to time.

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment Policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include up to termination of your employment with HCL.

You agree not to undertake employment whether full time or part time, as the Director/ Partner/member/employee of any other organization or entity engaged in any form of business activity without the consent of HCL . The consent may be given subject to any terms and conditions that the company may think fit and may be withdrawn at the discretion of the company.

**Annexure III**

<b>LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL</b>	
<b>S.No.</b>	<b>Particulars (To be submitted to the Recruiter/Online of the BGV link)</b>
1	<b>Highest Qualification</b> - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	<b>Permanent/Current Address Proof</b> – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	<b>Previous Employer</b> – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	<b>Identity Verification</b> - Copy of valid passport and PAN card required
<b>Additional documents (To be submitted on request – Only if required)</b>	
<ol style="list-style-type: none"> <li>Highest Qualification- Admit card, college and university official's (Registrar and Director) detail</li> <li>Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.</li> </ol>	
<b><u>Things to Remember</u></b>	
<ol style="list-style-type: none"> <li>The information provided in Resume and background verification form must be same.</li> </ol>	



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- 2.** Information provided in background verification form must be accurate.
- 3.** Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
- 4.** Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

**List of Documents required for joining / induction day (Hard Copies)**

S. No	Document Name	Number of Photocopies
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1
2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Passport –Front copy only - for Name & DOB proof.	1
4	10 <sup>th</sup> Mark sheet, only if passport is not available.	1
5	PAN CARD as ID Proof (Only if passport is not available)	1
6	Passport Size Photographs (Only with white background)	3

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are **0900 to 1830** IST.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.

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- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside the campus.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

**Location of HCL Onboarding Team for joining formalities:**

S. No	Location	Address
1	NOIDA	<b>Mondays and Thursdays:</b> Triveni Induction Room, First Floor, KNMA Tower, Gate number 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) <b>Tuesdays, Wednesdays and Fridays:</b> Akashi Induction Room, Ground Floor, Tower – 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd, SAL (602), 6th Floor, Tower 4, Special Economic Zone (SEZ), 129, Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore – 562 106
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,HCL IT City, SDC-01, 2nd Floor – Induction Room, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur
11	Coimbatore	State Street Hcl Services   Human Resources   Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526
12	Vijayawada	State Street HCL Services Private LimitedMedha IT Towers,Third Floor,Kesarapalli,Gannavaram,Krishna District 521102

**ANNEXURE IV**

10

**HCL Confidential**

Signature of Employee:

**HCL**

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### EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

-  Basic Salary
-  Monthly Allowances
-  Variable Pay
-  Retirals & Insurances Benefit

 **Disclaimer:**  
*Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.*

The details for each component falling under these heads are explained as following:

#### BASIC SALARY

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

#### MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.
- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non- alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.
- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.

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- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.
- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.
- **VARIABLE PAY**

The scope of “Variable Pay” in your compensation structure will be governed based on your “employee group” in HCL.

### **Performance Bonus (PB):**

Performance Bonus (PB) is payable in accordance with the Company’s Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year’s Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

**Engagement Performance Bonus (EPB):** Engagement Performance Bonus is a variable component payable on a monthly basis. This component allows employees to participate and take control of delivery excellence in their respective engagements. Payout of EPB will be based on EPB guidelines as applicable to the respective engagement.

### **RETIRALS & INSURANCES BENEFIT**

You and your dependents will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under ‘Insurance and Medical Benefits’ in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

**Medical Insurance:** Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
- By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover

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Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.

- The premium payable depends on the dependants declared.
  - The hospitalization coverage limit will be same as defined in compensation structure.
  - Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
  - You may refer 'Medical Insurance policy' for further details.
- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948**.

Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

\*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

\*The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.

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- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.
- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

**Disclaimer**

*You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice.*

*Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.*

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

HCL Technologies will correspond with you on the address & contact details mentioned below :-

**Permanent Address: D.no. 9-9-77, JogavanipalemGandhinagar, Visakhapatnam,  
Andhra Pradesh, India, 530026  
Email ID: kusumapentakota18@gmail.com  
Telephone Number: 9110706907**



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**SANTHI BUDDHA**

**11860829**

Mr. Urigiti Gangaraju  
S/O, Lovaraju, 3-38, Achhiyyapeta, Anakapalli,  
Vetajangalapalem, Visakhapatnam, Andhra Pradesh-531031.  
Mobile: +91-7093090740

**Sub: Offer of Employment**

Dear Urigiti Gangaraju,

**Congratulations!** We are pleased to offer you full time employment as **Engineer** with **L&T Technology Services Limited** (referred to as 'Company'). We are a leading global ER&D services company, backed by the rich engineering expertise and experience of our parent company, Larsen & Toubro Limited.

You are required to join on or before **12/03/2020** . If you do not join by this date, this offer stands withdrawn – unless the Date of Joining is extended and communicated to you in writing.

At the time of joining, please report to **Mrs. Suranjika Satpathy (Human Resources – Employee Relations & Compliance)** at the following address:

**L&T Technology Services Limited, Block 3, "A" Wing, 1st, 2nd, 3rd & 4th Floor RGA Tech Park- Survey No. 31/1 Sarjapura Main Road, Chikkakanalli Bangalore 560 035 Ph. 080 61548300.**

You are required to bring the following documents, with a self-attested photocopy (except photographs) of each, at the time of joining.

- a. Aadhar Card and PAN Card.
- b. Education certificates including mark sheets.
- c. Relieving certificate or Service Certificate from your present employer (without which you will not be allowed to join) and other experience Certificates.
- d. Passport (if available)
- e. Four copies of your recent passport size photograph (with white background-in formals).
- f. Your last Employer's EPF and EPS numbers.
- g. Universal Account Number (UAN)
- h. Provisional Form-16 for the current financial year.

Please note that salary payment will not take place until and unless PAN, Bank (salary) account details are registered in our Shared Services Centre portal. All our reimbursements are through the Bank and hence you are requested to also open an Employee Reimbursement Account (ERA) after joining.

If you intend to accept this offer, please return the duplicate copy of this letter, duly signed as token of your acceptance, **within 7 days from the date of the issue of the letter.**Your association with us will be bound by the following terms and conditions

**1. Grade and Salary**

**Grade : LTTS-3**

Your total compensation (Cost to the Company) shall be **Rs. 440,000.00/- per annum**. The entire remuneration package will be subject to Tax Deductible at Source (TDS), which will be on your account, subject to standard deductions towards tax and other deductions as per Company policy. All statutory requirements of tax, including tax deductible at source, Employer Provident Fund, professional tax, etc. will be paid and complied by the Company and all/ any funds/ salary/ remuneration paid to you will be after such appropriate deductions.

The details of your other Allowances are indicated in the Salary Card.

2. Your appointment is subject to your being found medically fit by the Company Doctor.

3. The Company reserves the right to verify your documents and background through internal or external agencies. These may include your current/previous employment history, education/professional credentials and other background checks. If any discrepancy with regard to documentation is discovered after you have joined the Company, you are liable to be terminated, apart from legal action being initiated against you.

4. The Company reserves the right to verify your documents and background through internal or external agencies. These may include your current/previous employment history, education/professional credentials and other background checks. If any discrepancy with regard to documentation is discovered after you have joined the Company, you are liable to be terminated, apart from legal action being initiated against you.

#### **5. Place of Work**

You will be based at our **Bangalore** location in **Manyata-SEZ Unit - 1 (6th Floor)** unit. However, the Company may relocate/ transfer/ depute you to any of its branches or client's place as part of their work, within or outside India where business of the Company or any subsidiary/ branch/ outlet/ unit of the Company is in or may come into existence if the Company so directs based on the exigencies of work. Upon such relocation/ transfer, you agree to be bound by the rules and regulations of the respective working place, or otherwise as specified by Company.

#### **6. Code of Conduct**

You are expected to operate with the highest degree of efficiency, economy and responsibility, bearing in mind always, the best interest of the Company. You will at no time, do anything which compromises the Company's integrity and reputation. You shall abide by the internal regulations specified in the Company's '**Code of Conduct**' which includes policies such as Confidentiality policy, Gift policy, Insider Trading and Policy on Prevention of Sexual Harassment and any future amendments and /or other policies which may become applicable from time to time. Any violation /breach of the above, shall call for consequence management, which may include as disciplinary action for those found guilty of such misdemeanours and may result in your services being terminated, without any notice, notwithstanding any other terms and conditions stipulated in this Offer letter.

#### **7. Hours of Work and Paid Holidays**

You will observe the working hours and holidays normally observed by your assigned department and location. This may include working hours and holidays observed by the client.

#### **8. Leave Rules**

- i. You will be eligible for 'Leaves' as per the existing Leave Policy of the Company and as amended from time to time.
- ii. As per the existing rules, you will be entitled for 24 working days of Privilege Leave (PL) per annum at the rate of 2 days for every 21 days worked.
- iii. Privilege Leave for every month will be credited to your leave account on 1st date of the following month. This will be a monthly process.

#### **9. Salary Review**

Salary revisions will be based on individual, as well as Company's performance and increments (if any) will be granted on merit as per the latest version of the Company policy in place at that point of time.

#### **10. Provident Fund**

If you are a member of Provident Fund of an establishment covered under the Employees' Provident Fund Act, 1952 or the Provident Fund is recognized under the Income Tax Act, 1961 and you have not withdrawn the total accumulations standing to the credit of your account in the Provident Fund and the rules in relation to that Provident Fund permit you to transfer your Provident Fund Account, you will be entitled to join "Regional Provident Fund Organization" on receipt of your declaration in Form No.11, otherwise you will be enrolled as a member of the above Provident Fund from the day of your joining the Company.

**11. Medical Benefit Scheme**

Your appointment is subject to your being found medically fit by the Company Doctor.

**12. Gratuity**

You will be entitled to receive gratuity in accordance with prevailing gratuity rules and the Company's scheme as applicable to your grade.

**13. Superannuation**

All employees in the Company shall retire on reaching the normal retirement age fixed by the Company, which is 58 years at present. For the proof of your age, the Company considers only the date of birth as mentioned, in the SSLC / School Leaving Certificate. The date of birth once furnished and admitted shall be final and no change will be entertained.

**14. Termination of Employment /Notice Pay**

- i. Notice period for full time employees is 90 days, and either party will be allowed to terminate the contract of employment by giving 90 days' notice in writing, subject to Company's right to pay basic salary in place of notice period or pro-rated amount.
- ii. If you have signed any Undertaking / Agreement with the Company as a part of your employment process any time during your employment with the Company, you will not be entitled to terminate your employment with the Company unless you comply with the terms and conditions in the Undertaking / Agreement mentioned above.
- iii. The Company shall have the right to terminate this contract without any notice and without any salary according to the notice period due to any of the following
  - a. Breach on your part of any terms and conditions of this contract and any other rules made applicable to you in respect of your employment with us.
  - b. Violation on your part of the Company's rules regarding the authenticity and information declared at the time of joining the Company.
  - c. Any misconduct on your part.
  - d. Failure to carry out any of your duties and obligations. You are adjudged insolvent or become bankrupt or are charged with any criminal offence which is prejudicial to the interests of the Company.
  - e. The Company is restricted from continuing your employment due to any other legal incapability.
  - f. Breach of Code of Conduct of the Company.

On separation, you will immediately surrender the following to the Company before you are relieved: All confidential information, correspondence, specifications, formulae, documents, market data, literature, drawings, access cards, identity cards and any other property belonging to the Company or relating to its business which you would have acquired, had access to during your employment. Additionally, you will not make or retain any copies of the same.

**15. Exemptions**

1. Employees transferred from other ICs of Larsen & Toubro Limited to L&T Technology Services will be exempted from the following clauses of this Offer Letter:

- Clause 3
- Clause 4

2. Employees hired and working with L&T Technology Services at locations outside India and being transferred to L&T Technology Services in India, will be exempted from the following clauses of this Offer Letter:

- Items c, d and g stated under required documents
- Clause 3
- Clause 4

**16. Trade Secrets and Confidential Information**

During the term of your employment, you may have access to and become familiar with various trade secrets and confidential information belonging to the Company, its affiliates and its customers. You hereby acknowledge that such confidential information and trade secrets are owned and shall continue to be owned solely by the Company, its affiliates and its customers. You agree not to use, communicate, reveal or otherwise make such information available for any purpose whatsoever or to divulge such information to any person, partnership, corporation or entity apart from those expressly designated by the Company unless compelled to disclose it by judicial process.

You are expected and bound to maintain utmost secrecy at all times even after cessation of employment in regard to the confidential information, affairs of the Company and shall keep confidential any information, whether written or oral, which relates to without limitation internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, marketing and sales, security procedures, trade secrets, patents, intellectual property rights, know-how, or inventions of the Company or its affiliate, subsidiaries, or any clients, customers, agent, contractor or vendor. You shall not disclose the identities and other related information of any of Company's clients.

Breach of this provision shall be treated as a gross violation of the terms and your services are liable to be terminated without notice, apart from legal action being initiated against you.  
Nothing contained in this clause shall apply to:

- a. information that is in the public domain; and
- b. information which the Parties are under a legal obligation to disclose to a court of law or other statutory authority;

**17. Intellectual Property Rights**

All intellectual property rights, including but not limited to, patents, copyrights, designs, trademarks, trade secrets, semiconductor chips etc. developed by you during your tenure with the Company, shall be the sole and exclusive property of the Company and shall be considered as "work made for hire". You shall execute/sign such documents to assign such intellectual property, as and when required by the Company.

The Company reserves the right to proceed legally against you and recover damages, where any such intellectual property is sought to be protected by you independently of the Company.

**18. Restrictive Covenant**

The Company is in the business of providing various services in all areas of engineering. You will acknowledge that:

- a. Company's services are highly specialized.
- b. The identity and needs of the Company's customers are not generally known in the industry.
- c. Documents and other information regarding Company's services, pricing and costs, as well as information pertaining to Company's customers, including but not limited to identity, location, service requirements and charges to the customers are highly confidential and contain trade secrets.
- d. You will therefore agree that:

**A.** During the term of your employment or association with the Company, you will not engage in any other employment, occupation, consulting or other business activity with any third parties, directly related to the business in which the Company is now involved or becomes involved during the term of your employment. Furthermore, you will not engage in any other activities that conflict with your obligations to the Company.



**Mr. Urigiti Gangaraju**

**B.** For a period of two years after this contract has been terminated for any reason, regardless of whether the termination is initiated by the Company or yourself, you will not directly or indirectly request, take up employment or transact any sort of business directly or indirectly within or outside India, with any person, company, firm or corporation who is or was;

- (i) a customer of the Company during a period of two years prior to the termination of your employment on whose assignment you worked directly or indirectly during your employment with the Company
- (ii) who is in competitive business with the Company (Third Party) which requires you to carry out your functions by using any Trade Secrets and Confidential Information, intellectual property rights belonging to the Company or third party information available to the Company.

**C.** During the term of this employment or association with the Company and a period of two years post cessation, you will not solicit or be solicited directly or indirectly, in any way, to accept or attempt to induce any employee, advisor, consultant of the Company to take up employment or transact any sort of business directly or indirectly with such customers or competitors of the Company or to terminate his or her relationship with the Company for yourself or for any other person, firm, company or corporation.

**D.** You also agree that you will abide by all terms and conditions of this Offer of Employment and any other terms and conditions agreed by you in any legal document as and where applicable. You understand that if you violate the above undertaking, you shall be liable for suitable damages, which will be decided at the discretion of the Company after taking into consideration the nature and extent of the violation. You acknowledge that Trade Secrets and Confidential Information, intellectual property rights constitute one of Company's main strengths and that the Company has legitimate interest in including a non-competitive clause in the Offer of employment. You also agree that if any of the terms and conditions of this Offer of employment or any other document is violated or likely to be violated, then the Company shall also be entitled to move for an order against you before a competent court including without limitation injunction, specific performance. In the event of the Employee being liable to pay any amounts as mentioned hereinabove, the Company shall have the first charge over the salary, bonus and other dues to be paid to the Employee from the Company and the Employee hereby agrees and authorises the Company to deduct from them, all such amounts payable by him.

#### **19. Disclosure of Personal Information By the company**

You hereby agree that the Company can share your personal details disclosed by you to the Company as a part of your employment, with third parties in India and outside India as a part of Company's contractual, business obligations, in compliance with data protection laws in India and outside India and you will have no objection towards the same.

#### **20. Disputes & Arbitration**

Any disputes between yourself and the Company concerning or relating to or arising out of this contract shall be subject to the jurisdiction of and be determined by a court of competent jurisdiction in Greater Mumbai only.

Any dispute or difference or claim arising in connection with this contract shall be resolved by reference to arbitration by a sole arbitrator appointed by L&T Technology Services (LTTS) at its sole discretion. The arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996. The language of arbitration shall be English. LTTS or the concerned employee shall be respectively entitled to approach the Court of competent jurisdiction for such interim reliefs as the Company or the Employee may in its discretion deem fit. The seat of arbitration shall be at Mumbai and the Courts at Mumbai shall have exclusive jurisdiction. The award of the arbitrator shall be final and binding on the parties. The governing law shall be the laws of India.

#### **21. Unauthorized Absence From Work**

Your unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty, and in the event you do not report for work within 10 days from the date of absence, the same would be treated as "voluntary abandonment of service" and it shall be deemed that you are no longer interested in the employment and have resigned from the services of the Company on your own accord. In such an event, you shall be liable to refund the salary in lieu of shortfall in notice period and other dues payable to the Company, as specified and/or the Company shall be entitled to deduct, adjust from the dues payable to you.

#### **22. Passports**

You are required to possess a valid passport. In case you do not already have one, you are required to obtain this, at your own time and expense, and inform the same to Operations & Compliance - HR at your location, within 90 days of your joining.



**Mr. Urigiti Gangaraju**

**23. Other Matters**

- a. You will be governed by all rules, regulations and policies of the Company.
- b. You are to devote your full time, attention and ability to the interest of the Company.
- c. You are not to interest yourself in any business or do any trading on your own account.
- d. The above and below terms and conditions may be modified by the Company from time to time in writing depending upon prevailing circumstances and practice in the industry and in relevance with prevalent laws and regulations. Such variations shall be binding on you.
- e. You will abide by the laws of India in your dealings with the Company, its stakeholders and society.

This Offer of Employment including Annexures hereto together with subsequent Joining NDA, Code of Conduct Policy, Letter of Undertaking if any, and any other subsequent agreement signed from time to time, constitute the entire agreement between the parties.

Please note that it is the responsibility of every employee to familiarize themselves with the provisions of all policies concerning conduct, discipline and behaviours. In case of any concerns or clarification, the HR department may be approached. However, ignorance of the rule will not be accepted as a defence in any case.

In accordance with the standard practice of the company, we request you to treat the terms of this employment as confidential.

We look forward to a long and meritorious association!

**Yours truly,  
For L&T TECHNOLOGY SERVICES LIMITED**



**Krishna Kumar Nair**

**Head-Talent Acquisition**

I have read the above contents and accept the same and take full responsibility for compliance as required.

**Mr. Urigiti Gangaraju**

**(Signature & Date)**

**Salary Card**

<b>Urigiti Gangaraju</b>	<b>Date</b>	<b>11/03/2020</b>
<b>Engineer</b>	<b>Stream</b>	<b>Technical</b>
	<b>Grade</b>	<b>LTTS-3</b>
	<b>Location</b>	<b>Bangalore</b>
<b>Salary Components</b>	<b>Monthly</b>	<b>Annual</b>
	<b>INR</b>	<b>INR</b>
Basic salary	15,500.00	186,000.00
Flexible Benefit Plan (FBP)	17,311.00	207,733.00
<ul style="list-style-type: none"> <li>- House Rent allowance</li> <li>- Meal Card</li> <li>- Education Allowance</li> <li>- Mobile Expenre Reimbursement</li> <li>- Leave Travel Assistance</li> <li>- FBP Balance</li> </ul>	Eligibility under each of these components is mentioned in the FBP Sheet	
<b>Gross Monthly</b>	<b>32,811.00</b>	<b>393,733.00</b>
<b>Retirement Benefits</b>		
- Provident Fund(@12% of Basic)		22,320.00
- Gratuity (@ 4.81% of Basic)		8,947.00
<b>Total Fixed Compensation</b>		<b>425,000.00</b>
Bonus		15,000.00
<b>Total Compensation</b>		<b>440,000.00</b>



**OFFER LETTER**

26/07/2018

To  
 Manikyam Himabindu  
 D.no: 9-71, Devangula Street,  
 Thummapala, Anakapalli,  
 Visakhapatnam-530001

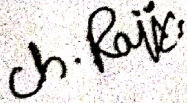
Dear Himabindu,

We are pleased to offer you a position as Junior Engineer - ITES in our Company. You will be on probation for a period of 6 months. The company may waive, reduce or extend your probation period at its discretion and based on your performance. You are deemed to have successfully completed your probation period only after the company has informed you in writing. Your total CTC to the company is 130560 (One Lac Thirty Thousand Five Hundred and Sixty Only). Here is the compensation stack.

Compensation Stack		
Components	Monthly	Annual
Basic Salary	3500	42000
Flexible Benefits Pay (HRA, LTA, medical Allowance, conveyance)	6080	72960
<b>Total Salary</b>	<b>9580</b>	<b>114960</b>
Employee Contribution to PF ( 12% of Basic Salary)	420	5040
<b>Possible Take Home salary (Subject to Tax Deductions, if any)</b>	<b>9160</b>	<b>109920</b>
Medical Insurance(1 Lakh) & Accident insurance (5 Lakhs)	300	3600
Average Transportation Cost per employee	1000	12000
Company Contribution to PF ( 12% of Basic Salary)	420	5040
<b>Total Cost To Company ( CTC)</b>	<b>11300</b>	<b>130560</b>

Your first day of employment would be 01st Aug 2018. Offer not accepted within 2 days of receipt is liable to lapse at the discretion of the Company. On the joining date, you need to pay the refundable security deposit of 10,000/- to the company. Security deposit will be refunded back to you only if you follow the termination clause described in the Terms of Employment. By signing below, you not only accept the terms and conditions of this offer, but also represent to the Company that you are under no obligation or agreement that would legally prevent you from becoming an employee of Chandusoft. We look forward for a long and successful association together towards success.

For Chandusoft Technologies Pvt. Ltd.



Rama Kanaka Durga Director - HR

**Agreed and Accepted:**

I accept your offer as outlined in this letter, including any subsequent revisions, and I will be available to begin work at Chandusoft. I understand that this offer is contingent upon successful completion of reference checks and a background check if required.

Name: M. Himabindu.

Signature: M. Himabindu

Date: 26/07/18

CSIL/2018/SEZ/791

Page 1/3



**Appointment Order**

18-07-2018

To

Poorna Chandra Sekhar Kandregula  
 Flat No-168, Subramanyam Colony,  
 Kondakoppaka, anakapalli,  
 Visakhapatnam-531019

Dear Chandra Sekhar,

With reference to your application, subsequent discussions we are pleased to appoint you as a **Junior Engineer - ITES** in our organization with effect from 18 July 2018. Your Annual CTC including all benefits will be Rs. 130560/- (One Lakh Thirty Thousand five hundred and sixty Only). Here is the compensation stack.

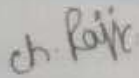
Compensation Stack		
Components	Monthly	Annual
Basic Salary	3500	42000
Flexible Benefits Pay (HRA, LTA, medical Allowance, conveyance)	6080	72960
<b>Total Salary</b>	<b>9580</b>	<b>114960</b>
Employee Contribution to PF ( 12% of Basic Salary)	420	5040
<b>Possible Take Home salary (Subject to Tax Deductions, if any)</b>	<b>9160</b>	<b>109920</b>
Medical Insurance(1 Lakh) & Accident insurance (5 Lakhs)	300	3600
Average Transportation Cost per employee	1000	12000
Company Contribution to PF ( 12% of Basic Salary)	420	5040
<b>Total Cost To Company ( CTC)</b>	<b>11300</b>	<b>130560</b>

Your employment at Chandusoft strictly subject to the following documents.

1. Terms and Conditions
2. Non-Disclosure Agreement

We look forward to your long and prosperous career with Chandusoft. By signing below, you not only accept the terms and conditions of this offer, but also represent to the Company that you are under no obligation or agreement that would legally prevent you from becoming an employee of Chandusoft. We look forward for a long and successful association together towards success.

For Chandusoft Technologies Pvt. Ltd.



Rama Kanaka Durga Director-HR

**Agreed and Accepted:**

I accept your offer as outlined in this letter. I understand and accept the current company policies and the subsequent revisions.

Name: Kandregula P Chandra Sekhar Signature: K.P. Chandra Sekhar Date: 18/07/18

## LETTER OF APPOINTMENT

16-01-2022

**Konathala Jagadeeswara Rao**

Anakapalle

konathalajagadesh11@gmail.com

Company ID: 187458

Dear Jagadeeswara Rao,

With reference to our discussion and agreement, we are pleased to extend this letter of appointment ("Appointment Letter") to you as "**Officer**" within **Retail Banking - Rural Banking** at IDFC FIRST Bank Limited (the "Bank"). You are expected to join on or before **02/Feb/2022** ("Date of Joining"). Your Total Fixed Pay ("TFP") will be **INR. 2,14,000/- (Rs.Two Lakh Fourteen Thousand only)** per annum. The position is currently based at **Andhra Pradesh**

This appointment is subject to you being medically fit to perform your role effectively. It is also subject to verification, as per the norms of the Bank, of information and particulars submitted (electronically or signed) by you, including but not limited to Authorization / Undertaking / Declaration Form. Kindly confirm your acceptance to this Appointment Letter by uploading a signed and scanned copy of the letter on the authorized joining portal within 5 working days of receipt of this Appointment Letter, post which the Appointment Letter stands revoked, as per the discretion of the Bank, and all the terms and conditions hereunder shall be null and void, and neither party shall have any obligation in relation thereto. Your acceptance to this Appointment Letter shall also mean the acceptance to the terms and conditions mentioned herein including annexures hereto, as may be modified by the Bank.

It may be noted that this Appointment Letter is to be considered final for all purposes, and supersedes all prior/ contemporaneous letters, discussion, negotiations, commitments, agreements and writings with respect to the subject matter hereof.

If any provision of this Appointment Letter is found to be illegal, invalid or unenforceable by the Bank, then such provision shall be severed from this Appointment Letter and the remaining provisions of shall continue in full force and effect and operate as if the severed portion had not been included.

The Bank reserves the right to revoke the Appointment Letter without any liability of any kind thereof even after acceptance of this appointment for just cause in the sole opinion of the Bank including but not limited to any non-compliance of any law on your part or any act or deed on your part, as per the sole opinion of the Bank, damages the reputation and brand image of the Bank in any manner.

You are requested to complete the joining formalities, on the authorized online portal of the Bank and submit the documents as required by the Bank.

Your Compensation Details and general terms and conditions for appointment are as per the enclosed Annexure/s

Further, your appointment is subject to your abiding to, in Appointment Letter and spirit,

- *Code of Conduct*
- *Code of Conduct for Prohibition of Insider Trading for the Bank*

Please note that you are required to keep the salary & other perquisites / benefits offered to you strictly confidential and not share information regarding the same with anyone.

**This Appointment Letter shall be effective from your actual date of joining with the Bank. You are required to submit a signed copy of this Appointment Letter on/before the actual date of joining, failing which the appointment stands withdrawn without any further communication.**

Congratulations on your appointment and we wish you a successful career with IDFC FIRST Bank Limited.

Thank You,

For **IDFC FIRST Bank Limited**

DS IDFC FIRST BANK 1

*Digitally Signed by***Deepika Mahajan**

Head Talent Acquisition &amp; Employer Branding

I, **Konathala Jagadeeswara Rao** , son/daughter of \_\_\_\_\_ do hereby accept the above and confirm /certify the following:

- Date of Joining the Bank: 02/Feb/2022
- PAN number: EQNPR7987G
- Email ID: konathalajagadesh11@gmail.com

**Signature:**

**Date:**

**Authenticated by**



**Annexure 1**  
**COMPENSATION DETAILS**

<b>Employee Name</b>	<b>Konathala Jagadeeswara Rao</b>
<b>Grade</b>	<b>Officer</b>
<b>Business Unit</b>	<b>Retail Banking - Rural Banking</b>
<b>Location</b>	<b>Andhra Pradesh</b>

<b>Component</b>	<b>Per Month(In INR.)</b>	<b>Per Annum (in INR.)</b>
Basic Salary	3,567	42,800
House Rent Allowance	1,783	21,400
Special Allowance	8,322	99,867
<b>Annual Guaranteed Cash (AGC)</b>	<b>13,672</b>	<b>1,64,067</b>
Statutory Bonus	2,734	32,813
Employer PF	1,427	17,120
<b>Total Fixed Pay (TFP)</b>	<b>17,833</b>	<b>2,14,000</b>

\* As per the EPFO notification dated February 28, 2019 and basis the new PF rules, your PF will be as mentioned herein

**Notes:**

- 1Flexible Benefit Plan (FBP) comprises of HRA, Meal Card, Professional Development Expenses, Communication Expenses, LTA, Bank's Owned Car / Reimbursement & National Pension Scheme or any other plan applicable as per Bank's policy. The employee gets to allocate the pool amount under various components as desired. Tax Benefits will be based on declaration & as per IT law.
- In addition to TFP, Insurance premium is paid by the bank towards your life, accident & medical insurance. This is a notional premium amount & is not paid in cash to you
- Gratuity will be applicable as per the Payment of Gratuity Act.
- The notice pay reimbursed, joining bonus, relocation expenses and any other amounts, if any, paid, at the time of joining would be recovered in full, in case of your resignation/separation (whichever is earlier) within twelve months from the date of joining.

**Annexure 2****TERMS & CONDITIONS FOR APPOINTMENT****REVOKING THE APPOINTMENT**

- The Bank reserves the right to revoke the Appointment Letter without any liability of any kind thereof even after acceptance of this appointment for just cause in the sole opinion of the Bank including but not limited to any non-compliance of any law on your part or any act or deed on your part, as per the sole opinion of the Bank, damages the reputation and brand image of the Bank in any manner.

**CHANGE IN TERMS AND CONDITONS**

- The terms and conditions of the Appointment Letter are subject to revision and change by the Bank, without notice. The revised terms and conditions shall be applicable and abided by all the employees, effective from the date of revision or change.
- The present designation and terms of services including your emoluments are subject to change depending upon work assignment from time to time

**DURATION/VALIDITY OF THE APPOINTMENT LETTER:**

- If this Appointment Letter is not accepted by applicant within Five (5) days of receiving the letter, it shall stand revoked, at the discretion of the Bank, and all terms and conditions considered null and void, and neither party shall have any obligation in relation thereto.
- It may be noted that this Appointment Letter is to be considered final for all purposes, and supersedes all prior/ contemporaneous letters, discussion, negotiations, commitments, agreements and writings with respect to the subject matter hereof.
- If any provision of this Appointment Letter is found to be illegal, invalid or unenforceable by the Bank, then such provision shall be severed from this Appointment Letter and the remaining provisions of shall continue in full force and effect and operate as if the severed portion had not been included.

### Annexure 3

## TERMS AND CONDITIONS OF EMPLOYMENT

The following are the terms and conditions of your employment at IDFC FIRST Bank Limited

For the purpose of this document "Bank" or "Company" shall mean IDFC FIRST Bank Limited and all its subsidiaries, associate or group companies.

#### 1. Postings and Transfers

- 1.1 Your joining location will be the same as mentioned in your appointment letter. However, during your employment, you may be posted / transferred to any of the offices / branch/projects / divisions / departments / units / subsidiaries / sister concerns of the Bank, existing or to be set up at any other location, without any additional remuneration, in the interest of the Bank without assigning any reasons.
- 1.2 If your role is a Remote Working role you will additionally have to adhere to the Bank's policy/guidelines for Remote Working, existing and/or as may be framed and amended from time to time.

#### 2. Leave and Absence

- 2.1 You shall be eligible for holidays and leave as per the Bank's leave policy/guidelines, as may be amended from time to time.
- 2.2 You will be entitled to Earned Leave in a financial year running from April to March as per the Bank's Policy. In case of your joining the Bank in the middle of the said financial year, you will be entitled to leave on pro-rata basis. You will be required to avail of mandatory leave as per the Bank Policy in every financial year, this will be part of your Earned Leave entitlement.
- 2.3 While counting the number of days of leave, intervening days of the weekend and Bank Holidays will not be counted.
- 2.4 You should obtain prior approval before proceeding on leave. Failure to do so may invite disciplinary action or such other action as deemed appropriate.

#### 3. Total Fixed Pay

- 3.1 Your Total Fixed Pay ("TFP") is as stated in the annexure of our Offer/Appointment Letter. Based on it, your compensation will be paid to you on a monthly basis by the end of the month to which it relates.
- 3.2 The Bank provides you choice as regards certain reimbursements within your aforesaid Total Fixed Pay, amount in keeping with the Bank's guidelines in this regard. To exercise such choice, you will have to provide to the Bank your choice at the time of joining and in the beginning of the financial year, in the prescribed manner which currently is by uploading the details of your choice of reimbursements on the Bank's Payroll Portal.
- 3.3 All amounts payable to you by the Bank (including the joining bonus, relocation expenses or notice period pay agreed to be reimbursed to you by the Bank in relation to your earlier employment) will be subject to and paid to you after deduction of income tax (or any other) at source (TDS).
- 3.4 Please note that your compensation and benefit details, are to be kept confidential at all times.
- 3.5 Your performance will be subject to periodic review based on which you will be considered for revision of compensation/grade in keeping with the Bank's policies and practices.
- 3.6 The Bank will cover you under the group medical insurance policy from the date of your joining provided you have completed all formalities and documentation pertaining to it.
- 3.7 In addition to the above, you will be covered under the Group Term Life Insurance and Personal Accident Insurance. This is over and above your TFP.
- 3.8 Your Total Fixed Pay increase and future prospects in the Bank shall entirely depend on the individual, business unit and the Bank's performance. Increase in Total Fixed Pay, in no case, and under no circumstances shall be automatic and/or a matter of right.

#### 4. Performance Bonus/Incentive Payments

- 4.1 The Bank may, in its absolute discretion, pay you a bonus/variable incentive of such amount, at such intervals, based on your performance as well as performance of your team and the Bank and subject to such conditions as the Bank, may, in its absolute discretion, determine from time to time, in accordance with the Bank Policy.
- 4.2 An employee will not be entitled to any variable payout/compensation on his resignation/dismissal/job abandonment/cessation.
- 4.3 The exercise of discretion to pay a bonus in one financial year shall not bind the Bank or act as a precedent for the exercise of discretion in any other financial year.
- 4.4 If, on or before the date when a bonus/incentive might otherwise have been payable, your employment has terminated or either party has given notice of cessation of employment, you will not be entitled to receive any such bonus or incentive (whether in cash, shares or any other form).

#### 5. Malus / Clawback

- 5.1 Malus provision, inter-alia, enables prevention of vesting of all or part of deferred component of variable pay including cash and share linked components and Clawback enables the Bank to recover previously paid or vested remuneration in cash or share linked compensation, etc
- 5.2 The Bank reserves its right to incorporate malus/clawback mechanism to address subdued or negative financial performance of the bank and/or the relevant line of business in any year, material failure of risk management, misconduct and other instances of non-compliance of statutory and regulatory stipulations.

#### 6. Statutory Payments / Deductions

- 6.1 All statutory payments / deductions will be as per the applicable law and may change from time to time based on changes in the law of the land.

#### 7. Deductions from Total Fixed Pay/Annual Gross Remuneration Package

- 7.1 You agree that, at any time during your employment, or after cessation of employment, the Bank may deduct and recover, from your Total Fixed Pay /Annual Gross Remuneration Package/Full and Final Settlement/ Bank Account any overpayment made, or any amounts owed by you to the Bank. This includes, but is not limited to, any excess leave, outstanding loans, advances, credit card dues, relocation expenses, joining bonus, and the cost of repairing any damage or loss to Bank's property or equipment caused by you.
- 7.2 You agree that, at any time during your employment, or after cessation of employment the Bank may recover any shortfall /loss on account of any negligence or any act of commission by you, while executing your responsibilities.

#### 8. Tax

- 8.1 You will be fully liable for the payment of Income Tax (or any other applicable taxes) on your total remuneration including bonuses/ variable pay to the Income Tax/concerned authorities including other statutory dues/taxes and this will be your personal responsibility. The Bank shall deduct any statutory dues/taxes from amounts paid to you, as per applicable laws.

#### 9. Medical Fitness and Verification of Particulars

- 9.1 Your appointment is subject to you being medically fit and continuing to remain fit thereafter. In case you subsequently develop any illness, which restricts you from performing your official duties or in any way puts your other colleagues at risk, you are required to inform HR about the same; failure to inform the Bank/HR about such illness at the time of appointment and subsequently after developing, the same may be considered as a misconduct and Bank reserves its right to terminate /conclude your employment.

- 9.2 Your employment is also subject to clearing the Personal and Professional Background Verification as per norms of the Bank, including your antecedents and documents submitted.
- 9.3 In case particulars mentioned in your application / Curriculum Vitae / Resume/ pre - employment declaration or any such document/data/information shared by you are found false or unsatisfactory, your services would be liable for termination as per the discretion of the Bank at any time without any notice or any compensation in lieu thereof.
- 9.4 Your date of birth mentioned in the Aadhaar Card or other such acceptable statutory document submitted by you will be deemed to be the conclusive proof of your date of birth.

## 10. Normal Retirement Age

- 10.1 You will automatically retire from the employment of the Bank, as the case may be, on attaining retirement age of 58 years or as decided by the Bank and unless concluded earlier or extended further as per the discretion of the Bank. By virtue of this clause, you shall not claim a right of employment with the Bank, as your employment is subject to the terms and conditions laid down by the Bank, as amended from time to time.

## 11. CONFIDENTIALITY:

- 11.1 You will not, either during your employment or at any time post resignation/cessation from services, use or communicate to any person, any information of a confidential nature concerning the business of the Bank, or of any of their customer(s), supplier(s) or other person(s) having dealings with the Bank as the case may be, and which comes to your knowledge during the course of your employment other than in connection with your services to the Bank.
- 11.2 If you are a supervisor, then in your capacity as the leader of your team, you would be in possession of highly sensitive and confidential information with regard to and not limited to each and every employees' compensation, rating, performance, sensitivities, promotions and career expectations. You would be expected to maintain complete confidentiality of the said information and not use the same in any capacity whatsoever.
- 11.3 Complete confidentiality should be maintained by you of all the information of any nature, including as to the affairs of any person having any dealing with any constituent of the Bank or any of its subsidiaries or the business of any person having any dealing with any constituent of the Bank or any of its subsidiaries and including any documents, books or records thereof, that you have had access to by virtue of your service in the Bank and you shall not directly or indirectly disclose or cause the disclosure of any such information to any person unless required to do so by any regulatory, administrative or judicial authority to such authority.
- 11.4 In performing your duties, you may from time to time receive or obtain information/data/documents from the Bank or related or associated to the Bank, its subsidiary or affiliates or otherwise and have access to information relating to their clients or business information, business plans, systems, personnel, or other information of a confidential nature (this will be termed as "the Information").
- 11.4.1 In consideration of the Bank making the Information/ data/ documents available, you undertake and agree that you will:
- a. Keep the Information/data/documents confidential at all times and not divulge or communicate to any person, other than those approved in writing by the Bank, any of the Information/data/documents which you may (whether before or after the date of your appointment receive or obtain.
  - b. Not use the Information/data/documents for any purpose other than in connection with your services to the Bank;
  - c. Immediately return or destroy (at the Bank's option) the original and all copies of any records of the Information/data/documents (in whatever form) and all notes and other documents embodying any of the Information on the first to occur of any of the following:
    - i. on the Bank's demand;
    - ii. on termination or expiration of your employment contract with the Bank.

## 12. Other Media, Internet, Blogs, Social Media & External Persons

- 12.1 Employees are not authorized to share any information about the Bank on any social media or other platform. This includes but is not limited to information about any internal activity, awards, achievements, certificates, colleagues, projects or initiatives. Violation

of the same will be a breach of confidentiality and invite disciplinary action. Any behavior on the social media that could potentially bring disrepute to the Bank may also invite suitable punitive/disciplinary action including termination of your employment at the discretion of the Bank.

12.2 All concerns and grievances need to be raised and redressed through the channels available or by reaching out to your HR Business Partner. The defined Escalation Matrix needs to be followed. Raising internal organization matters on social media, in the public domain or with external individuals will be considered a breach of conduct and may lead to termination of your employment at the discretion of the Bank.

### 13. Data Protection

- 13.1 The Bank may be required to process, transfer and store your personal and sensitive data in any of the other locations used by the Bank/any of the locations as specified by the Bank.
- 13.2 By agreeing to adhere to the policies of the Bank and/or by signing/accepting your appointment letter, you acknowledge and agree that the Bank is permitted to hold/use/process your personal/sensitive information about you as part of our personnel and other business records and that the Bank may use such information in the course of its business including but not limited to your employment purposes, all administrative and human resource related matters, administration of pay rolls, administering your insurances, investigations, identification, facilitating compliance with any law, order and regulations which may be applicable, etc.
- 13.3 You agree that the Bank may disclose such information to third parties in the event that such disclosure is, in Bank's view, required for the proper conduct of our business or that of any associated companies, management of your employment and for the matters contained herein. This clause applies to information held, used or disclosed in any medium.

### 14. Compliance

- 14.1 In your role at the Bank, it is expected that you will abide and ensure all aspects of compliances, in letter and spirit, staying true to the law of the land.
- 14.2 You are aware that there are laws against trading securities using material non-public information and you agree to comply with such laws.
- 14.3 During the continuance of your employment with the Bank, you are expected to comply with the Bank's policies, practices and procedures.

### 15. Restrictive Covenant

- 15.1 You are committed not to hire anyone or engage in any sort of discussion related to hiring or solicitation with an employee of the Bank or any of its subsidiaries for at least one year from your last working date in the Bank. This is applicable even during your period of employment whether approached by the employee or officers of the Bank, or by you or by any other intermediary or by any other means whatsoever. This Covenant further specifically requires that employees or officers of the Bank or any of its subsidiaries should not be solicited or encouraged to leave the Bank or any of its subsidiaries to join the organization which you may join in any capacity or any of its subsidiaries, joint ventures, affiliates or associates, for a period of one year from the date of separation from the Bank.
- 15.2 You agree that during your period of employment with the Bank and for a period of one year from termination or expiration of your employment with the Bank, you shall not solicit or entice, by any means whatsoever any client of the Bank. Your agreement "not to solicit" means that you will not, initiate any contact or communication of any kind whatsoever, for the purposes of inviting, encouraging or requesting any deal/ mandate/ account/ person:
- 15.2.1 to transfer from the Bank to you or to your new employer or to any other person or entity; or
- 15.2.2 to enter into a new deal/ mandate with you or your new employer or with any other person or entity; or
- 15.2.3 to otherwise discontinue its patronage and business relationship with the Bank.
- 15.3 You agree that for a period of six (6) months from termination or expiration of your employment with the Bank, you shall not work at the capacity of Executive or Non-Executive member of the board or any management position of any supplier, vendor or partner of the Bank.



## 16. Assignment

- 16.1 If you (whether alone or with others) shall, during your engagement with the Bank, make or create an idea, method, invention, discovery, design or other work either in the course of providing your services or relating to or capable of being used in those aspects of the businesses of the Bank (hereinafter called "Work") you shall promptly disclose full details thereof to the Bank and irrespective of disclosure or non-disclosure by you, all Works, shall belong exclusively to the Bank and you hereby irrevocably assign the ownership, right, title, interest, ownership of copyrights of such Works and those of any other derivative works, to the Bank. You will promptly provide to the Bank a complete written disclosure for each such Works identifying the features or concepts you or the Bank believe to be new or different. You grant to the Bank an irrevocable, nonexclusive, worldwide, perpetual, paid-up license under these Works (whether now existing or brought into being in the future).
- 16.2 The license scope is to make, have made, use, have used, sell, license or transfer items of such Works and to practice and have practiced methods pertaining to such Works. You are specifically made aware that you will not be liable to any compensation for such acts of yours, and that any rewards which the Bank may choose to bestow will not be deemed to confer any rights towards that invention, discovery or improvement in system or method, for you. You shall promptly upon intimation by the Bank, sign and execute such document, papers, declarations including deed of assignment as may be required by the Bank from time to time.
- 16.3 You (i) hereby assign to the Bank all right, title and interest in any Work (whether now existing or brought into being in the future) which is or may become a copyright work anywhere in the world and (ii) shall consider yourself as a trustee for the Bank in relation to all other Works and shall in either case at the request and expense of the Bank do all things necessary to vest all right, title and interest in any Work in the Bank or its nominee absolutely as legal and beneficial owner and to secure patent or other appropriate form of protection therefore;
- 16.4 You shall not (except as provided in this letter of appointment or as may be necessary in the course of your duties for the Bank) disclose or make use of any Work without the Bank's prior consent in writing.

## 17. Resignation and Notice Period

- 17.1 You may resign from the employment of the Bank by giving to the Bank a notice in writing, the notice period for employees in 'Officer' and 'Senior Officer' grades is 45 days and for all other grades it is 90 days. In case of your resignation from the services of the Bank, the Bank at its sole discretion shall have a right, but not an obligation, to waive off the notice period and in such cases the Bank will not be liable to make any payment of salary to the employee in lieu of the waived off notice period. It is understood that you will not have a right to insist upon it.
- 17.2 To the extent the Bank does not waive all or part of the Notice Period/Notice Pay,
- the employee shall remain employed through the Notice Period (or portion thereof), OR
  - payment in lieu of any unserved notice period will be recovered from the employee.
- 17.3 Recovery of notice pay will attract GST/applicable taxes. GST/applicable taxes once deducted will not be reversed under any circumstances.
- 17.4 In case your last working day falls on a weekly off or a holiday, the previous working day will be considered as the Last Working Day (LWD), further the same date would be considered for the purpose of calculation of notice period recovery/payment if necessary.
- 17.5 The Bank will not be bound to accept from you a notice of period longer than 45 days/ 90 days as applicable to your grade.
- 17.6 Notice Pay in lieu of notice period is defined as TFP less retinals and non cash benefits.
- 17.7 In case of your resigning from the employment of the Bank within 12(twelve) months or being terminated by the Bank in terms of Clause 18, you shall be liable to repay to the Bank and the Bank shall have a right to recover from you the amount(s) paid by the Bank to you or any others towards your joining bonus, notice period pay in relation to your previous employment, relocation expenses and all other amounts related to your joining the Bank.
- 17.8 During notice period, any leaves availed may extend the notice period by that many days, however, Bank reserves the right to amend/modify this at its sole discretion. Notwithstanding anything foregoing, in case you have been subjected to gardening/garden leave by the Bank, you will not be entitled for any leave and leave encashment thereof for the period of gardening/garden leave, as per the Bank's policy/guidelines thereof. Bank reserves its right to apply/sanction gardening leave to any of its employee as it deems fit. You are required to familiarize yourself with the Bank Policy/guidelines on Garden Leave, as may be amended from time to time.

- 17.9 Upon the termination of your employment agreement, you are required to return to the Bank, in acceptable condition, all such properties of the Bank which are in your possession.
- 17.10 Post your resignation from the services of the Bank, if you discontinue/stop attending office before completion of your required or accepted notice period, the Bank shall treat such absence as unauthorized and shall be liable to take disciplinary action against you.
- 17.11 If any involvement of yours is suspected or found in fraud/cheating/theft/ any unethical / unprofessional act, etc. the Bank can initiate suitable action as deemed fit even post separation from the services of the Bank.
- 17.12 On separation, it is the responsibility of the employee to ensure that the necessary exit related clearances are completed by the concerned exit clearance stakeholders of the Bank. You agree and accept that Full & Final settlement will be processed only post completion of all the exit clearances from relevant exit clearance stakeholders.

## 18. Termination of Employment Agreement:

- 18.1 If you absent yourself without leave for continuous five (5) working days, or as per norms of the Bank which may change from time to time, or remain absent beyond the period of leave originally granted or subsequently extended by five (5) working days, you shall be considered as willfully absconding from your employment and disciplinary action can be initiated against you, at the discretion of the Bank. This may include termination of your employment or considering it as voluntarily abandonment of employment by you and concluding your employment thereof. In case your employment is terminated or concluded under this clause, the Bank shall be entitled to recover from you such amounts as specified in above Clause (Resignation and Notice Period) in lieu of notice period. In addition to the above, the Bank may also claim damages and other reliefs to which it is entitled under contract, law or equity
- 18.2 Your services are liable to be terminated without any notice or salary/payment in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, fraud, disloyalty, consistent non-performance, sexual harassment or any such act of breach of yours that brings disrepute to the Bank, commission of an act involving moral turpitude, any act of indiscipline or inefficiency, any act of bankruptcy or make any composition or arrangement with your creditors. In case of termination on account of misconduct, Bank will not be liable to give any notice or payment in lieu thereof.
- 18.3 The Bank reserves the right to terminate your employment if your performance is determined to be unsatisfactory (as per the Bank's standards), by giving you prior written notice. The notice will be 45 days for grades 'Officer'/'Senior Officer' and 90 days for all other grades. In the event of early relieving, you will be paid notice pay in lieu of notice or part thereof. Employees who have been rated as below par or poor in the 'Annual appraisal Cycle' will be considered as underperformers and misfit for the organization and separation process would be initiated post communication of the ratings.
- 18.4 In the event your employment is terminated by reason of an eventuality caused by (your) death, your nominee(s) beneficiaries will receive further compensation as deemed fit by the Bank which shall be paid to your designated beneficiary/nominee provided. However; in cases, where the nominee details are not provided, the spouse of the employee is considered as the sole nominee for married employees, and parents, as the sole nominee for unmarried employees. Any further settlement from the Bank would be drawn in the nominee's name.
- 18.5 The Bank has the right to terminate your services for any reasons other than mentioned herein by giving notice in writing or payment of Total Fixed Pay (excluding retivals and other non-cash benefits) in lieu of notice. The notice will be 45 days for grades 'Officer'/'Senior Officer' and 90 days for all other grades.
- 18.6 You will be covered by the employment rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Bank that may come in force from time to time. The Bank shall have absolute discretion to reject or refuse to accept your resignation in case of staff accountability or disciplinary action proceedings are contemplated or pending against you.

## 19. Non Conflict of Interest and No External Employment

- 19.1 You will not, during your employment with the Bank, undertake other full time or part time work for remuneration or any activity that may adversely affect your professional image and integrity as an employee of the Bank.

## 20. Receipt of Payments and Benefits from Third Parties

20.1 Subject to the Bank regulations issued and amended from time to time, neither you nor any member of your family, nor any Bank or business entity in which you or they have an interest, are entitled to receive or obtain directly or indirectly any payment, discount, rebate, commission or other benefit from third parties in respect of any business transacted (whether or not) by you or on behalf of the Bank. If you or, any member of your family or any Bank or business entity in which you or they have an interest, directly or indirectly obtain any such payment, discount, rebate, commission or other benefit you will forthwith account to the Bank for the amount received or the value of the benefit so obtained.

## 21. Code of Conduct and Expected Employee Conduct

21.1 You are bound by the Bank's Code of Conduct. The Bank may implement the disciplinary procedure if you fail to comply with the Code of Conduct and in certain circumstances, this could amount to gross misconduct leading to dismissal.

21.2 You are expected to work, while in the employment with the Bank, punctually and diligently employing your best efforts with honesty and integrity to protect the interest of the Bank and observing at all times the Bank's terms and conditions and the applicable guidelines, policies and regulations.

21.3 You are expected to be well groomed and formally dressed at work.

## 22. Staff Dealing Rules

22.1 You must comply with the Bank's Code of Conduct for Prevention of Insider Trading for the Bank and should familiarize yourself with them by reading the Policy and any relevant guidelines.

## 23. Intellectual Property Rights

23.1 For the purposes of this clause, "IPR" means intellectual property rights of all kinds including, in particular, patents, inventions, trademarks (and associated goodwill), designs, design right, copyright (including copyright in computer software), confidential information and know-how, database rights, applications for any of the foregoing, and all other intellectual and industrial property and rights of a similar or corresponding nature in any part of the world.

23.2 To the extent that ownership of IPR does not vest in the Bank by operation of law, you agree that all IPR generated by you during your employment will be owned by the Bank in perpetuity. You will co-operate fully, and do all acts required (at the Bank's expense), to assign IPR with full title guarantee worldwide to the Bank in perpetuity. You agree to appoint the Bank to act as your attorney for the purposes of securing grant and ownership of the IPR. You also agree to do nothing, during or after your employment, to affect the validity of any IPR; in particular, you agree not to make any non-confidential disclosure of any detail of the IPR outside of the Bank before protection for the IPR has been sought or such disclosure has otherwise been authorized. You also agree to waive all moral rights to all work, where the Bank owns or will own the copyright or design right to it.

23.3 Nothing in this document and your employment contract shall oblige the Bank to seek patent or other protection for any IPR generated during the course of your employment. The Bank may delegate its rights and/or obligations under this clause to a group company or other nominee. Rights and obligations in this clause shall survive termination of your employment for any reason.

## 24. Information, Assets and Systems

24.1 When you join the Bank, you may have access to phones, e-mail, internet and other equipment and systems. These form part of our IT and communication systems and you will be required to use them in accordance with the Bank policies relating to them. You should refer to the Code of Conduct for further information on these policies. You will be responsible for the safe keeping and return in good condition and order of all the properties of the Bank, which may be in your use, custody, care or charge. For the loss of any property of the Bank in your possession, the Bank will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

24.2 Information Security Compliance: All employees are expected to be aware of their responsibility relating to protection of information and information assets of the Bank. Accordingly, you are required to familiarize yourself with the Information Security Policies and Procedures of the Bank and abide by it in spirit and practice.

## 25. Other terms and conditions:

25.1 The Bank reserves the right to make changes to any of your terms and conditions of employment. Any changes will take effect from the date stated in the communication.

25.2 In the event of a criminal case being filed against you in your personal capacity (not in the course of or arising out of employment), the Bank may, at its discretion, ask you to proceed on leave or suspend your employment till the issue is sorted out and you are acquitted. During this period, you will be paid as per applicable laws. If convicted, your employment will stand withdrawn/terminated.

25.3 Bank reserves the right to place you under suspension pending enquiry into the charges of misconduct or otherwise as deemed fit by the bank.

25.4 You will intimate in writing to the Bank any change of address within a week from change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

25.5 As an employee you are responsible to provide correct personal email ID and phone number. The personal email ID and phone number as provided by you will stand valid for all communication from the Bank. In case of change in communication information, you are liable to update the same with the Bank within Seven (7) days of such change. Failing which, any communication sent on your last recorded address/email shall be deemed to have been served on you. The email ID provided by you, until updated with the Bank, shall be considered as one of your unique identification ID.

25.6 The present designation is subject to change depending upon work assignment from time to time.

25.7 During your employment, you will be subject to the Code of Conduct, employment rules, regulations and policy of the Bank applicable and amended from time to time. The terms and conditions contained herein shall be read along with the instructions, guidelines, policies, etc. and amendments thereof as presently applicable to you and as may be amended from time to time and as may be made applicable to you by the Bank subsequently during the course of your employment.

## 26. Indemnity

26.1 You shall indemnify, keep indemnified and hold harmless the Bank against any loss, damage, expense, costs, fines, charges, proceeding which the Bank might suffer due to or arising out of any wrongful acts, wrongful gains, fraud, mala fide acts, gross negligence and /or gross dereliction of duties on your part. Such indemnity shall not prejudice the right of the Bank to terminate your services on such count or the right of the Bank to seek other remedies which the Bank may have to make good the Loss or damage

## 27. Force Majeure

27.1 Notwithstanding anything contained herein, if the regular operations of the Bank are suspended resulting from general economic conditions or other general market effects or Acts of God or governmental or regulatory restrictions other cause of similar or different nature beyond the control of the Bank, the Bank may suspend the performance of services by you and the payment of compensation herewith. During the continuation of such suspension of operations, the Bank may, by written notice, terminate employment agreement or change the terms and conditions of your employment with no further liability whatsoever.

## 28. Foreclosure:

28.1 The Bank reserves the right to suspend or terminate the performance of services by you and the payment of compensation, in case of any unforeseen circumstances that might lead to suspension of the operations of any unit or business of the Bank. In such case, the general terms and conditions related to termination of employment shall stand valid.

## 29. Warranty

29.1 You represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing the duties of your employment, or any of them, in accordance with the terms and conditions of this letter.

### 30. Governing Law

30.1 The interpretation and enforcement of this contract/document shall be governed by and construed in all respects in accordance with the law of India and the parties submit to the non-exclusive jurisdiction of the Mumbai courts.

**Accepted & Agreed:**

**Signature:**

**Date:**

[Redacted Signature]

[Redacted Signature]

[Redacted Signature]

Name: **Konathala Jagadeeswara Rao**

Date: 16-Jan-2022

Company ID: 187458

## EMPLOYEE VALUE PROPOSITION

Congratulations! We are delighted to welcome you to the IDFC FIRST Bank family.

At the IDFC FIRST Bank we aim at giving each employee an opportunity to succeed. You are an integral part of our growth story and our success stories are now intertwined.

There's a lot to learn with us, not only the work but also about our culture and values. Our employee value proposition below portrays the value and experience you will gain by working at our bank.

*Be part of a **winning team**.*

*Drive change with **cutting edge technology**.*

*Join a work force that is high on **integrity**.*

*Be where **growth** is not just a number.*

*Make a **social impact**, make a difference to the society.*

*Be **dynamic**, agile, responsive, bold, disruptive.*

We are excited about you joining the bank and wish you great success in your new role.

Kindly indicate your agreement with these terms by signing and dating the agreement.

Please share a signed copy of this letter with us not later than five days from the receipt of this letter.

Warm Regards

**Deepika Mahajan**

**Head Talent Acquisition and Employer Branding**

**Human Resource Department.**

**IDFC FIRST BANK LTD.**



**Annexure 4**
**PRE JOINING DOCUMENT CHECKLIST**
**(TO BE UPLOADED ON THE IDFC FIRST BANK HR SYSTEM)**

S.No	Document Name	Acceptable Proof
1	Permanent Address Proof	Passport/Driving License/Voters Id Card
2	Current Address Proof (if different from permanent address)	Passbook/Rent Agreement
3	Cancelled Cheque for Alternate Bank Account	If cheque book is not available, copy of the passbook with account number and address can be submitted
4	Employment Documents (Only for experienced candidates)	Relieving Letter/ Experience letter required for all the employments mentioned on the resume.  Kindly note that, relieving letter for the last employment is required to be submitted within 45 days of joining.
5	Education Documents	Mark sheets and certificates for all relevant qualifications, as mentioned on the resume
6	Resignation proof for last employment (Only for experienced candidates)	Scanned copy of resignation proof/Resignation Email/ System Screenshot of resignation submission
7	Photo	High resolution clear passport size photograph with white background is required. This will be printed on your ID card
8	Driving License (Only for candi	Driving License copy can be uploaded
9	Insurance Book (Only for cand	Copy of the insurance book can be uploaded
10	RC Book (Only for candidates	RC Book copy can be uploaded. In case, you do not own a vehicle, an authority letter is to  Navigation: Me > Onboarding
11	Accepted Copy of the Appointment Letter with signature of the applicant and acceptance date	

Ref: 821851/1965994/Permt

Date: 30th September, 2021

**Avutu Vishnu Vardhan Reddy**  
H.No: 8-3-228/12/80/341 A, Near Hanuman Temple  
Jawahar Nagar, Hyderabad - 500045  
Phone No: 8333046828

**Subject - Offer of Appointment**

Dear **Avutu Vishnu Vardhan Reddy**,

It is our pleasure to welcome you to Tech Mahindra Limited.

1. With reference to our discussions, we are pleased to offer you appointment in our Organization as **Sr. Associate - Technical Support** on **U2** band, operating out of our **Hyderabad** office.
2. Your "Annual Total Cash Compensation" will be **Rs. 411153 (Rupees Four Lakhs Eleven Thousand One Fifty Three Only)**. Please refer **Annexure-A** for details on the compensation and statutory deductions.
3. Your remuneration package is strictly confidential between you and here after, referred as The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
4. Your employment with us will be governed by terms and conditions as specified in **Annexure-B**.
5. You are required to join on **30th September, 2021** at the below mentioned location. The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.
6. On the date of joining, you are requested to report to **Naresh Kumar G at 12:00 PM** to complete the joining formalities at **Tech Mahindra Limited, SEZ Block, Unit V, Bahadurpally, Hyderabad - 500043**. At the time of joining, you are expected to carry originals of the documents as per **Annexure – D** and submit the copies of the same to the HR Team.
7. Please note that this Offer is subject to your being given a clear background check either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.
8. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'acceptance copy' to **Naresh Kumar G** latest by **30th September, 2021**.

9. For any clarification / further Information on-

- Employment terms and conditions, please get in touch with Offers Team (E-Mail: [PS00551100@TechMahindra.com](mailto:PS00551100@TechMahindra.com))

**For Tech Mahindra Limited**



**Mukul Sah**  
**Group Function Head (Support) – Human Resource**

**Encl:** **Annexure-A** (Salary Structure), **Annexure-B** (Important / Indicative Terms & Conditions of Employment), **Annexure-C** (Medical Self declaration), **Annexure-D** (Check List of Documents), **Annexure-E** (Confidentiality Agreement), **Annexure F** – Intellectual property Assignment, **Annexure-G** – General Covenant, **Annexure H** -(Code of Conduct and Ethics).

**Accepted**

Date:

Signature of Candidate:

**Annexure - A**

NAME	Avutu Vishnu Vardhan Reddy	
TITLE	Sr. Associate - Technical Support	
BAND	U2	
LOCATION	Hyderabad	
<b>COMPONENTS</b>		<b>Per Annum</b> (All figures in Indian Rupees)
BASIC (@30% OF TOTAL FIXED PAY)		107619
HRA (@70% OF BASIC)		75333
TRANSPORT ALLOWANCE		12000
BONUS / STATUTORY BONUS		16800
EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)		12914
EMPLOYER'S CONTRIBUTION TO ESI (3.25% OF TOTAL SALARY COMPONENTS)		0
PERSONAL PAY		134064
<b>TOTAL FIXED PAY..... (A)</b>		<b>358731</b>
<b>TOTAL VARIABLE PAY (TVP)..... (B)</b>		<b>39859</b>
<b>ADDITIONAL BENEFITS..... (C)</b>		<b>12563</b>
GRATUITY		5176
INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)		7387
<b>TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)</b>		<b>411153</b>

Additional Benefits : In addition to the above, you will also be eligible for the below-mentioned benefits -

**i) \*Transport Allowance:**

- Applicable, only if company transport is not availed.

**ii) \*\*Payment of Bonus:** The provisions of Payment of Bonus Act, 1965, as amended from time to time are currently applicable to you.

**iii) \*\*\*Performance Incentive** would be payable to you starting from your Go Live Date. Maximum amount based on 100% performance; however, the actual payout shall be based on individual performance against set targets and / or performance of the organization. The Performance incentive will be paid-out as per existing company policy.

**iv) Insurance:**

- a) Group Term Life Insurance Coverage:** You would be covered under the existing Group Term Life Insurance scheme of the company applicable to the employees in your respective grades as per the company policy and the same will be paid to the respective nominated beneficiary on the unfortunate death of the employee.
- b) Hospitalisation coverage:** You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of **Rs. 3 lakhs** (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrollment of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be **Rs. 2 lakhs**.
- c) Group Personal Accident Insurance (GPAI) coverage:** You would be enrolled under the Company's GPAI scheme with a cover of upto Rs. 5 lakhs payable in case of permanent disablement arising out of any unfortunate event of an accident.

**Notes:**

- a)** Performance Incentive will not be payable if you have resigned and are serving notice period or are not on the company rolls on the date of disbursement
- b)** Performance Incentive would be subject to Tax deduction as per Income Tax Act
- c)** The Company reserves the right to amend, modify, rescind / reinstate the above mentioned schemes partly or completely at any point of time.

**With Best Wishes,  
For Tech Mahindra Ltd.**



**Mukul Sah  
Group Function Head (Support) – Human Resource**

**Accepted by :**

**Location :  
Date :**

## Annexure – B

### 1) Employment Agreement

#### a) Code of Conduct

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of The Company.

#### b) Secrecy

You are expected to maintain utmost secrecy with regard to the affairs of The Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of Tech Mahindra Limited. or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients.

Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated.

c) Employee data – By accepting this Offer and furnishing your personal data to the Company, You are according your irrevocable consent to Company to possess, deal with or handle Your sensitive personal data either by itself or through any third party agency during the term of your employment with the Company subject however to the terms of the Privacy Policy of the Company. You are aware that your personal data is confidential in nature and Company shall process the same in the course of its business, in terms of its privacy policy with due and reasonable care.

#### d) Conflict of Interest

Your position with The Company calls for whole time employment and you will devote yourself exclusively to the business of The Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with The Company, without written permission from The Company. Contravention of this will lead to termination of your services from The Company without any notice, with or without any liability on the part of The Company for payment of any compensation in lieu of such notice as per the procedure mentioned in Section 3.

#### e) Non-Solicitation / Non-Compete

You acknowledge that you have signed Covenant against Disclosure and Covenant Not to Compete/Non-Solicitation ("Covenant"), which is incorporated into this Agreement by reference and is made a part of this Agreement and that it constitutes an integral part of the terms of your employment. In the Covenant, you have



agreed that for a period of twelve months following termination of your employment for any reason whatsoever you also confirm and agree that these restrictions are reasonable and are legitimately required to protect the business interest of the Tech Mahindra Ltd.

- (i) You will not solicit business and/or sell services/products or build business relationship with customers, you were directly or indirectly involved with, during your tenure in Tech Mahindra Ltd
- (ii) You will not interfere with its business relations, including but not limited to soliciting or providing services to any of Tech Mahindra's clients (except as directed by Tech Mahindra Ltd), directly or indirectly.
- (iii) You will not be employed by a client of Tech Mahindra Ltd for which you performed services while employed by Tech Mahindra.
- (iv) You will not solicit or induce Tech Mahindra Ltd associates to join a client or to compete with Tech Mahindra Ltd.
- (v) You undertake not to solicit or induce or endeavor to solicit or induce any consultant, supplier or service provider to cease to deal with the Company and shall not interfere in any way with any relationship between a consultant, a supplier or a service provider and the Company.

**f) Exclusivity of Services, Publications, Gifts/Anti-bribery**

You shall devote all work efforts exclusively to The Company and the furtherance of its interests. Any engagement in additional activities for remuneration or any direct or indirect participation in other enterprises of any kind requires the prior written consent of The Company. The Company's consent shall not be required for ordinary acquisitions of shares or other participation for investment purposes. Membership in the board of directors or supervisory board of other enterprises shall be subject to The Company's prior written consent. Any publications and lectures by you on topics relating to The Company's business or interests shall be subject to The Company's prior written consent.

You agree, to not accept or demand loans, rewards or other benefits, or promises thereof, from The Company's clients or other persons with whom the Associate has official or business contacts in the context of the Associate's activities for The Company, without The Company's prior written consent.

You hereby covenant and undertake that you will:

- Not engage in any actions that are, or could be seen to be, bribery of foreign public officials as described in the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, the Foreign Corrupt Practices Act of the United States of America (the "FCPA"), the Anti-Terrorism, Crime and Security Act 2001 and Bribery Act, 2010 of the United Kingdom of Great Britain and Northern Ireland; and
- Comply with all United Kingdom, United States, German and other Applicable Law prohibiting bribery and in doing so will provide nothing of value to any government official.

- Not directly or indirectly offer or have offered or give or given or agree or agreed to give or given to any person any gift, success fee, rebate or consideration of any kind whatsoever including speed or facilitation money or indulge in any activity as an inducement or reward for influencing or carrying out any act and specifically in relation to any business opportunity or a customer including for the purposes of collection or for showing any favour or disfavour to any person or persons in relation to such performance.
- You hereby agree not to involve in receiving any gift/bribery during your tenure with the Company. You shall abide and follow the Company's anti-bribery policy which is hereby incorporated for reference. This Company policy shall be amended from time to time.

**g) Confidentiality / Non-Disclosure**

- a) You must return to The Company, upon request, and in any event, upon termination of your employment, all documents and tangible items which belong to The Company or which refer to any confidential information and which are in your possession or under your control.
- b) You must, if requested by The Company, delete all confidential information from any reusable material and destroy all other documents and tangible items which contain or refer to any confidential information and which are in your possession or under your control.
- c) All software, systems, ideas, concepts, designs, documentation or any other material produced by you, during the period of your assignment to the Tech Mahindra will either be Intellectual Property of the Tech Mahindra or that of its customers. You will not have any rights to such material as described above.

You shall execute / sign the Confidentiality Agreement as and when required by Tech Mahindra Limited or the Client.

**h) Non-Disparagement Obligations**

You covenant and agree that, during the term of your employment and anytime thereafter, neither you nor any of your legal heirs or any person acting on your/their behalf, will in any way publicly disparage, bring into disrepute, defame, libel, slander or otherwise criticize the Company, its subsidiaries, affiliates, successors, assigns, officers, directors (including any former directors/ officers of the Company or its subsidiaries), employees, shareholders, agents, attorneys or representatives, or any of their clients, customers, partners, other service providers, or any of their products or services, in any manner that would damage the business or reputation of the Company or any of its clients, customers, partners, other service providers. Any violation of this section shall necessitate an investigation and appropriate disciplinary action including termination from the services and/ or appropriate legal action.

## 2. Assignments/Transfer/Deputation

Though you have been engaged for a specific position, The Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients' locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

You shall, only at the request of The Company, enter into a direct agreement or undertaking with any customer to whom you may be assigned/seconded/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests.

## 3. Termination of Employment

- (a) Either party can terminate this employment by serving a notice of **30** days on the other. The Company may at its absolute discretion make a payment representing salary (basic) in lieu of notice of termination. However, for cause like misconduct, gross negligence, willful insubordination or disobedience, misbehavior or non-performance, Tech Mahindra Limited. may terminate your services with immediate notice. The Company shall have the right to place you under suspension on subsistence allowance and benefits as applicable pending any investigation into potential dishonesty, gross misconduct, misappropriation, gross negligence, fraud or other circumstances, which expressly provides for termination of your employment which if proved, would entitle The Company to dismiss your services summarily.
- (b) In the event of your serving on The Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the relevant policies in force at that point in time, subject to satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties.
- (c) In case of Associates who are governed by any other service agreement(s) for serving a minimum stipulated period, the associate will need to mandatorily fulfill requirements of **Clause 3(a)** along with applicable exit policy clauses under stipulated service period agreed to and provided therein.
- (d) Unauthorized absence or absence without permission from duty for a continuous period of 7 working days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination.
- (e) You will be governed by The Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated as per the procedure mentioned in **Clause 3(a)** herein above. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.
- (f) Reference check will be made from your previous employers and other references as may be deemed appropriate. In case there is any adverse report against you which may be detrimental to the interests of The Company or if the information furnished by you is not true, The Company reserves the right to

terminate your services as per the procedure mentioned in **Clause 3(a)** herein above on the grounds of misrepresentation of facts.

- (g) In addition to The Company's right to carry the above verifications, you shall fill in and sign the Criminal Disclosure Declaration Form. In the event you have been accused, charged and/or convicted for any criminal offence, at any time whether prior or subsequent to your joining The Company, you shall make full disclosure of the same and furnish all necessary documents in support thereof. In the event you have been accused, charged and/or convicted for any criminal offence, your joining shall be subject to specific written confirmation from The Company. The Company at its sole discretion reserves the right to terminate your employment as mentioned in **Clause 3(a)** or take appropriate disciplinary action against you or revoke this Offer Letter. In the event of suppression of any facts, The Company shall be entitled to take such other action at any time as it may deem fit.
- (h) The Company reserves the right to carry out banned/ illegal drugs/narcotic substance screening tests on you at any point of time during your tenure. You understand and acknowledge that this is a requirement and you have no objections whatsoever if such checks, banned/ illegal drugs/narcotic substance screening tests and verifications are carried out by The Company or a third party agency engaged by The Company. Arising out of such verification or check or otherwise, if it is detected that the information furnished by you in your application is mis-stated or is unstated or document submitted by you are not correct or banned/ illegal drugs/narcotic substance screening tests, results are positive, The Company shall, at its sole discretion be entitled to fore with terminate your employment as per the procedure mentioned in **Clause 3(a)** herein above and/or revoke your appointment with The Company, without further reference in the matter.

#### 4. **Statement of Facts**

- (a) It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per the application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of the minimum standards set by The Company, The Company shall have the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.
- (b) You confirm and represent that there exists no personal circumstances which are likely to affect your liability to discharge your obligations in the course of your employment. You further undertake to notify, your line manager and HR Manager immediately of any material change in personal circumstances that may have impact on the status of your employment including, but not limited to, criminal convictions and/or cases pending, health issues, right to work in the country where work is to be performed etc.

#### 5. **Company Policies**

You are required to comply with all the policies of the Company including but not limited to the Code of Ethical Business Conduct, the Policy on Prevention of Sexual Harassment and such other policies, as communicated to the associates of Tech Mahindra from time to time. In case of any violation or failure to comply with such Company

Policy/policies, the Employee shall be subjected to the disciplinary action as per company policy. These policies are available on Tech Mahindra's intranet. You are requested to visit the site at frequent intervals to get all updates / changes. By signing a copy of this letter, you are consenting that you will visit the intranet site and get familiar with Tech Mahindra's policies. Tech Mahindra reserves the right to interpret, change, suspend or terminate any of its benefits, policy plans or programs in accordance with its needs from time to time.

## **6. Personal Indebtedness**

Tech Mahindra Limited shall not be responsible for personal indebtedness or other liabilities incurred by you, during/prior to your employment with Tech Mahindra Limited. You understand and accept that you shall have no authority to pledge the credit of Tech Mahindra Limited to any person or entity without Tech Mahindra Limited's prior written authorization.

## **7. Restraints**

### **Access to Information**

Information is available on need to know basis for specified groups. The network file server is segregated to allow individual sectors for projects and units. Access to these are authorized through access privileges approved by unit Mentors or Project Mentors.

### **Authorization**

Only those authorized by a specific power of attorney may sign legal documents, representing The Company.

### **Smoking**

We owe and assure a smoke free environment for our Associates. Barring some areas, the entire office premises including conference rooms, lobbies, is declared as "No-Smoking Zone".

### **Passwords**

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same.

### **Unauthorized Software**

You shall not install, download, copy and duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems.

### **Security**

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed on all the floors who take care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of

the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass from the security staff after the authorization from your mentor.

The communication security is maintained by controlling physical access to computer systems, disabling all workstation floppy disk drives, and a Company-wide awareness about the need for protection of intellectual property and sensitive customer information. For some projects, The Company uses sophisticated data encryption devices. Your work table and storage space is lockable. Please ensure they are locked when unattended. Duplicate keys are maintained with Security. One can take a duplicate key after signing for it for one's own or team member's table or storage.

**(a) Destroying Papers & Material**

Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.

**(b) Use of Company Resources**

(i) You shall use The Company's resources only for official purposes as per the applicable Company policy.

(ii) The Company shall have the right to access the files, folders and data stored in the official laptop provided to you by the Company and to keep track on individual users activity and logs stored in the official laptop. Further the Company may also monitor the emails and email traffic in your official mail id provided by the Company as measure to ensure compliance with Company's policies and network security. You also authorize the Company representative to access all the data and information stored under your mail id during and after employment with the Company and this access is provided under the applicable data privacy laws. You also expressly waive any other rights as may be available under the applicable Data Privacy laws against the Company for providing such access.

(iii) You shall access only those web sites, which are relevant to your work at hand.

(iv) You shall not use any company resource for hacking or other unethical / illegal activities.

(v) You shall not circulate or distribute offensive/pornographic material through e-mail or in any other manner.

**8. Overseas Service Agreement**

As The Company will be spending substantial amount of time and money for your deputation /secondment abroad, you may be required to sign a deputation agreement with The Company and may also be required to execute a Surety Bond on such terms, as The Company may deem appropriate. (This agreement will consist, inter alia, of issues like (i) your commitment to complete the project (ii) your returning to India after completion of the project and serving The Company for a stipulated period).



## **9. Intellectual Property Rights**

You agree to disclose any invention, development, process, plan, design, formula, specification, program or other matter of work whatsoever (collectively "the Inventions") created, developed or discovered by you, either alone or in concert, in the course of your employment and the same shall be the absolute property of The Company. Any Intellectual Property Rights and rights to inventions arising out of your activities hereunder, or if ownership rights cannot be transferred under applicable law, any exploitation rights relating thereto, shall be transferred to The Company in accordance with applicable law. You shall, as and when requested by The Company (at Company's cost and expense), assist The Company in perfecting the Intellectual Property Rights in any manner The Company deems fit. You shall execute/sign the Intellectual Property Rights Assignment document as and when required by Tech Mahindra Limited or the Client.

## **10. Jurisdiction**

Even though The Company may depute you overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your employment will be in the courts in **Mumbai** only.

## **11. Retirement**

Your services with the Company will come to an end immediately upon your attaining the age of retirement as per the then prevailing policy of the Company. For the purpose of determining this, the age recorded with The Company shall be considered as final and conclusive.

Termination of employment may also be initiated earlier by either party by serving prior written notice on the other, as per the notice period stipulated in this letter.

## **12. General**

The above terms and conditions including those in Annexure - A (Salary break up) are based on Company policies, procedures and other rules currently applicable in India as well as Overseas and are subject to amendments and adjustments from time to time. In all services matters, including those not specifically covered here such as Traveling, Leave, Working Hours, Retirement, Code of Conduct, etc. you will be governed by the rules of The Company as shall be in force from time to time.

**13.** You shall be present in the office during normal working hours as specified in the policies or during hours expressly designated for you in writing. Depending on organizational requirement or project contingencies your working hours / work days may be modified/ altered from time to time. The Company does not encourage overtime work and accordingly does not have a policy for payment of overtime.

**14.** You shall provide details regarding the utilization of your time by entering the same into Tech Mahindra Limited's electronic timesheet system on a daily basis. In case you are attached to any project where the

client may have requirement of recording specific time-efforts, you shall comply with such requirement also, in addition to Tech Mahindra Limited's timesheet system.

15. This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize The Company or any external agency through Tech Mahindra Limited to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining The Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.

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This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure – B and I hereby accept and agree to abide by them. I am also required to fill the EMPLOYMENT VERIFICATION FORM, complete in all respects and bring it along with all the other documents / testimonials as required (Annexure D) at the time of joining.

**Name in full** :

**Signature** :

**Address** :

**Date** :

**Place** :

**Annexure- C - Medical Declaration**

MEDICAL DECLARATION FORM			
Applicant ID <i>(To be filled by HR)</i>		Associate ID <i>(To be filled by HR)</i>	
First Name:		Last Name:	
Gender: Male / Female		Date of birth (DD/MM/YYYY)	
		Blood Group	

**Candidate’s Medical History:**

Candidate’s Medical Details	Yes	No	Please provide the details
Do you have any defect or problem of vision?			
Can you readily distinguish between the pigmentary colors?			
Do you suffer from a degree of deafness which would prevent your hearing of normal conversation?			
Do you have any physical deformity / handicap?			
Do you have any congenital disorder / abnormality?			
Have you ever been diagnosed to have any Psychiatric ailment including Depression, Anxiety Neurosis, Phobic Disorders, Schizophrenia, Manic Depressive Psychosis or any other Psychiatric illness?			
Have you ever been diagnosed with an alcohol or drug abuse problem? If yes, are you on treatment for the same?			
Have you ever been disqualified on medical grounds from any previous employment opportunity?			

Have you ever been suffering from any Medical condition that may require you to take Medical Leave over the next 12 months?			
Have you had any form of critical illness or operation in the last two years?			
Have you ever been diagnosed to have Cancer, Tumor, Cyst or any similar type of growth?			

**Have you ever suffered/are you suffering from any of the following? (Please tick whichever applicable)**

<input type="checkbox"/>	Heart Attack	<input type="checkbox"/>	Diabetes
<input type="checkbox"/>	High Blood Pressure	<input type="checkbox"/>	Stroke
<input type="checkbox"/>	Night Blindness	<input type="checkbox"/>	Valve Disorders
<input type="checkbox"/>	Asthma	<input type="checkbox"/>	Slipped disc
Any other major disease/illness that you may be willing to disclose			

**Candidate's Declaration:**

I declare that, to the best of my knowledge, the answers to the questions in this form are correct and that I am not suffering from any disease/illness that I have not revealed.

**Signature:**

**Name:**

**Date:**

(DD/MM/YY)

## Annexure – D – Checklist of the Documents

At the time of joining, you are requested to bring the following documents in **original(For Verification only)**, along with 1 copy of each.

- (a) Certificates' supporting your educational qualifications along with marks sheets
- Xth Certificate & mark sheets
  - XIIth Certificate & mark sheets
  - Degree Certificate & Semester/year-wise mark sheets
  - Master's Certificate & Semester/year-wise mark sheets
  - Diploma/PG Diploma Certificate & Transcripts
  - Any other Certificate with supporting documents – if any
- (b) Your relieving letter from your present organization
- (c) Service Certificate from the last employer as well as all previous employers.
- (d) Acceptance copy of Tech Mahindra Limited's offer of appointment duly signed.
- (e) Two passport-sized color photographs with white background.
- (f) Valid Passport  
*Please submit copy of the valid Passport (inclusive of all blank pages). In case you have applied for it, please submit the proof of Passport Office submission ticket. Upon receipt of Passport from Passport Office, please submit the documents to HR.*
- (g) PAN Card and Proof of PAN Number  
*You MUST carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN Number. If applied for please submit a copy of the acknowledgement as issued by the Income Tax authorities.*
- (h) Aadhaar Card  
*You MUST carry and provide your Aadhaar Card copy. Please note that it is mandatory to provide your Aadhaar card number for processing KYC in EPFO portal. If applied for, please submit a copy of the acknowledgement as issued by the authorities.*

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, The Company reserves the right to revoke the offer.



## **Annexure E - Confidentiality Agreement**

I understand that during my employment with Tech Mahindra Limited., I will have access to information for its customers, suppliers, vendors and licensors, any or all of which are referred to in this agreement "Tech Mahindra Limited. I also understand that this information, whether technical or non-technical is commercially valuable. It is referred to in this agreement as "confidential information".

A few examples of confidential information are given below. However these examples do not list all of the types of confidential information which I may develop or to which I may have access:

- 1) Information of a business nature such as marketing, underwriting, associate customer and claimant data, sales, and list of customers, including future developments and planning concerning them.
- 2) Computers /software programs and associated documentation and material which are propriety to Tech Mahindra Limited or which Tech Mahindra Limited. is under an obligation to prevent this disclosure.
- 3) Information from Tech Mahindra Limited's vendor and supplier which is confidential, propriety or copyrighted.
- 4) I hereby agree that :
  - The confidential information shall remain the sole and exclusive propriety of Tech Mahindra Limited and I shall regard it as confidential and secret information.
  - The confidential information is the property considered to be the trade secrets of Tech Mahindra Limited because it involves processes and compilation of information which are secret, confidential, and not generally known to the public and which are the products of expenditure of time, effort, money, and /or creative skills of Tech Mahindra Limited.
  - The use of confidential information is furnished to me during my employment on a confidential and secret basis for a sole and exclusive use and pursuing my employment duties at Tech Mahindra Limited.
  - I will not, during and after my employment at Tech Mahindra Limited., publish, disclosed, or otherwise divulge the confidential information to any person not specifically authorized by Tech Mahindra Limited. to receive such information.
  - I will not copy and confidential information for any purpose except with the express consent of the Tech Mahindra Limited. Officials or the expressed written authorization of the third party owner.
  - Upon termination of my employment with Tech Mahindra Limited., or at any other time at Tech Mahindra Limited. request, I agree to return promptly to Tech Mahindra Limited., all confidential information, including but not limited to all manuals, letters, notes, notebooks, reports, formulae, computer programs and associated documentation and material, memoranda, customer list and all other materials and all copies of them relating in any way to Tech Mahindra Limited which in any way were obtained by me during my employment at Tech Mahindra Limited .which are in my possession or under my control. I further agree that I will not make or retain any copies of the above mentioned information and will so represent to Tech Mahindra Limited. upon termination of my employment.

- This confidentiality agreement will continue to be in effect after the termination of my employment with Tech Mahindra Limited.
- IF any provision of this agreement is declared invalid or unenforceable with respect to a particular occurrence or circumstance or otherwise, that will not affect the validity, enforceability, or applicability of any other provision of this agreement.

Name:

Signature:

Date :

## **Annexure - F - Intellectual Property Assignment**

Associate Name:

Associate ID:

Date:

In consideration of my employment with Tech Mahindra Limited and in view of the confidential nature of employment by reason of which I will obtain and have obtained special knowledge of Tech Mahindra Limited and business, its necessities and plans and the information of its customer, I hereby agree as follows:

### **(a) Intellectual Property Assignment**

I hereby assign, to Tech Mahindra Limited or its successor, designees or assigns, any and all rights in any design, invention, discovery, or other intellectual property (including without limitation, right to apply for and obtain a patent) which I may create, develop or assist in creating of developing during my employment which design, inventions, discovery and other intellectual property relate to services provided/ to be provided or products or systems manufactured or developed or licensed or sold by Tech Mahindra Limited whenever made by me and for any work made and/or created or cause to made and/or created in the course of my employment whether on the customer project or otherwise.

Tech Mahindra Limited shall be the first owner of the copyrights therein and for work made and/or created or cause to made and/or created in the course of my employment. If by virtue of any law or any judgment, Tech Mahindra Limited is not the first owner, then I hereby assign, exclusively and irrevocably, the same, wholly and generally, forever throughout the world, without any obligation of payment of royalty or any other sum of money or benefit(s), the whole of the copyright(s) in all such work(s) and further waive all my moral rights wholly in favour of Tech Mahindra Limited I also agree to sign on demand, whether during the employment or any time thereafter, any papers and do any acts which may be deemed necessary or desirable by Tech Mahindra Limited to secure to Tech Mahindra Limited., its successors, designees, or assign, any right relating to such design, invention, discovery, copyright or intellectual property and improvement including patents in India or any other foreign country.

### **(b) Restrictions after Termination**

I further agree upon termination of my employment to surrender to Tech Mahindra Limited all software programs, data (whether in hard copy form or in electronic form), notebooks, designs, drawings, blueprints, writings, manuals, price books, any business or market information, business and technical brochures, service models and techniques and other documents and materials (including all copies) then in my possession or control, which relate in any way to the business, research, development, sales, sales promotions, marketing or customer's information or other activities of Tech Mahindra Limited The obligations stated under this Agreement shall survive the termination or discontinuation of my employment with Tech Mahindra Limited.

WITNESSED

ACCEPTED

\_\_\_\_\_

\_\_\_\_\_

## Annexure – G

### Agreement – General Covenant Against Disclosure and Covenant Not to Compete / Non- Solicitation

In consideration of my employment "Tech Mahindra Limited", and in consideration of the wages or salary to be paid to me, and regardless of the duration of my employment, I enter into the following agreements:

1. I agree to perform competently, diligently, reliably, and to the best of my ability all duties required of me from time to time by Tech Mahindra Limited I shall not directly or indirectly, either as an associate, employer, consultant, agent, principal, partner, stockholder, corporate officer, director or in any other individual or representative capacity, engage or participate in any business that is in competition in any manner whatsoever with the business of Tech Mahindra Limited during the term of my employment with Tech Mahindra Limited either within or outside of business hours.

2. I acknowledge and agree that I am bound by all of the terms and conditions of my Service Agreement in addition to the terms and conditions of this agreement.

3. **Actions Required on Termination:** Upon termination of my employment at Tech Mahindra Limited whether voluntary or involuntary (or at any other time upon the request of Tech Mahindra Limited.), I shall return to Tech Mahindra Limited all of its property of which I have had custody, including all handbooks, manuals, notebooks, supplies, credit cards, keys, disks, tapes, records, statistics, data and Confidential Information (defined herein) for which I have acquired by virtue of my employment, regardless of form or media.

4. **Covenant Against Disclosure:** I understand that it may be desirable and necessary for Tech Mahindra Limited or any of its suppliers, licensors, licensees or customers to disclose to me information which may include, by way of illustration and not by way of limitation, technical information, designs, drawings, processes, systems, procedures, formulae, test data, improvements, price lists, financial data, code books, invoices, financial statements and other financial information, computer programs, disks, printouts, sketches, customer and prospect contacts, customer and prospect lists, names, addresses or any other compilation of information written or unwritten (both individually and collectively referred to herein as "Confidential Information") during the course of my employment.

Because I will have access to and become familiar with such Confidential Information, I hereby agree to accept and retain such Confidential Information in confidence and agree, at all times during or after the termination of my employment, not to, directly or indirectly, disclose, reveal, use, copyright or patent such Confidential Information, without the prior written consent of an authorized officer Tech Mahindra Limited I also agree to keep the contractual relationships of Tech Mahindra Limited with its suppliers, licensors, licensees, customers, contractors, and subcontractors confidential, including the

names, addresses, or special requirements of Tech Mahindra Limited's customers. This Section 4 is intended to apply to all materials, which I may compile, as well as to all materials furnished to me by anyone else in connection with my employment.

a. Because it may not be clear to Associate which information is Confidential Information, in order to minimize the possibility of inadvertent disclosure, Associate agrees to consult with Tech Mahindra Limited before making any disclosure of information covered by this Agreement.

b. Associate may disclose information if such disclosure is directly pursuant to a valid and existing order of a court, or a governmental body or agency, within India; provided, however, that prior to such disclosure, the Associate (i) notifies Tech Mahindra Limited in writing of the prospective order, or proceeding giving rise to such order, and (ii) Tech Mahindra Limited has had the opportunity to prevent or limit such disclosure.

c. In the event of a breach or threatened breach of this Section 4 by Associate, Tech Mahindra Limited shall be entitled, in addition to all other remedies otherwise available to Tech Mahindra Limited to and Associate hereby consents to the issuance thereof forthwith in any court of competent jurisdiction without proof of specific damages. Associate waives any requirement for a bond in connection with any temporary or pendente lite injunctive relief.

d. In the event that Tech Mahindra Limited shall enforce any part of this Agreement through legal proceedings and obtains any judgment or order in such proceedings, Associate agrees to pay to Tech Mahindra Limited any costs and attorneys' fees reasonably incurred by Tech Mahindra Limited in connection with obtaining such judgment or order.

If any court should hold any part of the covenants set forth herein to be unreasonable, or otherwise unenforceable, the parties expressly agree that the covenants set forth herein shall be enforced to the extent that would otherwise be deemed reasonable or enforceable. In the event of any breach by Associate, the Non-Compete Period shall be extended on a per diem basis for the period that Associate is in breach.

**5. Ownership of Work Product:** Tech Mahindra Limited shall be the sole owner of all of my work product. For this purpose, "work product" means all inventions, improvements, discoveries, documentation, programming and technology (including all associated intellectual property rights) that I may create (alone or with others, at work or elsewhere, during or after the normal workday) relating to the work I do, the business of Tech Mahindra Limited or any research or development conducted by Tech Mahindra Limited I agree to assign, disclose and deliver to Tech Mahindra Limited as Tech Mahindra Limited's property, all right and evidence I may have or acquire with respect to any and all work product, and I agree to take such further actions and sign such further instruments as Tech Mahindra Limited may request from time to time to protect and defend its ownership of any and all work product. I understand that disclosure of my suggestions and ideas is encouraged.

**6. Partial Restriction on Post-Termination Competition:** Background. Tech Mahindra Limited expects to invest considerable time, effort and capital in enhancing the value and desirability of my skills. Both this investment and my compensation reflect Tech Mahindra Limited's expectation of receiving a considerable return from the exclusive use of my services and know-how in the future, free from any danger that Tech Mahindra Limited's customers or competitors may attempt to cause me to leave Tech Mahindra Limited and wrongfully gain the benefit of Tech Mahindra Limited's investment. The partial restraint set forth in this Section 6 does not, and cannot, provide complete protection for Tech Mahindra Limited's investment, development efforts, product, strategy, proprietary and Confidential Information, but Tech Mahindra Limited believes that in combination with the other provisions of this Agreement, it is the most fair and reasonable measure to protect Tech Mahindra Limited's interest, giving due regard to both my interests and the interests of Tech Mahindra Limited .

**7. Covenant Not To Compete.** I hereby covenant and agree as a part of and ancillary to this Agreement that for the 12 months period following the termination of my employment with Tech Mahindra Limited (irrespective of the reason for or such termination),

(a) I will not solicit, or attempt to solicit, or cause any third party to solicit, directly or indirectly, any customer of Tech Mahindra Limited for the purpose of selling or licensing products or services that are then competitive with the products and services that are then available to that customer from Tech Mahindra Limited provided, however, that this restriction shall apply only to customers of Tech Mahindra Limited with whom I actually have material contact (meaning direct interaction, such as through sales calls, presentations or other business dealings) in the course of performing my employment duties for Tech Mahindra Limited within the two year period preceding the date my employment with Tech Mahindra Limited ends. It is understood that this restriction is necessary to avoid possible compromise of Confidential Information and business interest.

(b) I will not (1) seek or obtain employment of any kind by any means, directly or indirectly, as either associate, agent or consultant, with any customer of Tech Mahindra Limited's for which I am providing services on behalf of Tech Mahindra Limited that are competitive with the products and services available to the client from Tech Mahindra Limited provided however, that this restriction shall apply only to employment to perform the same or substantially similar services that I am performing for the client as a Tech Mahindra Limited associate; or (2) induce or solicit any associate of Tech Mahindra Limited to seek or obtain such employment with a customer of Tech Mahindra Limited This restriction applies to my acceptance of any employment by a customer through general advertising or third party recruitment;

I accept and agree that the above covenants (a) and (b) are reasonable restrictions imposed with an objective to protect Tech Mahindra Limited's legitimate business interests and proprietary and confidential information. Given the compensation and benefits provided to me, I agree that the restriction as to time and scope contained herein are reasonable and necessary to protect Tech Mahindra Limited's business



interests and proprietary information. I have sufficient skills to find alternative, commensurate employment that would not violate the terms of this undertaking. I acknowledge that adherence to this undertaking shall not deprive me of the ability to earn a living or support my dependents.

**8. Compliance Not Contingent Upon Additional Consideration:** I understand and acknowledge that the wages, compensation,, benefits training and experience that Tech Mahindra Limited. provides to me shall be full and sufficient consideration for the promises contained in this Agreement. I have not been promised, and shall not claim, any additional or special payment or compliance with the covenants and agreements herein.

**9. Damages and Remedies:** I acknowledge and agree that if violate this Agreement, Tech Mahindra Limited may take legal action against me as follows: (1) Tech Mahindra Limited. may take legal action in the court specified below in Paragraph 14 for the liquidated damages specified in Paragraph 6 above and (2) a violation of this Agreement is likely to cause severe and irreparable Cause injury to the business, good will, client relations and proprietary information of Tech Mahindra Limited., an injury that is not adequately compensable by money damages alone. Accordingly, in the event of a breach (or threatened or attempted breach) of this Agreement, Tech Mahindra Limited. shall, in addition to any other rights and remedies, be entitled to immediate, appropriate injunctive relief, or a decree of specific performance of this Agreement, without the necessity of showing any irreparable injury or special damages, in any court of competent jurisdiction.

**10. Severability:** Each paragraph and provision of this Agreement is severable from the contract and if one provision is declared invalid, the remaining provisions shall nevertheless remain in full force and effect. Further, the invalid provision or part shall remain enforceable to the extent permitted by law.

**11. Entire Agreement:** This Agreement reflects the full and complete agreement between myself and Tech Mahindra Limited. on the subjects covered herein and supersedes and replaces all prior negotiations or agreements, whether written or oral. This Agreement shall only be modified, altered or replaced by a subsequent writing, signed by myself and an authorized officer of Tech Mahindra Limited.

**12. Binding Effect:** This Agreement shall inure to the benefit of, and be binding upon, my heirs, executors, administrators and personal representatives as well as the subsidiaries and affiliates of Tech Mahindra Limited. (Together with their successors and assigns).

**13. Choice of Law:** This Agreement will be governed and controlled in all respects by the laws of India.

**14. Choice of Forum:** The parties submit to the jurisdiction and venue of India with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient.

In the event of any violation of the terms of this clause, I agree that I shall be liable to Tech Mahindra Limited. For liquidated damages in the amount of the gross salary earned by me during the preceding one year from the date of such breach. I acknowledge and agree that said amount constitutes liquidated damages and not a penalty, and that the amount is a reasonable and fair estimate of the actual damages that Tech Mahindra Limited. Would incur upon such breach.

Following the expiration of the one year period described herein, I shall continue to be obligated under the Covenant Against Disclosure in Section 4 so long as such Confidential Information remains proprietary or protectable as confidential or trade secret information.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Signature

\_\_\_\_\_  
Name of Candidate

For and on Behalf Of  
**Tech Mahindra Limited**



**Mukul Sah**  
**Group Function Head (Support) – Human Resource**

## Annexure – H

PROOF OF ACCEPTANCE OF  
Code of Ethical Business Conduct (CEBC)  
And  
Statement of Policies and Procedures for Preventing Insider Trading

To  
Tech Mahindra Ltd.  
Date of Joining: \_\_\_\_\_  
Dear Sir/Madam,

I \_\_\_\_\_ Associate Id No \_\_\_\_\_

(Associate) of Tech Mahindra Ltd, do hereby state to have read and accepted that Tech Mahindra Code of Ethical Business Conduct (CEBC) and Statement of policies and Procedures for Preventing Insider Trading. In Company website ([www.techmahindra.com](http://www.techmahindra.com) >> Investors >> Overview), I have read and fully understood the above stated code of conduct and Ethics for directors and Associates and Statement of Policies and Procedures for preventing Insider Trading and shall abide by the policies, procedures and Principles contained therein.  
I understand that any misinterpretation and /or false understanding given herein may attract penalties as laid down under the policy.

Authorized Signatory (HR) Signature of the Associate  
Name:

## LETTER OF APPOINTMENT

23-03-2022

**PARIPALLI SATYANARAYANA**

Visakhapatnam

paripallisatya@gmail.com

Company ID: 197677

Dear Satyanarayana,

With reference to our discussion and agreement, we are pleased to extend this letter of appointment ("Appointment Letter") to you as "**Liabilities Relationship Officer**" within **Retail Banking - Rural Banking** at IDFC FIRST Bank Limited (the "Bank"). You are expected to join on or before **27/Jun/2022** ("Date of Joining"). Your Total Fixed Pay ("TFP") will be **INR. 2,60,000/- (Rs.Two Lakh Sixty Thousand only)** per annum. The position is currently based at **Andhra Pradesh**

This appointment is subject to you being medically fit to perform your role effectively. It is also subject to verification, as per the norms of the Bank, of information and particulars submitted (electronically or signed) by you, including but not limited to Authorization / Undertaking / Declaration Form. Kindly confirm your acceptance to this Appointment Letter by uploading a signed and scanned copy of the letter on the authorized joining portal within 5 working days of receipt of this Appointment Letter, post which the Appointment Letter stands revoked, as per the discretion of the Bank, and all the terms and conditions hereunder shall be null and void, and neither party shall have any obligation in relation thereto. Your acceptance to this Appointment Letter shall also mean the acceptance to the terms and conditions mentioned herein including annexures hereto, as may be modified by the Bank.

It may be noted that this Appointment Letter is to be considered final for all purposes, and supersedes all prior/ contemporaneous letters, discussion, negotiations, commitments, agreements and writings with respect to the subject matter hereof.

If any provision of this Appointment Letter is found to be illegal, invalid or unenforceable by the Bank, then such provision shall be severed from this Appointment Letter and the remaining provisions of shall continue in full force and effect and operate as if the severed portion had not been included.

The Bank reserves the right to revoke the Appointment Letter without any liability of any kind thereof even after acceptance of this appointment for just cause in the sole opinion of the Bank including but not limited to any non-compliance of any law on your part or any act or deed on your part, as per the sole opinion of the Bank, damages the reputation and brand image of the Bank in any manner.

You are requested to complete the joining formalities, on the authorized online portal of the Bank and submit the documents as required by the Bank.

Your Compensation Details and general terms and conditions for appointment are as per the enclosed Annexure/s

Further, your appointment is subject to your abiding to, in Appointment Letter and spirit,

- *Code of Conduct*
- *Code of Conduct for Prohibition of Insider Trading for the Bank*

Please note that you are required to keep the salary & other perquisites / benefits offered to you strictly confidential and not share information regarding the same with anyone.

**This Appointment Letter shall be effective from your actual date of joining with the Bank. You are required to submit a signed copy of this Appointment Letter on/before the actual date of joining, failing which the appointment stands withdrawn without any further communication.**

Congratulations on your appointment and we wish you a successful career with IDFC FIRST Bank Limited.

Thank You,

For **IDFC FIRST Bank Limited**

DS IDFC FIRST BANK 1

*Digitally Signed by***Deepika Mahajan**

Head Talent Acquisition &amp; Employer Branding

I, **PARIPALLI SATYANARAYANA**, son/daughter of \_\_\_\_\_ do hereby accept the above and confirm /certify the following:

- Date of Joining the Bank: 27/Jun/2022
- PAN number: FCPPP4655G
- Email ID: paripallisatya@gmail.com

**Signature:**

**Date:**

**Authenticated by**

**Annexure 1**  
**COMPENSATION DETAILS**

<b>Employee Name</b>	<b>PARIPALLI SATYANARAYANA</b>
<b>Grade</b>	<b>Officer</b>
<b>Business Unit</b>	<b>Retail Banking - Rural Banking</b>
<b>Location</b>	<b>Andhra Pradesh</b>

<b>Component</b>	<b>Per Month(In INR.)</b>	<b>Per Annum (in INR.)</b>
Basic Salary	4,333	52,000
House Rent Allowance	2,167	26,000
Special Allowance	10,111	1,21,333
<b>Annual Guaranteed Cash (AGC)</b>	<b>16,611</b>	<b>1,99,333</b>
Statutory Bonus	3,322	39,867
Employer PF	1,733	20,800
<b>Total Fixed Pay (TFP)</b>	<b>21,667</b>	<b>2,60,000</b>

\* As per the EPFO notification dated February 28, 2019 and basis the new PF rules, your PF will be as mentioned herein

**Notes:**

- Flexible Benefit Plan (FBP) comprises of HRA, Meal Card, Professional Development Expenses, Communication Expenses, LTA, Bank's Owned Car / Reimbursement & National Pension Scheme or any other plan applicable as per Bank's policy. The employee gets to allocate the pool amount under various components as desired. Tax Benefits will be based on declaration & as per IT law.
- In addition to TFP, Insurance premium is paid by the bank towards your life, accident & medical insurance. This is a notional premium amount & is not paid in cash to you
- Gratuity will be applicable as per the Payment of Gratuity Act.
- The notice pay reimbursed, joining bonus, relocation expenses and any other amounts, if any, paid, at the time of joining would be recovered in full, in case of your resignation/separation (whichever is earlier) within twelve months from the date of joining.



**Annexure 2****TERMS & CONDITIONS FOR APPOINTMENT****REVOKING THE APPOINTMENT**

- The Bank reserves the right to revoke the Appointment Letter without any liability of any kind thereof even after acceptance of this appointment for just cause in the sole opinion of the Bank including but not limited to any non-compliance of any law on your part or any act or deed on your part, as per the sole opinion of the Bank, damages the reputation and brand image of the Bank in any manner.

**CHANGE IN TERMS AND CONDITONS**

- The terms and conditions of the Appointment Letter are subject to revision and change by the Bank, without notice. The revised terms and conditions shall be applicable and abided by all the employees, effective from the date of revision or change.
- The present designation and terms of services including your emoluments are subject to change depending upon work assignment from time to time

**DURATION/VALIDITY OF THE APPOINTMENT LETTER:**

- If this Appointment Letter is not accepted by applicant within Five (5) days of receiving the letter, it shall stand revoked, at the discretion of the Bank, and all terms and conditions considered null and void, and neither party shall have any obligation in relation thereto.
- It may be noted that this Appointment Letter is to be considered final for all purposes, and supersedes all prior/ contemporaneous letters, discussion, negotiations, commitments, agreements and writings with respect to the subject matter hereof.
- If any provision of this Appointment Letter is found to be illegal, invalid or unenforceable by the Bank, then such provision shall be severed from this Appointment Letter and the remaining provisions of shall continue in full force and effect and operate as if the severed portion had not been included.

### Annexure 3

## TERMS AND CONDITIONS OF EMPLOYMENT

The following are the terms and conditions of your employment at IDFC FIRST Bank Limited

For the purpose of this document "Bank" or "Company" shall mean IDFC FIRST Bank Limited and all its subsidiaries, associate or group companies.

### 1. Postings and Transfers

- 1.1 Your joining location will be the same as mentioned in your appointment letter. However, during your employment, you may be posted / transferred to any of the offices / branch/projects / divisions / departments / units / subsidiaries / sister concerns of the Bank, existing or to be set up at any other location, without any additional remuneration, in the interest of the Bank without assigning any reasons.
- 1.2 If your role is a Remote Working role you will additionally have to adhere to the Bank's policy/guidelines for Remote Working, existing and/or as may be framed and amended from time to time.

### 2. Leave and Absence

- 2.1 You shall be eligible for holidays and leave as per the Bank's leave policy/guidelines, as may be amended from time to time.
- 2.2 You will be entitled to Earned Leave in a financial year running from April to March as per the Bank's Policy. In case of your joining the Bank in the middle of the said financial year, you will be entitled to leave on pro-rata basis. You will be required to avail of mandatory leave as per the Bank Policy in every financial year, this will be part of your Earned Leave entitlement.
- 2.3 While counting the number of days of leave, intervening days of the weekend and Bank Holidays will not be counted.
- 2.4 You should obtain prior approval before proceeding on leave. Failure to do so may invite disciplinary action or such other action as deemed appropriate.

### 3. Total Fixed Pay

- 3.1 Your Total Fixed Pay ("TFP") is as stated in the annexure of our Offer/Appointment Letter. Based on it, your compensation will be paid to you on a monthly basis by the end of the month to which it relates.
- 3.2 The Bank provides you choice as regards certain reimbursements within your aforesaid Total Fixed Pay, amount in keeping with the Bank's guidelines in this regard. To exercise such choice, you will have to provide to the Bank your choice at the time of joining and in the beginning of the financial year, in the prescribed manner which currently is by uploading the details of your choice of reimbursements on the Bank's Payroll Portal.
- 3.3 All amounts payable to you by the Bank (including the joining bonus, relocation expenses or notice period pay agreed to be reimbursed to you by the Bank in relation to your earlier employment) will be subject to and paid to you after deduction of income tax (or any other) at source (TDS).
- 3.4 Please note that your compensation and benefit details, are to be kept confidential at all times.
- 3.5 Your performance will be subject to periodic review based on which you will be considered for revision of compensation/grade in keeping with the Bank's policies and practices.
- 3.6 The Bank will cover you under the group medical insurance policy from the date of your joining provided you have completed all formalities and documentation pertaining to it.
- 3.7 In addition to the above, you will be covered under the Group Term Life Insurance and Personal Accident Insurance. This is over and above your TFP.
- 3.8 Your Total Fixed Pay increase and future prospects in the Bank shall entirely depend on the individual, business unit and the Bank's performance. Increase in Total Fixed Pay, in no case, and under no circumstances shall be automatic and/or a matter of right.

#### 4. Performance Bonus/Incentive Payments

- 4.1 The Bank may, in its absolute discretion, pay you a bonus/variable incentive of such amount, at such intervals, based on your performance as well as performance of your team and the Bank and subject to such conditions as the Bank, may, in its absolute discretion, determine from time to time, in accordance with the Bank Policy.
- 4.2 An employee will not be entitled to any variable payout/compensation on his resignation/dismissal/job abandonment/cessation.
- 4.3 The exercise of discretion to pay a bonus in one financial year shall not bind the Bank or act as a precedent for the exercise of discretion in any other financial year.
- 4.4 If, on or before the date when a bonus/incentive might otherwise have been payable, your employment has terminated or either party has given notice of cessation of employment, you will not be entitled to receive any such bonus or incentive (whether in cash, shares or any other form).

#### 5. Malus / Clawback

- 5.1 Malus provision, inter-alia, enables prevention of vesting of all or part of deferred component of variable pay including cash and share linked components and Clawback enables the Bank to recover previously paid or vested remuneration in cash or share linked compensation, etc
- 5.2 The Bank reserves its right to incorporate malus/clawback mechanism to address subdued or negative financial performance of the bank and/or the relevant line of business in any year, material failure of risk management, misconduct and other instances of non-compliance of statutory and regulatory stipulations.

#### 6. Statutory Payments / Deductions

- 6.1 All statutory payments / deductions will be as per the applicable law and may change from time to time based on changes in the law of the land.

#### 7. Deductions from Total Fixed Pay/Annual Gross Remuneration Package

- 7.1 You agree that, at any time during your employment, or after cessation of employment, the Bank may deduct and recover, from your Total Fixed Pay /Annual Gross Remuneration Package/Full and Final Settlement/ Bank Account any overpayment made, or any amounts owed by you to the Bank. This includes, but is not limited to, any excess leave, outstanding loans, advances, credit card dues, relocation expenses, joining bonus, and the cost of repairing any damage or loss to Bank's property or equipment caused by you.
- 7.2 You agree that, at any time during your employment, or after cessation of employment the Bank may recover any shortfall /loss on account of any negligence or any act of commission by you, while executing your responsibilities.

#### 8. Tax

- 8.1 You will be fully liable for the payment of Income Tax (or any other applicable taxes) on your total remuneration including bonuses/ variable pay to the Income Tax/concerned authorities including other statutory dues/taxes and this will be your personal responsibility. The Bank shall deduct any statutory dues/taxes from amounts paid to you, as per applicable laws.

#### 9. Medical Fitness and Verification of Particulars

- 9.1 Your appointment is subject to you being medically fit and continuing to remain fit thereafter. In case you subsequently develop any illness, which restricts you from performing your official duties or in any way puts your other colleagues at risk, you are required to inform HR about the same; failure to inform the Bank/HR about such illness at the time of appointment and subsequently after developing, the same may be considered as a misconduct and Bank reserves its right to terminate /conclude your employment.

- 9.2 Your employment is also subject to clearing the Personal and Professional Background Verification as per norms of the Bank, including your antecedents and documents submitted.
- 9.3 In case particulars mentioned in your application / Curriculum Vitae / Resume/ pre - employment declaration or any such document/data/information shared by you are found false or unsatisfactory, your services would be liable for termination as per the discretion of the Bank at any time without any notice or any compensation in lieu thereof.
- 9.4 Your date of birth mentioned in the Aadhaar Card or other such acceptable statutory document submitted by you will be deemed to be the conclusive proof of your date of birth.

## 10. Normal Retirement Age

- 10.1 You will automatically retire from the employment of the Bank, as the case may be, on attaining retirement age of 58 years or as decided by the Bank and unless concluded earlier or extended further as per the discretion of the Bank. By virtue of this clause, you shall not claim a right of employment with the Bank, as your employment is subject to the terms and conditions laid down by the Bank, as amended from time to time.

## 11. CONFIDENTIALITY:

- 11.1 You will not, either during your employment or at any time post resignation/cessation from services, use or communicate to any person, any information of a confidential nature concerning the business of the Bank, or of any of their customer(s), supplier(s) or other person(s) having dealings with the Bank as the case may be, and which comes to your knowledge during the course of your employment other than in connection with your services to the Bank.
- 11.2 If you are a supervisor, then in your capacity as the leader of your team, you would be in possession of highly sensitive and confidential information with regard to and not limited to each and every employees' compensation, rating, performance, sensitivities, promotions and career expectations. You would be expected to maintain complete confidentiality of the said information and not use the same in any capacity whatsoever.
- 11.3 Complete confidentiality should be maintained by you of all the information of any nature, including as to the affairs of any person having any dealing with any constituent of the Bank or any of its subsidiaries or the business of any person having any dealing with any constituent of the Bank or any of its subsidiaries and including any documents, books or records thereof, that you have had access to by virtue of your service in the Bank and you shall not directly or indirectly disclose or cause the disclosure of any such information to any person unless required to do so by any regulatory, administrative or judicial authority to such authority.
- 11.4 In performing your duties, you may from time to time receive or obtain information/data/documents from the Bank or related or associated to the Bank, its subsidiary or affiliates or otherwise and have access to information relating to their clients or business information, business plans, systems, personnel, or other information of a confidential nature (this will be termed as "the Information").
- 11.4.1 In consideration of the Bank making the Information/ data/ documents available, you undertake and agree that you will:
- a. Keep the Information/data/documents confidential at all times and not divulge or communicate to any person, other than those approved in writing by the Bank, any of the Information/data/documents which you may (whether before or after the date of your appointment receive or obtain.
  - b. Not use the Information/data/documents for any purpose other than in connection with your services to the Bank;
  - c. Immediately return or destroy (at the Bank's option) the original and all copies of any records of the Information/data/documents (in whatever form) and all notes and other documents embodying any of the Information on the first to occur of any of the following:
    - i. on the Bank's demand;
    - ii. on termination or expiration of your employment contract with the Bank.

## 12. Other Media, Internet, Blogs, Social Media & External Persons

- 12.1 Employees are not authorized to share any information about the Bank on any social media or other platform. This includes but is not limited to information about any internal activity, awards, achievements, certificates, colleagues, projects or initiatives. Violation

of the same will be a breach of confidentiality and invite disciplinary action. Any behavior on the social media that could potentially bring disrepute to the Bank may also invite suitable punitive/disciplinary action including termination of your employment at the discretion of the Bank.

12.2 All concerns and grievances need to be raised and redressed through the channels available or by reaching out to your HR Business Partner. The defined Escalation Matrix needs to be followed. Raising internal organization matters on social media, in the public domain or with external individuals will be considered a breach of conduct and may lead to termination of your employment at the discretion of the Bank.

### 13. Data Protection

- 13.1 The Bank may be required to process, transfer and store your personal and sensitive data in any of the other locations used by the Bank/any of the locations as specified by the Bank.
- 13.2 By agreeing to adhere to the policies of the Bank and/or by signing/accepting your appointment letter, you acknowledge and agree that the Bank is permitted to hold/use/process your personal/sensitive information about you as part of our personnel and other business records and that the Bank may use such information in the course of its business including but not limited to your employment purposes, all administrative and human resource related matters, administration of pay rolls, administering your insurances, investigations, identification, facilitating compliance with any law, order and regulations which may be applicable, etc.
- 13.3 You agree that the Bank may disclose such information to third parties in the event that such disclosure is, in Bank's view, required for the proper conduct of our business or that of any associated companies, management of your employment and for the matters contained herein. This clause applies to information held, used or disclosed in any medium.

### 14. Compliance

- 14.1 In your role at the Bank, it is expected that you will abide and ensure all aspects of compliances, in letter and spirit, staying true to the law of the land.
- 14.2 You are aware that there are laws against trading securities using material non-public information and you agree to comply with such laws.
- 14.3 During the continuance of your employment with the Bank, you are expected to comply with the Bank's policies, practices and procedures.

### 15. Restrictive Covenant

- 15.1 You are committed not to hire anyone or engage in any sort of discussion related to hiring or solicitation with an employee of the Bank or any of its subsidiaries for at least one year from your last working date in the Bank. This is applicable even during your period of employment whether approached by the employee or officers of the Bank, or by you or by any other intermediary or by any other means whatsoever. This Covenant further specifically requires that employees or officers of the Bank or any of its subsidiaries should not be solicited or encouraged to leave the Bank or any of its subsidiaries to join the organization which you may join in any capacity or any of its subsidiaries, joint ventures, affiliates or associates, for a period of one year from the date of separation from the Bank.
- 15.2 You agree that during your period of employment with the Bank and for a period of one year from termination or expiration of your employment with the Bank, you shall not solicit or entice, by any means whatsoever any client of the Bank. Your agreement "not to solicit" means that you will not, initiate any contact or communication of any kind whatsoever, for the purposes of inviting, encouraging or requesting any deal/ mandate/ account/ person:
- 15.2.1 to transfer from the Bank to you or to your new employer or to any other person or entity; or
- 15.2.2 to enter into a new deal/ mandate with you or your new employer or with any other person or entity; or
- 15.2.3 to otherwise discontinue its patronage and business relationship with the Bank.
- 15.3 You agree that for a period of six (6) months from termination or expiration of your employment with the Bank, you shall not work at the capacity of Executive or Non-Executive member of the board or any management position of any supplier, vendor or partner of the Bank.

## 16. Assignment

- 16.1 If you (whether alone or with others) shall, during your engagement with the Bank, make or create an idea, method, invention, discovery, design or other work either in the course of providing your services or relating to or capable of being used in those aspects of the businesses of the Bank (hereinafter called "Work") you shall promptly disclose full details thereof to the Bank and irrespective of disclosure or non-disclosure by you, all Works, shall belong exclusively to the Bank and you hereby irrevocably assign the ownership, right, title, interest, ownership of copyrights of such Works and those of any other derivative works, to the Bank. You will promptly provide to the Bank a complete written disclosure for each such Works identifying the features or concepts you or the Bank believe to be new or different. You grant to the Bank an irrevocable, nonexclusive, worldwide, perpetual, paid-up license under these Works (whether now existing or brought into being in the future).
- 16.2 The license scope is to make, have made, use, have used, sell, license or transfer items of such Works and to practice and have practiced methods pertaining to such Works. You are specifically made aware that you will not be liable to any compensation for such acts of yours, and that any rewards which the Bank may choose to bestow will not be deemed to confer any rights towards that invention, discovery or improvement in system or method, for you. You shall promptly upon intimation by the Bank, sign and execute such document, papers, declarations including deed of assignment as may be required by the Bank from time to time.
- 16.3 You (i) hereby assign to the Bank all right, title and interest in any Work (whether now existing or brought into being in the future) which is or may become a copyright work anywhere in the world and (ii) shall consider yourself as a trustee for the Bank in relation to all other Works and shall in either case at the request and expense of the Bank do all things necessary to vest all right, title and interest in any Work in the Bank or its nominee absolutely as legal and beneficial owner and to secure patent or other appropriate form of protection therefore;
- 16.4 You shall not (except as provided in this letter of appointment or as may be necessary in the course of your duties for the Bank) disclose or make use of any Work without the Bank's prior consent in writing.

## 17. Resignation and Notice Period

- 17.1 You may resign from the employment of the Bank by giving to the Bank a notice in writing, the notice period for all employees is 90 days. In case of your resignation from the services of the Bank, the Bank at its sole discretion shall have a right, but not an obligation, to waive off the notice period and in such cases the Bank will not be liable to make any payment of salary to the employee in lieu of the waived off notice period. It is understood that you will not have a right to insist upon it.
- 17.2 To the extent the Bank does not waive all or part of the Notice Period/Notice Pay,
- the employee shall remain employed through the Notice Period (or portion thereof), OR
  - payment in lieu of any unserved notice period will be recovered from the employee.
- 17.3 Recovery of notice pay will attract GST/applicable taxes. GST/applicable taxes once deducted will not be reversed under any circumstances.
- 17.4 In case your last working day falls on a weekly off or a holiday, the previous working day will be considered as the Last Working Day (LWD), further the same date would be considered for the purpose of calculation of notice period recovery/payment if necessary.
- 17.5 The Bank will not be bound to accept from you a notice of period longer than 90 days.
- 17.6 Notice Pay in lieu of notice period is defined as TFP less retirals and non cash benefits.
- 17.7 In case of your resigning from the employment of the Bank within 12(twelve) months or being terminated by the Bank in terms of Clause 18, you shall be liable to repay to the Bank and the Bank shall have a right to recover from you the amount(s) paid by the Bank to you or any others towards your joining bonus, notice period pay in relation to your previous employment, relocation expenses and all other amounts related to your joining the Bank.
- 17.8 During notice period, any leaves availed may extend the notice period by that many days, however, Bank reserves the right to amend/modify this at its sole discretion. Notwithstanding anything foregoing, in case you have been subjected to gardening/garden leave by the Bank, you will not be entitled for any leave and leave encashment thereof for the period of gardening/garden leave, as per the Bank's policy/guidelines thereof. Bank reserves its right to apply/sanction gardening leave to employees in Broad Band 'Role' and above and any of its employee as it deems fit. You are required to familiarize yourself with the Bank Policy/guidelines on Garden Leave, as may be amended from time to time. The Garden Leave for employees for Broad Band 'Role' is three months.
- 17.9 Upon the termination of your employment agreement, you are required to return to the Bank, in acceptable condition, all such



properties of the Bank which are in your possession.

- 17.10 Post your resignation from the services of the Bank, if you discontinue/stop attending office before completion of your required or accepted notice period, the Bank shall treat such absence as unauthorized and shall be liable to take disciplinary action against you.
- 17.11 If any involvement of yours is suspected or found in fraud/cheating/theft/ any unethical / unprofessional act, etc. the Bank can initiate suitable action as deemed fit even post separation from the services of the Bank.
- 17.12 On separation, it is the responsibility of the employee to ensure that the necessary exit related clearances are completed by the concerned exit clearance stakeholders of the Bank. You agree and accept that Full & Final settlement will be processed only post completion of all the exit clearances from relevant exit clearance stakeholders.

## **18. Termination of Employment Agreement:**

- 18.1 If you absent yourself without leave for continuous five (5) working days, or as per norms of the Bank which may change from time to time, or remain absent beyond the period of leave originally granted or subsequently extended by five (5) working days, you shall be considered as willfully absconding from your employment and disciplinary action can be initiated against you, at the discretion of the Bank. This may include termination of your employment or considering it as voluntarily abandonment of employment by you and concluding your employment thereof. In case your employment is terminated or concluded under this clause, the Bank shall be entitled to recover from you such amounts as specified in above Clause (Resignation and Notice Period) in lieu of notice period. In addition to the above, the Bank may also claim damages and other reliefs to which it is entitled under contract, law or equity
- 18.2 Your services are liable to be terminated without any notice or salary/payment in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, fraud, disloyalty, consistent non-performance, sexual harassment or any such act of breach of yours that brings disrepute to the Bank, commission of an act involving moral turpitude, any act of indiscipline or inefficiency, any act of bankruptcy or make any composition or arrangement with your creditors. In case of termination on account of misconduct, Bank will not be liable to give any notice or payment in lieu thereof.
- 18.3 The Bank reserves the right to terminate your employment if your performance is determined to be unsatisfactory (as per the Bank's standards), by giving you prior written notice. The notice will be 90 days for all grades. In the event of early relieving, you will be paid notice pay in lieu of notice or part thereof. Employees who have been rated as below par or poor in the 'Annual appraisal Cycle' will be considered as underperformers and misfit for the organization and separation process would be initiated post communication of the ratings.
- 18.4 In the event your employment is terminated by reason of an eventuality caused by (your) death, your nominee(s) beneficiaries will receive further compensation as deemed fit by the Bank which shall be paid to your designated beneficiary/nominee provided. However; in cases, where the nominee details are not provided, the spouse of the employee is considered as the sole nominee for married employees, and parents, as the sole nominee for unmarried employees. Any further settlement from the Bank would be drawn in the nominee's name.
- 18.5 The Bank has the right to terminate your services for any reasons other than mentioned herein by giving notice in writing or payment of Total Fixed Pay (excluding retiral and other non-cash benefits) in lieu of notice. The notice will be 90 days for all grades.
- 18.6 You will be covered by the employment rules and regulations including conduct, discipline, and administrative orders and any such other rules or orders of the Bank that may come in force from time to time. The Bank shall have absolute discretion to reject or refuse to accept your resignation in case of staff accountability or disciplinary action proceedings are contemplated or pending against you.

## **19. Non Conflict of Interest and No External Employment**

- 19.1 You will not, during your employment with the Bank, undertake other full time or part time work for remuneration or any activity that may adversely affect your professional image and integrity as an employee of the Bank.

## **20. Receipt of Payments and Benefits from Third Parties**

- 20.1 Subject to the Bank regulations issued and amended from time to time, neither you nor any member of your family, nor any Bank or

business entity in which you or they have an interest, are entitled to receive or obtain directly or indirectly any payment, discount, rebate, commission or other benefit from third parties in respect of any business transacted (whether or not) by you or on behalf of the Bank. If you or, any member of your family or any Bank or business entity in which you or they have an interest, directly or indirectly obtain any such payment, discount, rebate, commission or other benefit you will forthwith account to the Bank for the amount received or the value of the benefit so obtained.

## 21. Code of Conduct and Expected Employee Conduct

- 21.1 You are bound by the Bank's Code of Conduct. The Bank may implement the disciplinary procedure if you fail to comply with the Code of Conduct and in certain circumstances, this could amount to gross misconduct leading to dismissal.
- 21.2 You are expected to work, while in the employment with the Bank, punctually and diligently employing your best efforts with honesty and integrity to protect the interest of the Bank and observing at all times the Bank's terms and conditions and the applicable guidelines, policies and regulations.
- 21.3 You are expected to be well groomed and formally dressed at work.

## 22. Staff Dealing Rules

- 22.1 You must comply with the Bank's Code of Conduct for Prevention of Insider Trading for the Bank and should familiarize yourself with them by reading the Policy and any relevant guidelines.

## 23. Intellectual Property Rights

- 23.1 For the purposes of this clause, "IPR" means intellectual property rights of all kinds including, in particular, patents, inventions, trademarks (and associated goodwill), designs, design right, copyright (including copyright in computer software), confidential information and know-how, database rights, applications for any of the foregoing, and all other intellectual and industrial property and rights of a similar or corresponding nature in any part of the world.
- 23.2 To the extent that ownership of IPR does not vest in the Bank by operation of law, you agree that all IPR generated by you during your employment will be owned by the Bank in perpetuity. You will co-operate fully, and do all acts required (at the Bank's expense), to assign IPR with full title guarantee worldwide to the Bank in perpetuity. You agree to appoint the Bank to act as your attorney for the purposes of securing grant and ownership of the IPR. You also agree to do nothing, during or after your employment, to affect the validity of any IPR; in particular, you agree not to make any non-confidential disclosure of any detail of the IPR outside of the Bank before protection for the IPR has been sought or such disclosure has otherwise been authorized. You also agree to waive all moral rights to all work, where the Bank owns or will own the copyright or design right to it.
- 23.3 Nothing in this document and your employment contract shall oblige the Bank to seek patent or other protection for any IPR generated during the course of your employment. The Bank may delegate its rights and/or obligations under this clause to a group company or other nominee. Rights and obligations in this clause shall survive termination of your employment for any reason.

## 24. Information, Assets and Systems

- 24.1 When you join the Bank, you may have access to phones, e-mail, internet and other equipment and systems. These form part of our IT and communication systems and you will be required to use them in accordance with the Bank policies relating to them. You should refer to the Code of Conduct for further information on these policies. You will be responsible for the safe keeping and return in good condition and order of all the properties of the Bank, which may be in your use, custody, care or charge. For the loss of any property of the Bank in your possession, the Bank will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.
- 24.2 Information Security Compliance: All employees are expected to be aware of their responsibility relating to protection of information

and information assets of the Bank. Accordingly, you are required to familiarize yourself with the Information Security Policies and Procedures of the Bank and abide by it in spirit and practice.

## 25. Other terms and conditions:

- 25.1 The Bank reserves the right to make changes to any of your terms and conditions of employment. Any changes will take effect from the date stated in the communication.
- 25.2 In the event of a criminal case being filed against you in your personal capacity (not in the course of or arising out of employment), the Bank may, at its discretion, ask you to proceed on leave or suspend your employment till the issue is sorted out and you are acquitted. During this period, you will be paid as per applicable laws. If convicted, your employment will stand withdrawn/terminated.
- 25.3 Bank reserves the right to place you under suspension pending enquiry into the charges of misconduct or otherwise as deemed fit by the bank.
- 25.4 You will intimate in writing to the Bank any change of address within a week from change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.
- 25.5 As an employee you are responsible to provide correct personal email ID and phone number. The personal email ID and phone number as provided by you will stand valid for all communication from the Bank. In case of change in communication information, you are liable to update the same with the Bank within Seven (7) days of such change. Failing which, any communication sent on your last recorded address/email shall be deemed to have been served on you. The email ID provided by you, until updated with the Bank, shall be considered as one of your unique identification ID.
- 25.6 The present designation is subject to change depending upon work assignment from time to time.
- 25.7 During your employment, you will be subject to the Code of Conduct, employment rules, regulations and policy of the Bank applicable and amended from time to time. The terms and conditions contained herein shall be read along with the instructions, guidelines, policies, etc. and amendments thereof as presently applicable to you and as may be amended from time to time and as may be made applicable to you by the Bank subsequently during the course of your employment.

## 26. Indemnity

- 26.1 You shall indemnify, keep indemnified and hold harmless the Bank against any loss, damage, expense, costs, fines, charges, proceeding which the Bank might suffer due to or arising out of any wrongful acts, wrongful gains, fraud, mala fide acts, gross negligence and /or gross dereliction of duties on your part. Such indemnity shall not prejudice the right of the Bank to terminate your services on such count or the right of the Bank to seek other remedies which the Bank may have to make good the Loss or damage

## 27. Force Majeure

- 27.1 Notwithstanding anything contained herein, if the regular operations of the Bank are suspended resulting from general economic conditions or other general market effects or Acts of God or governmental or regulatory restrictions other cause of similar or different nature beyond the control of the Bank, the Bank may suspend the performance of services by you and the payment of compensation herewith. During the continuation of such suspension of operations, the Bank may, by written notice, terminate employment agreement or change the terms and conditions of your employment with no further liability whatsoever.

## 28. Foreclosure:

- 28.1 The Bank reserves the right to suspend or terminate the performance of services by you and the payment of compensation, in case of any unforeseen circumstances that might lead to suspension of the operations of any unit or business of the Bank. In such case, the general terms and conditions related to termination of employment shall stand valid.

## 29. Warranty

29.1 You represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing the duties of your employment, or any of them, in accordance with the terms and conditions of this letter.

### 30. Governing Law

30.1 The interpretation and enforcement of this contract/document shall be governed by and construed in all respects in accordance with the law of India and the parties submit to the non-exclusive jurisdiction of the Mumbai courts.

**Accepted & Agreed:**

**Signature:**

**Date:**

[Redacted Signature]

[Redacted Signature]

[Redacted Signature]

Name: **PARIPALLI SATYANARAYANA**

Date: 23-Mar-2022

Company ID: 197677

## EMPLOYEE VALUE PROPOSITION

Congratulations! We are delighted to welcome you to the IDFC FIRST Bank family.

At the IDFC FIRST Bank we aim at giving each employee an opportunity to succeed. You are an integral part of our growth story and our success stories are now intertwined.

There's a lot to learn with us, not only the work but also about our culture and values. Our employee value proposition below portrays the value and experience you will gain by working at our bank.

*Be part of a **winning team**.*

*Drive change with **cutting edge technology**.*

*Join a work force that is high on **integrity**.*

*Be where **growth** is not just a number.*

*Make a **social impact**, make a difference to the society.*

*Be **dynamic**, agile, responsive, bold, disruptive.*

We are excited about you joining the bank and wish you great success in your new role.

Kindly indicate your agreement with these terms by signing and dating the agreement.

Please share a signed copy of this letter with us not later than five days from the receipt of this letter.

Warm Regards

**Deepika Mahajan**

**Head Talent Acquisition and Employer Branding**

**Human Resource Department.**

**IDFC FIRST BANK LTD.**

**Annexure 4**

**PRE JOINING DOCUMENT CHECKLIST  
(TO BE UPLOADED ON THE IDFC FIRST BANK HR SYSTEM)**

S.No	Document Name	Acceptable Proof
1	Permanent Address Proof	Passport/Driving License/Voters Id Card
2	Current Address Proof (if different from permanent address)	Passbook/Rent Agreement
3	Cancelled Cheque for Alternate Bank Account	If cheque book is not available, copy of the passbook with account number and address can be submitted
4	Employment Documents (Only for experienced candidates)	Relieving Letter/ Experience letter required for all the employments mentioned on the resume.  Kindly note that, relieving letter for the last employment is required to be submitted within 45 days of joining.
5	Education Documents	Mark sheets and certificates for all relevant qualifications, as mentioned on the resume
6	Resignation proof for last employment (Only for experienced candidates)	Scanned copy of resignation proof/Resignation Email/ System Screenshot of resignation submission
7	Photo	High resolution clear passport size photograph with white background is required. This will be printed on your ID card
8	Driving License (Only for candi	Driving License copy can be uploaded
9	Insurance Book (Only for cand	Copy of the insurance book can be uploaded
10	RC Book (Only for candidates	RC Book copy can be uploaded. In case, you do not own a vehicle, an authority letter is to  Navigation: Me > Onboarding
11	Accepted Copy of the Appointment Letter with signature of the applicant and acceptance date	



July 24, 2021

Ref:HDBFS/21-22/HRIC377281/Appt/246966

Mr. JAMI LEELA KRISHNA,  
Yellamanchili

Dear JAMI,

**LETTER OF APPOINTMENT**

Further to your application and subsequent discussions for employment, HDB Financial Services Limited ("Company") is pleased to appoint you as SENIOR SALES OFFICER on the terms and conditions as set out below.

Your Total Salary per annum is set out as attached in Annexure A. All remuneration, benefits and perquisites will be taxed in accordance with the provisions of Income Tax Act, 1961 and any other enactments in force from time to time.

**Terms and Conditions:**

- a) Your duties and responsibilities will be explained to you on your joining the Company.
- b) Your initial place of posting will be at YELLAMANCHILI. The Company reserves the right to change the duties assigned to you, transfer you, temporarily or permanently, to any other office / branch, subsidiary or associate of the Company or to any other place of business of the Company that is in existence or may come into existence at a future date. The Company further reserves the right to transfer you from one shift to another, depending upon the exigencies of work.
- c) You shall devote your whole time and attention to your duties with the Company and will not directly or indirectly, for any part of your time carry on any business or occupation or enter in any capacity, the employment of or association in business for profit or otherwise, with any firm, company or person without the prior written consent of the Company.
- d) You shall abide by all the applicable policies, rules, regulations, procedures and practices of the Company, as may be amended, from time to time and comply with all applicable Laws. Any violation of or failure to comply with or abide by the same shall be deemed to constitute an act of misconduct.
- e) You will be responsible for the safe keeping and return in good condition and order, of any properties and / or assets which may be entrusted to you by the Company. The Company shall have the right to deduct the money value of all such properties and / or other assets from your dues and take such other action as it may deem proper in the event of your failure to account for such properties to the Company's satisfaction.

**Registered Office :** Radhika, 2nd Floor, Law Garden Road, Navrangpura, Ahmedabad-380 009.

- f) You shall not, during your employment with the Company or at any time thereafter, discuss, divulge, or make public, directly or indirectly, to any individual, firm, company or person of any nature whatsoever, any information, processes, policies, documents, research, development, finances, properties, contracts, methods, trade secrets, transactions, or generally in relation to the business and affairs of the Company (including its subsidiaries and associate companies) or its clients, customers, employees, management, or business associates, which you may acquire during the course of, or which may otherwise come to your knowledge or possession during the course of your employment with the Company.
- g) This letter of appointment can be terminated by either party by giving One month's notice in writing. It is clarified that, in the event of a termination of this Agreement by you, the decision whether or not to accept salary in lieu of the notice period will rest solely with the Company and you may be required to serve the applicable notice period instead of paying to the Company an amount equivalent to your salary in lieu thereof. The Company may, at its sole discretion, require you to proceed on leave during your notice period. Upon the termination of this letter of appointment, you will be required to comply with the Company's exit formalities.
- h) If at any time, you are found to be overstaying your sanctioned leave or are absent from work without permission for a period exceeding 5 (five) consecutive days or are found to be habitually absent or are otherwise found guilty of dishonesty, disobedience, fraud, insubordination, riotous and disorderly behaviour, negligence, indiscipline or any other act of misconduct (as determined by the Company in its sole discretion), then the Company will be entitled to terminate your services with immediate effect without giving you a notice or salary in lieu thereof.
- i) Nothing contained herein constitutes a guarantee of employment. Your performance shall continuously be evaluated by the Company. If you are found to be incompetent in the discharge of your duty or do not meet the productivity norms, your services shall be terminated. The Company reserves the sole right to terminate your employment on grounds of performance not being up to expected standards. The final decision of the management in this regard shall be final.
- j) Notwithstanding anything contained in the above paragraphs, your services may be terminated by the organization if you are found to be indulging in acts of commission / omission which may be prejudicial to the interest of the organization, or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in discharge of duty on your part.
- k) In the event of any allegation of misconduct against you, the Company will initiate disciplinary proceedings against you as per its rules in this regard.
- l) You will keep the Company informed of any change in your residential address or in any of the other information pertaining to you as provided to the Company. All communication sent by the Company on the address registered in our records, will be construed as communication served on you.
- m) You will retire from the employment of the Company on your completing 60 (Sixty) years of age. It will be necessary for you to produce proper proof of your age within 7 (seven) days on receipt of this letter as may be required by the Company.

- n) This letter of appointment shall be governed by and construed in accordance with the laws of India. The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the organization and any dispute arising out of this letter of appointment or pertaining to your employment shall be subject to the exclusive jurisdiction of the courts of Mumbai.
- o) You shall comply with the data protection policy of the Company when handling personal data in the course of your employment with the Company including personal data relating to any employee, customer, client or agent of the Company or any of its affiliates and you shall promptly report any breaches or anticipated breaches of the same.
- p) You consent to the Company, its affiliates processing data relating to you for legal, personnel, administrative and management purposes and in particular to the processing of any “sensitive personal data or information” (as defined in the policies of the Company). The Company may make such information available to any of its affiliates, those who provide products or services to the Company or any of its affiliates (such as advisers and payroll administrators), regulatory authorities, potential purchasers of the Company or the business in which you work, and as may be required by law. You also consent to the Company carrying out the above activities and other similar classes of activities prior to, during and after the termination of your employment with the Company, provided that such activities are carried out in a lawful manner and for legitimate purposes.
- q) If at any time during your employment you make, develop, discover or participate in the making or discovery of any “Intellectual Property Rights” (as defined in the policies of the Company) relating to or capable of being used in the business being carried on by the Company or any of its affiliates, such Intellectual Property Rights shall be the absolute property of the Company. At the request of the Company you shall execute all such documents and do all acts, matters and things which may be necessary or desirable for obtaining registration or other protection for the Intellectual Property Rights as may be specified by the Company.
- r) You hereby acknowledge and undertake that you do not have and shall not have at any point of time, any ownership, interest, right or title in the Intellectual Property Rights nor will you claim any ownership, interest, right or title in the Intellectual Property Rights or brand forming part of the business of the Company or any of its affiliates.
- s) You shall not, at any time during the course of your employment and any time after the termination of your employment with the Company, make any statement, representation, post commentary, content or image or communicate in writing, orally or otherwise or take any action directly or indirectly in public or private, in any manner or through any medium whatsoever including but not limited to newspaper, social media, e-mail, SMS, internet, blog, social networking websites etc., which may directly or indirectly, defame or disparage the image, credibility, good name, goodwill and reputation of the Company or any of its officers, directors, employees, agents, consultants, representatives etc. or create an hostile work environment.
- t) Your appointment will be subject to the organization receiving satisfactory references and Contact Point verification report.

- u) Any variation of the above terms and conditions will not be valid until expressly made in writing by the Company.
- v) This letter of appointment (together with all its annexures) shall supersede all prior, oral or written agreements or communications, formal or informal, in relation to your employment with the Company.

As your acceptance to these terms of employment, please sign the duplicate copy of this letter of appointment in the space provided below and return the same to us.

You are requested to join no later than August 6, 2021.

Kindly arrange to bring self-attested copies of the following documents along with their originals for verification on the date of your joining :

- a) Copy of Educational Certificates and Mark sheets (Xth, XIIth, Graduation, Post Graduation)
- b) Proof of date of birth (Copy of driving license, Voter ID, Passport)
- c) Duly signed duplicate copy of Appointment Letter
- d) Copy of Pan Card and Aadhaar Card (Both documents are required for Salary processing)

You will be required to complete the Company's prescribed joining formalities within 3 (three) working days from the date of your joining and submit the same to the Human Resources Department for necessary processing of your Salary.

**Yours Sincerely,**  
**For HDB Financial Services Ltd.**



**Ashish Ghatnekar**  
**Head - Human Resources & Operations**

**AGREED AND ACCEPTED**



eSigned using Aadhaar  
(Leegality.com - bR2xabc)  
JAMI LEELA KRISHNA

Date: Tue Aug 03 14:15:02 IST  
2021

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**Mr. JAMI LEELA KRISHNA**

## Annexure A

 HDB FINANCIAL SERVICES		Compensation Breakup	
Salutation		Mr.	
Name		JAMI LEELA KRISHNA	
Role		SENIOR SALES OFFICER	
Grade		C3	
Location		YELLAMANCHILI	
Reporting to		Sales Manager - CV	
Date of Offer		July 23, 2021	
<b>Annual Compensation Break up</b>			<b>HDBFS Monthly</b>
Basic	66,000		5,500
HRA	26,400		2,200
Other Allowance	55,068		4,589
Provident Fund (Employer's contribution)	14,532		1,211
<b>Gross Salary (A)</b>	<b>1,62,000</b>		<b>13,500</b>
ESIC (Employer's contribution)----(B)	4,788		
Gratuity----- (C)	3,180		
<b>Total Fixed Compensation (D=A+B+C)</b>	<b>1,69,968</b>		<b>14,164</b>
<b>Note:</b>			
This Offer is subject to positive reference checks & Credit Bureau check. Your consent for candidature of the Company will be considered as consent for accessing your Credit report.			
Employee and Employer's contribution towards ESI will be 0.75% & 3.25% respectively			
You will be entitled to Performance Incentive Plan as per Company Policy			
Gratuity is as per "The Payment of Gratuity Act".			
You will be covered under Group Personal Accident Insurance as per policy of the Organization			
I accept the terms and conditions as mentioned in the Appointment letter.			
eSigned using Aadhaar (Leegality.com - bR2xabc) JAMI LEELA KRISHNA Date: Tue Aug 03 14:15:02 IST 2021			
_____			
JAMI LEELA KRISHNA		Ref:HDBFS/21-22/HRIC377281/Appt/246966	
			

## SPECIMEN

FORM 2 (REVISED)

**NOMINATION & DECLARATION FORM  
FOR UNEXEMPTED / EXEMPTED ESTABLISHMENTS**

GROUP No. :

Office :

Declaration and Nomination Form under the Employees Provident Funds  
and Employees Pension Scheme

(Paragraph 33 & 61 (1) of the Employees Provident Funds Scheme, 1952 and  
Para 18 of the Employees Pension Scheme, 1995)

1. NAME (in block letters) : JAMI LEELA KRISHNA  
2. FATHER'S / HUSBAND'S NAME : JAMI SATYA NARAYANA  
3. DATE OF BIRTH : 10-Aug-1994  
4. SEX : Male  
5. MARITAL STATUS : Single  
6. ACCOUNT NO : MH / BAN / 49611  
7. ADDRESS : RAJAKA COLONY,  
VELPULA STREET,  
Anakapalle - 531001

**PART - A (EPF)**

I hereby nominate the persons(s) / cancel the nomination made by me previously and nominate the person(s), mentioned below to receive the amount standing to my credit in the Employees Provident Fund in the event my death.

Name & Address of the Nominee(s)	Nominee's relationship with the member	Date of Birth	Total amount or share of accumulation in PF to be paid in each nominee	If the nominee is minor, name & relationship & add. of the guardian who may receive the amount during minority of nominee
(1)	(2)	(3)	(4)	(5)
Venkata Lakshmi Jami, RAJAKA COLONY, VELPULA STREET, Anakapalle- 531001	Mother	08 - Aug - 1972	100	No

1. \* Certificate that I have no family as defined in para 2 (g) of the Employees Provident Funds Scheme, 1952 and should I acquire a family thereafter the above nomination should be deemed as cancelled.  
2. \* Certified that my father / mother is / are dependent upon me.  
(\* Strike out whichever is not applicable.

eSigned using Aadhaar  
(Leegality.com - bR2xabc)  
JAMI LEELA KRISHNA

Date: Tue Aug 03 14:15:02 IST  
2021

X \_\_\_\_\_  
SIGNATURE OR THUMB IMPRESSION THE SUBSCRIBER



**PART - B (EPS)****Para 18**

I hereby furnish below particulars of the members of my family who would be eligible to receive widow / children Pension in the event of my death.

Sr. No.	Name & Address of the family member/s	Date of Birth	Relationship with Member
(1)	(2)	(3)	(4)
1	Venkata Lakshmi Jami, RAJAKA COLONY, VELPULA STREET, Anakapalle- 531001	08 - Aug - 1972	Mother

\*\*Certified that I have no family, as defined in para 2 (vii) of the Employees Pension Scheme, 1995 and should I acquire a family here after I shall furnish particulars thereon in the above form.

I hereby nominate the following person for receiving the monthly family pension (admissible under para 16 (2) (i) and (ii) in the event of my death without leaving and eligible family member/s for receiving pension.

Name of the Nominee	Address	Date of Birth	Relationship with Member
(1)	(2)	(3)	(4)
Venkata Lakshmi Jami	RAJAKA COLONY, VELPULA STREET, Anakapalle- 531001	08 - Aug - 1972	Mother

Date : 02-Aug-2021

X

eSigned using Aadhaar  
(Legality.com - bR2xabc)  
JAMI LEELA KRISHNA  
Date: Tue Aug 03 14:15:02 IST  
2021

(\*) Strike out whichever is not applicable

SIGNATURE OR THUMB IMPRESSION THE SUBSCRIBER

**CERTIFICATE BY EMPLOYER**

CERTIFICATE that the above declaration and nomination has been signed / thumb impressed before me.

by Shri / Smt. / Miss. \_\_\_\_\_ employed in my / our establishment  
after he / she has read the entire / the entries have been read over to him / her by me and confirmed by him her

For HDB Financial Services Limited



Place : \_\_\_\_\_

Date :

Authorized Signatory

Signature of the Employer's OR other Authorised Officer's the Establishments

Signature with Designation

**HDB Financial Services Ltd**

Ground Floor, Zenith House,

Keshavrao Khadye Marg,

Opp.Race Course, Mahalaxmi

Mumbai - 400034.

**UNDER THE PAYMENT OF GRATUITY ACT, 1992.  
&  
THE PAYMENT OF GRATUITY (MAHARASHTRA) RULE, 1972**

**FORM 'F'**  
(See Sub-Rule (i) of rule (6))

**Nomination**

To  
M/s HDB Financial Services Limited  
Ground Floor, Zenith House,  
Keshavrao Khadye Marg,  
Opp.Race Course, Mahalaxmi  
Mumbai - 400034.

1. Shri / Shrimati / Kumari JAMI LEELA KRISHNA whose particulars are given in the statement below hereby nominate the person(s) mentioned below to receive the gratuity payable after my death as also the gratuity standing to my credit in the event of my death before that amount has become payable, or having become payable has not been paid and direct that the said amount of gratuity shall be paid in proportion indicated against the name(s) of the nominee(s).
2. I hereby certify that the person(s) mentioned is / are member(s) of my family within the meaning of clause (h) of section 2 of the Payment of Gratuity Act, 1972.
3. I hereby declare that I have no family within the meaning of clause (h) of section (2) of the said Act.
4. (a) My father / mother / parents is / are not dependent on me.  
(b) My husband's father / mother / parents is / are not dependent on my husband.
5. I have excluded my husband from my family by a notice dated the to the controlling authority in terms of the provision to clause(s) of section 2 of the said Act.
6. Nomination made herein invalidates my previous nomination.

**NOMINEE (S)**

Sr. No.	Name If Full address of the nominee(s) - (1)	Relationship with the Employee (2)	Age of the Nominee (3)	Proportion by which the gratuity will be shared (4)
1	VENKATA LAKSHMI JAMI,RAJAKA COLONY, VELPULA STREET, Anakapalle- 531001	Mother	08 - Aug - 1972	100
2				
3				
4				
5				
6				

## Statement

1	Religion	Hinduism	
2	Sex.	Male	
3	Name of employee in full.	JAMI LEELA KRISHNA	
4	Whether married/unmarried/widow	Single	
5	Department/Branch/Section where employed	Yellamanchili	
6	Post held with Ticket or Serial Number if any.	SENIOR SALES OFFICER	
7	Date of appointment.	02-Aug-2021	
8	Permanent address.	RAJAKA COLONY, VEPULA STREET, Anakapalle - 531001	
	Village	Thana	Sub-division
	Post Office	District	State

eSigned using Aadhaar  
(Legality.com - bR2xabc)  
JAMI LEELA KRISHNA

Date: Tue Aug 03 14:15:02 IST  
2021

X \_\_\_\_\_

Signature/Thumb impression of the employee

Place : Yellamanchili  
Date : 02-Aug-2021

## Declaration by witnesses

I declare that the Nomination has been signed/thumb impressed before me.

Name in full Signature of Witnesses.

Address of witnesses

1. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_

Place : Yellamanchili

Place : Yellamanchili

## Certificate by the employer

Certified that the particulars of the above nomination have been verified and recorded in this establishment.

Employer's References No., If any.

Designation

For HDB Financial Services Limited



Authorized Signatory

**HDB Financial Services Ltd**

Ground Floor, Zenith House,  
Keshavrao Khadye Marg  
Opp.Race Course, Mahalaxmi  
Mumbai - 400034.

Signature/Thumb impression of the Authorized Signatory

## Acknowledgement by the employee

Received the duplicate copy of nomination in Form 'F' filed by me and duly certified by the employer.

Date \_\_\_\_\_

eSigned using Aadhaar  
(Legality.com - bR2xabc)  
JAMI LEELA KRISHNA  
X \_\_\_\_\_  
Date: Tue Aug 03 14:15:02 IST  
2021

Signature of the employee

Note : Strike out the words and paragraphs not applicable.



## Composite Declaration Form Form -11

(To be retained by the Employer for future reference)

246966

**EMPLOYEES' PROVIDENT FUND ORGANIZATION**

Employees' Provident Funds Scheme, 1952 (Paragraph 34 &amp; 57) &amp;

Employees' Pension Scheme, 1995 (Paragraph 24)

(Declaration by a person taking up employment in an establishment on which EPFS 1952 and/or EPS 1995 is applicable)

1	Name of the Member	Jami Leela Krishna					
2	Fathers' Name <input checked="" type="checkbox"/> Spouse's Name <input type="checkbox"/>	Jami Satya Narayana					
3	Date of Birth (DD/MM/YYYY)	10/08/1994					
4	Gender: (Male/Female/Transgender)	Male					
5	Marital Status(Married/Unmarried/Widow/Widower/Divorcee)	Unmarried					
6	(a) Email Id: (b) Mobile No.:	Iksudhakar143@gmail.com 7416876240					
7	<b>Present employment details:</b> Date of joining in the current establishment (DD/MM/YYYY)	02/08/2021					
8	<b>KYC Details</b> (attach self attested copies of following KYCs) a) Bank Account No.:	100065587000					
	b) IFS Code of the branch:	INDB0000004					
	c) AADHAAR Number:	953040962656					
	d) Permanent Account No. (PAN), if available	BEWPJ2720R					
9	Whether earlier a member of Employees' Provident Fund Scheme, 1952 ?	Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>			
10	Whether earlier a member of Employees' Pension Scheme, 1995 ?	Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>			
11	<b>Previous employment details [if Yes to 9 &amp;/or 10 above] - Un-exempted</b>						
	<b>Establishment Name &amp; Address</b>	<b>Universal Account Number</b>	<b>PF Account Number</b>	<b>Date of joining (DD/MM/YYYY)</b>	<b>Date of exit (DD/MM/YYYY)</b>	<b>Scheme Certificate No. (if issued)</b>	<b>PPO Number (if issued)</b>
12	<b>Previous employment details [if Yes to 9 &amp;/or 10 above] - For Exempted Trusts</b>						
	<b>Establishment Name &amp; Address</b>	<b>Universal Account Number</b>	<b>Member EPS A/C Number</b>	<b>Date of joining (DD/MM/YYYY)</b>	<b>Date of exit (DD/MM/YYYY)</b>	<b>Scheme Certificate No. (if issued)</b>	<b>Non Contributory Period (NCP) Days</b>
13	<b>a) International Worker:</b>	Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>			
	b) If yes, state country of origin (India/Name of other country)						
	c) Passport No.						
	d) Validity of passport [(DD/MM/YYYY) to (DD/MM/YYYY)]	From <input type="text"/>		To <input type="text"/>			

**UNDERTAKING**

- 1) Certified that the particulars are true to the best of my knowledge.
- 2) I authorize EPFO to use my Aadhaar for verification/authentication/eKYC purpose for service delivery.
- 3) Kindly transfer the funds and service details, if applicable, from the previous PF account as declared above to the present PF Account as I am an Aadhaar verified employee in my previous PF Account \*
- 4) In case of changes in above details, the same will be intimated to employer at the earliest.

Date: **02-Aug-2021**  
Place: **YELLAMANCHILI**

eSigned using Aadhaar  
(Leegality.com - bR2xabc)  
JAMI LEELA KRISHNA  
Date: Tue Aug 03 14:15:02 IST  
2021  
Signature of the Member

**DECLARATION BY PRESENT EMPLOYER**

A. The member Mr./Ms./Mrs. \_\_\_\_\_ has joined on \_\_\_\_\_  
and has been allotted PF Number \_\_\_\_\_ and UAN \_\_\_\_\_

B. In case the person was earlier not a member of EPF Scheme, 1952 and EPS, 1995:

• **Please Tick the Appropriate Option:**

The KYC details of the above member in the UAN database

- Have not been uploaded
- Have been uploaded but not approved
- Have been uploaded and approved with DSC.e-sign

C. In case the person was earlier a member of EPF Scheme, 1952 and EPS, 1995:

• **Please Tick the Appropriate Option:**

- The KYC details of the above member in the UAN database have been approved with E-sign/Digital Signature Certificate and transfer request has been generated on portal.
- The previous Account of the member is not Aadhaar verified and hence physical transfer form shall be initiated.

Date:



Signature of Employer with Seal of Establishment

\* Auto transfer of previous PF account would be possible in respect of Addhaar verified employees only. Other employees to fill physical claim (Form-13) for transfer of account from pervious establishment.



## घोषणा पत्र DECLARATION FORM

Offer Ref # 246966

फार्म-1/Form-1

घोषणा पत्र कर्मचारी द्वारा भरा जाएगा। फार्म के साथ पोस्टकार्ड आकार के दो फोटोग्राफ भी लगाए जाने चाहिए। फार्म भरने से पहले पीठ पृष्ठ पर दी गई हिदायतों को भली-भांति पढ़ लेना चाहिए। यह फार्म निःशुल्क है।

To be filled by employee after reading instruction overleaf. Two Postcard Size photographs to be attached with the form. This form is free of cost.

(क) बीमाकृत व्यक्ति के विवरण

(A) INSURED PERSON'S PARTICULARS

1. बीमा संख्या/Insurance No.						
2. नाम (स्पष्ट अक्षरों में) Name in block letters	JAMI LEELA KRISHNA					
3. पिता/पति का नाम Father's/Husband's Name	JAMI SATYA NARAYANA					
4. जन्म की तिथि Date of Birth	दिन Day	महीना Month	वर्ष Year	5. वैवाहिक प्रास्थिति Marital Status	विवाहित/ अविवाहित विवा M/U/W	
	10	08	94	6.लिंग/Sex	पु.म./M.F.	
7. वर्तमान पता/Present Address RAJAKA COLONY VELPULA STREET Anakapalle, Andhra Pradesh पिन कोड Pin Code	8. स्थायी पता/Permanent Address RAJAKA COLONY VELPULA STREET Anakapalle, Andhra Pradesh पिन कोड Pin Code					
5 3 1 0 0 1	5 3 1 0 0 1		टेलीफोन नम्बर/ई-मेल पता/ksudhakar143@gmail.com टेलीफोन नम्बर/ई-मेल पता/ 7416876240			
शाखा कार्यालय Branch Office	औषधालय Dispensary					

(ख) नियोजक के विवरण

(B) EMPLOYER'S PARTICULARS

9. नियोजक की कूट संख्या Employer's Code No.			
10. नियुक्ति की तारीख Date of Appointment	दिन Day	महीना Month	वर्ष Year
	02	08	2021
11. नियोजक का नाम और पता/Name & Address of the Employer			
12. यदि पहले नियोजन में रहे हैं तो कृपया निम्नलिखित ब्यौरे दीजिए In case of any previous employment please fill up the details as under.			
(क) पिछली बीमा संख्या (a) Previous Ins. No.			
(ख) नियोजक कूट संख्या (b) Employer's Code No.			
(ग) नियोजक का नाम व पता (c) Name & Address of the Employer			
टेलीफोन नम्बर/ई-मेल पता/e-mail address			

(क) मृत्यु की स्थिति में नकद हितलाभ के भुगतान के लिए क.रा.बी. अधिनियम, 1948 की धारा 71/क.रा.बी. (केन्द्रीय) नियम, 1950 के नियम 56(2) के अंतर्गत नामित के ब्यौरे।  
(c) Details of Nominee u/s 71 of ESI Act 1948/Rule-56(2) of ESI (Central) Rules, 1950 for payment of cash benefit in the event of death.

नाम/Name	नातेदारी/Relationship	पता/Address
VENKATA LAKSHMI JAMI	Mother	RAJAKA COLONY,VELPULA STREET,Anakapalle,531001

मैं एतद्वारा घोषणा करता/करती हूँ कि मेरे द्वारा प्रस्तुत किए गए विवरण मेरी जानकारी और विश्वास के अनुसार सही है। मैं अपने परिवार के सदस्यों में हुए परिवर्तन की सूचना 15 दिन के भीतर प्रस्तुत करने का वचन भी देता हूँ/देती हूँ।

I hereby decalare that the particulars given by me are correct to the best of my knowledge and belief. I undertake to intimate the corporation any changes in the membership of my family within 15 days of such change.

नियोजक के प्रतिहस्ताक्षर

Counter signature by the employer

बीमाकृत व्यक्ति के हस्ताक्षर/अंगूठा निशान

Signature /T.I.of IP.

सिल सहित हस्ताक्षर

Signature with seal



(घ) बीमाकृत व्यक्ति के परिजनों का विवरण

(D) Family Particulars of Insured person

क्र.सं. Sl. No.	नाम Name	फार्म भरने की तारीख को आयु/जन्म-तारीख Date of Birth/Age as on date of filling form	कर्मचारी के साथ नातेदारी Relationship with the Employee	क्या उनके साथ रह रहे हैं? बताएं Whether residing with him/her.		यदि नहीं तो आवास का स्थान दर्शाएं If 'No' state Place of Residence	
				हाँ/Yes	नहीं/No	कस्बा/Town	राज्य/State
1	SATYANARAYANA JAMI	31-07-1962	Father	Yes			
2	VENKATA LAKSHMI JAMI	08-08-1972	Mother	Yes			

क.रा.बी. निगम अस्थायी पहचान पत्र

ESI Corporation Temporary Identity Card

(नियुक्ति की तारीख से 3 महीने तक वैध)

(Valid for 3 month from the date of appointment)

नाम/Name	JAMI LEELA KRISHNA
बीमा संख्या/Ins. No.	नियुक्ति की तारीख/Date of appointment 02-08-2021
शाखा कार्यालय Branch Office	औषधालय Dispensary
नियोजक की कूट संख्या व पता Employer's Code No. & Address	

फोटो के लिए स्थान (Space for photograph)
---

वैधता

Validity

तारीख

Dated

eSigned using Aadhaar

(Leegality.com - bR2xabc)

JAMI LEELA KRISHNA

Date: Tue Aug 03 14:15:02 IST 2021



बीमाकृत व्यक्ति के हस्ताक्षर/अंगूठा का निशान

Signature/T.I. of I.P.

सिल सहित शाखा प्रबंधक के हस्ताक्षर

Signature of B.M. with seal



- फार्म-1 का प्रेषण क.रा.बी. (साधारण) विनियम, 1950 के विनियम 11 व 12 के अंतर्गत विनियमित किया जाता है।  
Submission of Form-I is governed by regulation 11 & 12 of ESI (General) Regulations, 1950
- “कुटुम्ब” से किसी बीमाकृत व्यक्ति के निम्नलिखित सभी अथवा कोई नातेदार अभिप्रेत है:-  
अर्थात्:- (1) विवाहिती (2) बीमाकृत व्यक्ति पर आश्रित कोई धर्मज या दत्तक अवयस्क आश्रित बालक, (3) कोई बालक जो बीमाकृत व्यक्ति के उपार्जन पर पूर्णतः आश्रित है तथा जो (क) शिक्षा प्राप्त कर रहा है, उनके 21 वर्ष की आयु प्राप्त कर लेने तक (ख) कोई अविवाहित पुत्री, (4) कोई बालक जो किसी शारीरिक अथवा मानसिक अपसामान्यता या चोट के कारण शिथिलांग है तथा शिथिलांगता रहने तक बीमाकृत व्यक्ति के उपार्जन पर पूर्णतः आश्रित है, (5) आश्रित माता-पिता, (ब्योरे हेतु क.रा.बी. अधिनियम, 1948 की धारा 2 के खंड 11 को देखें)।  
“Family” means all or any of the following relatives of an Insured Person namely:-  
(i) a spouse (ii) a minor legitimate or adopted child dependant upon the I.P.; (iii) a child who is wholly dependant on the earnings of the I.P. and who is (a) receiving education, till he or she attains the age of 21 years (b) an unmarried daughter; (iv) a child who is infirm by reason of any physical or mental abnormality or injury and is wholly dependant on the earnings of the I.P. so long as the infirmity continues; (v) dependant parents (Please see Section 2 clause 11 of the ESI Act 1948 for details.
- पहचान-पत्र अहस्तान्तरणीय है।  
Identity Card is Non-Transferable.
- पहचान-पत्र के गुम होने की स्थिति में नियोजक/शाखा प्रबंधक को तत्काल सूचित किया जाए।  
Loss of Identity Card be reported to Employer/Branch Manager immediately.
- किसी प्रकार की गलत सूचना देने की स्थिति में क.रा.बी. अधिनियम, 1948 की धारा-84 के तहत कानूनी कार्यवाही की जा सकती है।  
Submission of false information attracts penal action Under Section 84 of ESI Act. 1948.
- नई नियुक्ति की स्थिति में भली-भांति भरा हुआ यह फार्म नियुक्ति के दस दिन के भीतर संबंधित शाखा कार्यालय में अवश्य ही प्रस्तुत किया जाना चाहिए। विलम्ब की स्थिति में नियोजक के विरुद्ध धारा-85 के तहत कानूनी कार्यवाही की जा सकती है।  
This form duly filled in must reach the concerned Branch Office within 10 days of appointment of an Employee. Delay attracts penal action under Section 85 of the Act, against employer.
- बीमाकृत व्यक्ति होने के नाते आप व आपके परिवार के आश्रितजन चिकित्सा हितलाभ प्राप्त कर सकेंगे। अन्य नकद हितलाभ हैं, (1) बीमारी हितलाभ (2) अस्थायी अपंगता हितलाभ (3) स्थायी अपंगता हितलाभ (4) आश्रितजन हितलाभ (5) प्रसूति हितलाभ (महिला कर्मचारी के लिए)।  
As an insured person you and your dependant family membes are entitled to full medical care. The other benefits in cash include (1) Sickness Benefit (2) Temporary Disablement benefit (3) Permanent disablement Benefit (4) Dependants benefit and (5) Maternity Benefit (in case of woman employees) subject of fulfillment of contributory conditions.
- अधिक जानकारी के लिये कृपया निगम के वेबसाइट को देखें या शाखा कार्यालय या क्षेत्रीय कार्यालय से संपर्क करें।  
For more details please contact website of ESIC at www. esic.org. in. or contact Regional Office or Branch Office.

## केवल शाखा कार्यालय में प्रयोग हेतु

For Branch Office Use only

- बीमा संख्या आवंटन की तारीख :  
Date of allotment of Ins. No. : \_\_\_\_\_
- अस्थायी पहचान पत्र जारी करने की तारीख :  
Date of Issue of T.I.C. : \_\_\_\_\_
- औषधालय का नाम/संख्या :  
Name /No. of Dispensary : \_\_\_\_\_
- क्या अन्योन्य चिकित्सा व्यवस्था उपलब्ध है? यदि हां, तो उल्लेख करें :  
Whether reciprocal Medical arrangements involved. if yes, please indicate :

शाखा प्रबंधक के हस्ताक्षर  
Signature of Branch Manager

क्र.सं. Sl. No.	नाम Name	फार्म भरने की तारीख को आयु/जन्म-तारीख Date of Birth/Age as on date of filling form	कर्मचारी के साथ नातेदारी Relationship with the Employee	क्या उनके साथ रह रहे हैं? बताएं Whether residing with him/her.	यदि नहीं, तो आवास का स्थान दर्शाएं If No, state Place of Residence
1	SATYANARAYANA JAMI	31-07-1962	Father	हाँ/Yes	कस्बा/Town
2	VENKATA LAKSHMI JAMI	08-08-1972	Mother	हाँ/Yes	राज्य/State
eSigned using Aadhaar (Legality.com - bR2xabc) JAMI LEELA KRISHNA					
Date: Tue Aug 03 14:15:02 IST 2021					

To,

**Nagamani Kaduluri**

**EMP No: 8892**

**D No: 12-4-56/5, Pudimadaka Road**

**Anakapalle**

**Anakapalle**

**Andhra Pradesh**

Dear **Nagamani**,

We are pleased to inform you that you have been offered a position as **Sample Room - Supervisor** in this Company with effect from **25/Jun/2018** under the following terms & conditions.

**1. Probation**

On joining the Company you shall be on probation for 3 months, which could be extended if your performance during this period was found unsatisfactory and then into confirmation.

**2. Salary**

You will be paid a gross monthly salary of Rs. **12801/-** inclusive of all allowances, statutory or otherwise. Salary increments will be at the sole discretion of the Management of the Company.

**3. Assignment**

Your present assignment would be at our factory at Plot No.18, BIAC SEZ, Athutapuram, Visakhapatnam Dist, A.P. However the Company reserves to itself the right to transfer/ depute you to any other post of equivalent status & responsibility, permanently, temporarily or on secondment within the Company or any of its Associates, Subsidiaries or Holding Companies depending on the requirements in the future.

**4. Deductions**

Throughout your employment in the Company, the Company will deduct PF, ESI and other taxes and other contributions as appropriate & consistent with the Indian Laws, Tax Regulations and other enactments.

**5. Working Hours**

The Company will keep you informed of working hours and has the right to change the timings with prior notice, but will not exceed 48 hours per week. The Company will pay you extra wages as per the requirement in the event the working hours exceed beyond 48 hours per week.

**6. Leave**

You will be entitled to 15 days annual leave per year for having 240 days of continuous employment with the Company for 12 months.

**7. General Provisions**

- a) During the period of training you will be required to devote your entire time, attention & effort towards training.
- b) You will be bound by the rules & the regulations of the Company at all times. A copy of the rules & regulations of the Company is attached herewith for your reference. You will be required to sign & return the last page of the Employee Manual containing the rules & regulations to the Human Resources Department.
- c) You will be working in a team and you need to work in such a way that you reach the targets/ outputs

of your team. Your performance will be measured based on the hourly output and your individual performance as well.

- d) In case you choose to work extra hours when required you will be paid overtime wages. However, overtime work is on voluntary basis only.
- e) During the period of your apprenticeship or probation you could be terminated, if you are found incompetent to perform your duties, or you misconduct your self or be disobedient, irregular in attendance, dishonesty, fraud, neglect of duty, insobriety, insubordination or the breach any rules & regulations of the Company stipulated in the employee manual.
- f) You will be required to inform the Company any change to your residential address, your personal status or any other personal information or particulars relevant to your employment at the Company.
- g) Either party may terminate this contract of employment without ascribing any reason what so ever by either party, giving one (01) month notice to the other party or by payment of one (01) month salary in lieu of notice.

You are requested signify your acceptance of this offer by signing & returning the duplicate copy of this letter.

**8. Secrecy of Information**

- 1. At all times during your employment and thereafter you will not use either for yourself or for others any information concerning the Company's business affairs and its customers and/or of its Associate, Subsidiary or Holding companies which you may have acquired in the course of your employment.
- 2. You will not divulge to any person, firm or Company any trade or other secrets or any information of the Company and/or of its Associate, Subsidiary or Holding companies which you may have acquired in the course of your employment or otherwise.
- 3. In the event of a breach by you of any of the foregoing stipulations or covenants it is specifically agreed and understood that the Company and/or its Associate, subsidiary or holding Companies shall be entitled inter-alia to obtain an injunction from a court of law restraining you from continuing to commit any such breach and/or claim and recover from you all losses, damages, costs and expenses incurred or sustained by the Company by reason of such breach.

**9. Retirement**

The age of retirement from the Company will be 58 years. Upon reaching the age of 58 your employment with Company will automatically forthwith cease. However in the event the Company finds you medically unfit to continue with your regular duties, the Company reserves the right to terminate your employment with the Company. A professional determination will be made by the Company, you will be accordingly under go a medical examination when intimated to you by the Company.

Manager - Works HR & Administration

**Acceptance**

I accept the above mentioned terms & conditions and I have received original of this appointment letter.

Signature -----

Date -----

D Vamsi Sai Kishore  
S/O D Venkateswarulu,  
D.No.3-4-30,  
Narasingaraopetta,  
Anakapalli,  
Visakhapatnam – 531001.

Date: 23-07-2019

**Dear D Vamsi Sai Kishore,**

Congratulations!

Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the role of **Project Manager with InfoFactors Technologies Pvt Ltd** at Hyderabad.

Your Annual Salary will be **₹4,50,000/-** (Four lakhs and Fifty Thousand) (All inclusive)

Your joining date will be 22<sup>nd</sup> August 2019.

On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the contractual obligations to be with InfoFactors. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies.

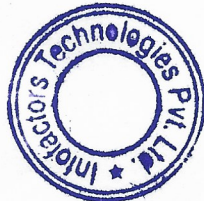
Your employment with **InfoFactors** will be governed by the rules, regulations and policies of the Company. The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

Welcome to **InfoFactors Technologies Pvt Ltd**. We are eager to have you as part of our team. We foresee your potential skills as a valuable contribution to our company and our clients. We wish you a long, rewarding and fulfilling career and look forward to your joining us.

Yours sincerely,



Fayaz Hussain  
HR Manager



# FALCON AUTOTECH

Dear,  
**Mr. Nakka Syamkumar Yadav**  
Visakhapatnam - 531021

**Letter No.:** FAPL/OL/HR-22  
**Dated:** 06/06/2022

## OFFER LETTER

Falcon Autotech is pleased to offer you the **full-time** position as an **Engineer**. Your role will be Support// E. Engineer. Your skills and experience will be an ideal fit for **Support Department**. Your Date of Joining is **12<sup>th</sup> of July 2022**.

Your gross salary will be **Rs. 35,000/- (per month)**. As part of your compensation, we are also offering Employer's Contribution towards EPF, (Employer's Contribution), Annual Bonus, Gratuity along with Maximum Leave Encashment.

As an employee of Falcon Autotech you will be eligible for **Medical insurance** and **Accidental Insurance coverage**, along with **leave benefits** from your day of joining.

You will be on **Probation Period** for 6 months, on the successful completion of which you will become a full-time employee of Falcon Autotech. The notice period during the probation period is 30 days. Your employment would be subject to **terms and conditions** mentioned in your appointment letter which will be issued at the time of joining. The Company can send you on inland/overseas assignment as per work requirement. Please **carry the documents mentioned on the next page** (original and photocopy), at the time of joining and **sign this letter** to confirm your acceptance. We look forward to welcoming you as part of Falcon Autotech.

Regards,

**Sumit Kumar**  
**Manager-HR**  
Falcon Autotech Pvt. Ltd.

### Falcon Autotech Private Limited

**Regd. Office:** 57, Nimri Colony, Double Storey Flats, Delhi - 110052 **CIN:** U29230DL2010PTC207115 **GSTIN:** 09AABCF5821E1ZV

**Work Site:** Plot Number 308 and 309, Ecotech-1 Extension, Greater Noida, Uttar Pradesh - 201308

**Tel:** +91-9811860681 **Website:** www.falconautoonline.com **Email:** info@falconautoonline.com

## **LIST OF REQUIRED DOCUMENTS**

Kindly carry originals and photocopy of the documents mentioned below.

- Academic Certificates (10th, 12th, Graduation and Higher Education)
- ID Proof (PAN Card/Driving Licence)
- Address Proof (AADHAR Card/Voter ID)
- Resignation Letter with Acknowledgement
- Relieving Letter from previous employer
- Six Passport size photographs (Recent and coloured)
- Bank Statement (of past six months)
- Salary Slip
- Medical Certificate

### **Falcon Autotech Private Limited**

**Regd. Office:** 57, Nimri Colony, Double Storey Flats, Delhi - 110052 **CIN:** U29230DL2010PTC207115 **GSTIN:** 09AABCF5821E1ZV

**Work Site:** Plot Number 308 and 309, Ecotech-1 Extension, Greater Noida, Uttar Pradesh - 201308

**Tel:** +91-9811860681 **Website:** [www.falconautoonline.com](http://www.falconautoonline.com) **Email:** [info@falconautoonline.com](mailto:info@falconautoonline.com)





Date: 09 June 2021

**Offer Letter**

To,  
Dakamari Jagan Brammaya,  
H-no 7-76,Gandhigrammam,  
Chodavaram,Visakhapatnam,  
A.P:531036.

Dear Dakamari Jagan Brammaya,

**Congratulations!** We are pleased to confirm that you have been selected to work for **Righteous Technologies Private Limited**. We are delighted to make you the following job offer:

The position we are offering you is that of **Associate Software Engineer** with an annual cost to company of **INR 3,20,004/- PA**.

We would like you to start work on **22 June 2021** Please report to [Mahantesh, Executive-HR] for documentation and orientation. If this date is not acceptable, please contact me immediately. On joining, you will be invited to our HR tool in which you may be required to upload your documents.

Please sign the enclosed copy of this letter and return it to me by Acceptance to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of **Righteous Technologies Private Limited** and look forward to working with you.

Yours Sincerely,  
For Righteous Technologies Private Limited



**Saketh Patil**  
Manager-Human Resources

**RIGHTEOUS TECHNOLOGIES PRIVATE LIMITED**



040 - 71327478



hr@righteoustech.in



www.righteoustech.in



Level 1, Unit 2, Salarpuria Sattva Knowledge City Sy. No. 83/1 Plot No.2  
Inorbit Mall Road Raidurg Village, HITEC City, Hyderabad, Telangana 500081.



## Annexure A

**Posting and Transfer:** 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.

**Probation:** That you will be on probation for a period of six 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.

**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 (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

**Confidentiality:** You will not, at any time, during the employment or after, without the consent of the Management 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.

**Intellectual Property:** If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company

**Responsibilities & Duties:** Your work in the organization 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.



**Past Records:** This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. 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, in such cases, you will be liable to removal from services without any notice.

**Termination of Employment:** During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

If you fail, refuse or neglect to carry out and perform your duties assigned to you

For loss of confidence in you by the company for any of the act committed by you

If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.

**Authority:** No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken.



**Annexure B**

<b>Name</b>	<b>Dakamari Jagan Brammaya</b>	
<b>Designation</b>	<b>Associate Software Engineer</b>	
<b>Department</b>	<b>IT</b>	
<b>Earnings</b>		
<b>Salary Head</b>	<b>Monthly</b>	<b>Annually</b>
<b>Basic</b>	<b>10667</b>	<b>128004</b>
<b>H R A</b>	<b>5334</b>	<b>64008</b>
<b>Conveyance Allowance</b>	<b>1600</b>	<b>19200</b>
<b>Transport Allowance</b>	<b>0</b>	<b>0</b>
<b>Medical Allowance</b>	<b>1250</b>	<b>15000</b>
<b>ESI Employer</b>	<b>0</b>	<b>0</b>
<b>Special Allowance</b>	<b>3200</b>	<b>38400</b>
<b>CCA</b>	<b>4616</b>	<b>55392</b>
<b>Salary</b>	<b>26667</b>	<b>320004</b>

Note: You will receive salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of TDS, PF, ESI and professional taxes in accordance with applicable law.

**NTT DATA Information Processing Services Private Limited**  
Plot No. 123, EPIP Phase II  
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Bangalore 560 066 India  
Tel: +91.80.3342.6000



**February 02, 2022**

**Akhil K**  
**Chennai**

**LETTER OF APPOINTMENT**

Dear **Akhil**,

Congratulations! We have pleasure in making an offer to you for the post of **Customer Care Collections Senior Representative**. We expect you to join the company on or before **February 11, 2022**. You will be a part of the NTT DATA Information Processing Services Private Limited, ("NTT DATA") legal entity.

We believe that our employees form the basis of our success and are therefore our most valued assets. Accordingly, we have always believed in giving them the very best work environment and facilities that allows them to deliver results to their full potential. You can look forward to the same when you join us!

The other terms & conditions of your service are attached in the annexures.

We look forward to a long and mutually satisfying association with you and hope you find the atmosphere challenging and invigorating to realize your potential

Please sign the duplicate copy of this letter and return it to us as a token of your acceptance of the terms and conditions of employment offered to you. You can hand this over to the relevant authority on the day of joining.

Regards,  
**Sathish Kumar S**

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**Annexure- 1**

<b>Compensation and Benefits</b>			
Name	<b>Akhil K</b>		
Designation	<b>Customer Care Collections Senior Representative</b>	Grade	<b>3</b>
Joining Date	<b>February 11, 2022</b>	Location	<b>Chennai</b>
<b>Fixed Compensation (A)</b>			
<b>Group 1</b>	<b>Monthly (₹)</b>	<b>Annual (₹)</b>	
Basic Salary	<b>9043</b>	<b>108516</b>	
<b>Group 2 (Allowances)</b>			
The Flexible Compensation Plan (FCP) includes:		<b>12046</b>	<b>144556</b>
. House Rent Allowance			
. Leave Travel Allowance			
. Children Education Allowance			
. Children Hostel Allowance			
. Professional Development Allowance			
. Meal Pass			
. National Pension Scheme			
. Fuel & Maintenance*			
. Special Allowance			
<b>Group 3 (Retirals)</b>			
^Provident Fund (12% of Basic Salary) Employer's Contribution		<b>1085</b>	<b>13020</b>
Gratuity (4.8% of Basic Salary as per the provisions of the payment of Gratuity Act 1972).		<b>434</b>	<b>5208</b>
<b>Total Fixed Compensation (Group 1 +Group 2+Group 3)</b>		<b>22608</b>	<b>271300</b>
<b>Variable Compensation (B)</b>			
Annual potential discretionary variable incentive**		Min	Maximum
		0%	7%
		-	₹ 18991
Annual earning potential including fixed compensation		<b>₹ 271300</b>	<b>₹ 290291</b>
<b>Additional Benefits (C)</b>			
Employer Contribution towards Employee Health Insurance (GMC)***		₹ 8000	
Remote working allowance****		₹ 24000	
<b>Annual Total Benefits Cost</b>		<b>₹ 32000</b>	
<b>Total Compensation (Maximum cost to the company)</b>		<b>₹ 322291</b>	

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^PF contribution: if your basic salary is less than INR 15,000 per month, then for the purpose of PF computation and contribution, the sum total of basic salary and undeclared portion of the Special Allowance will be considered up to the extent of INR 15,000 per month. If your basic salary is INR 15,000 or more, the PF contribution will be calculated on Basic Salary only.

\*You can claim Fuel and Maintenance reimbursement as per the government guidelines. This will be derived from the existing Special Allowance component. The reimbursement is applicable only for four wheelers. Unclaimed Allowance will be taxed and paid as Special Allowance.

\*\* You are eligible for the annual discretionary variable incentive pay as per the program (“**PEP**”) in accordance with the terms and conditions of the applicable program assigned to you based on your job and business unit. The annual discretionary variable incentive pay may differ as it will be funded and paid based on the Company’s performance and individual performance and subject to the terms and conditions of the program applicable at that time. The annual discretionary variable incentive pay stated above may be withdrawn, changed or modified by the Company at its sole discretion, from time to time and will be notified to you as per the Company policy.

\*\*\*There is no reimbursement of amount as this is a benefit provided by the Company to its employees and the premium payable towards the insurance will be borne by the Company which is subject to change year on year .Benefits under this Insurance Policy will be as per the rules of the insurance company

\*\*\*\*This is applicable only for employees up to grade 11 where Company at its sole discretion allows or requires certain employees to work remotely on a formal basis and if the position is conducive to such an arrangement.”.

Please note that only your total fixed compensation will be visible in our internal navigator system and the variable/additional benefits will be as per the company policy/program.

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<b>Medical and Insurance Benefits</b>
<p><b>Hospitalization Insurance</b> You are covered under the Group Hospitalization Insurance Policy which covers self and eligible dependents for a maximum benefit of <b>Rs.3,50,000</b>.</p>
<p><b>Personal Accident Insurance</b> You are covered under the <b>Personal Accident Insurance</b> for self as per Company policy.</p>
<p><b>Group Life Insurance Scheme</b> You are covered under the <b>Group Life Insurance</b> for self as per Company policy.</p>
<b>Other Benefits</b>
<p><b>Discretionary Advance against Salary</b> On confirmation, you will be eligible for discretionary salary advance up to a maximum of six (6) months basic salary for taking care of any medical emergencies for self and family members, as per the Company policy.</p>
<p><b>House Deposit Advance</b> You are eligible for house deposit / advance up to a maximum of 10 months' rent or 6 months HRA or actual advance payment whichever is lower, as per the Company policy.</p>
<p><b>Salary Advance</b> On confirmation, you will be eligible for salary advance up to a maximum of one (1) month gross salary for taking care of any personal emergencies for self, as per Company policy.</p>

The benefits stated above may be withdrawn, changed, or modified by the Management at its sole discretion, from time to time and will be notified to you as per the Company policy. The eligibility shown is as per current policy and is subject to change from time-to-time as per the Company policy

The above is subject to the policies of the Company, as applicable from time to time.

Yours sincerely,  
FOR NTT DATA Information Processing Services Private Limited

DocuSigned by:

*Lakshmi Balaji*

35D7E0097CCB485...

**Lakshmi Balaji**  
ASSOCIATE DIRECTOR - TALENT ACQUISITION

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## **Annexure – 2**

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

- Your total compensation and benefits will be as per the enclosure. All the tax liabilities on the entire compensation, at present or in the future, shall be borne by you. The compensation is at a cost to company basis.
- You will be on probation during the first six (6) months of your joining the Company. You would be confirmed in the services of the Company based on your performance review at the end of the probation period. In case your performance is found to be unsatisfactory, your services are liable to be terminated or your probation period might be extended as per the discretion of the Management
- Training: The Company may also send you to a location of its choice for occupancy or to any location abroad for the purpose of specific skills training relevant to your employment with the Company. If your employment with the Company ends for any reason within the first twelve (12) months of the company sending you abroad for specific skills training, you will be required to repay to the Company, all the costs paid to you or incurred on your behalf for this training.
- Your employment is contingent on the successful completion of mandatory training as per the Company's parameters and requirements as communicated to you.
- Your role, duties and responsibilities will be as assigned to you from time to time by your assigned supervisor(s) as authorized by the Company. You agree to serve the Company faithfully and perform such duties as may be entrusted by your assigned supervisor(s) as authorized by the Company from time to time.
- Transfer to Other Locations: Your services may be transferred to any one four Associate/Group companies or Units in India or Overseas to carry out any assignment arising out of the Company's business including transfers to any of its offices (or locations of its customers) in India or abroad on terms and conditions as applicable to such transfers. If this results in a change of your service conditions, the Company will issue you a prior communication of the same.
- During the term of your employment you agree to devote your entire energy, full and undivided attention exclusively to provide services to the Company/ its clients and commit that you will not represent, handle or otherwise undertake any other business activity, it being clearly understood that you will devote your full working time exclusively to the Company's work and business. You will not carry on, without prior permission in writing, any lecturing or any business, either alone or in partnership, or be directly or indirectly employed or be concerned with any business, trade or profession whatsoever as a principal or an agent or otherwise, take up any office or place/ position of profit or serve any other company as an agent/ partner/ employee or in any other capacity during the term of your employment with the Company.

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Breach of this condition shall lead to immediate termination of your services by the Company without any notice or compensation.

- You agree and represent to the Company that you are not subject to any other existing contract, which would affect or impede your ability to perform in accordance with this letter.
- This agreement may be terminated by providing a notice in writing on either side or salary in lieu of such notice. As per the Company's current policy, the notice period is 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Your relieving from the services, however, depends on the satisfactory completion of any assignment(s) you are working on during the said notice period and the completion of hand over formalities as defined by your supervisor. Please bear in mind that the Company's policies (including the one pertaining to notice period / separation) are subject to changes from time to time and you will be communicated of those changes in a timely manner.
- The Company, at its discretion can waive the applicable notice and relieve you immediately upon paying you the base salary in lieu of the said notice period or can ask you to continue in service during the period of notice and need not necessarily accept salary in lieu of notice from you. The Company may, however, terminate your services without any notice or compensation in the event of:
  - Your remaining absent from work without authorization or reasonable explanation for more than three (3) consecutive days. It would be considered as voluntary abandonment of duties and your name would be struck off from the rolls. Further, you will be liable to pay the Company, including without limiting, an amount in lieu of the notice period.
  - Incompleteness of documents or misrepresentation of facts provided during the hiring process. Further, in addition to termination without any notice or compensation, the Company shall have the right to claim from you the damages equal to the amount spent by the Company in recruiting you and for conducting your background verification. You agree that the damages are most reasonable and are absolutely necessary and fully required to safeguard the bonafide interests of the Company.
  - Further, in addition to termination without any notice or compensation, the Company shall have the right to claim from you the damages equal to the amount spent by the Company in recruiting you and for conducting your background verification. You agree that the damages are most reasonable and are absolutely necessary and fully required to safeguard the bonafide interests of the Company.
  - Any breach or refusal to carry out your duties or responsibilities or refusal to carry out tasks assigned to you by those in authority.
  - Any reasonable suspicion of misconduct, disloyalty, commission/omission of an act involving moral turpitude, any act of indiscipline or inefficiency.

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- It is hereby agreed by and between the parties that in case you leave the services of the Company out of your own will without serving on the Company the prescribed written notice or salary in lieu thereof, the same shall constitute a substantial breach. In such event, you agree that all sums advanced or to be advanced hereafter or paid or otherwise expended on your behalf or on your account and any other expenses lawfully incurred by the Company in connection with your probation/ training/ employment shall be paid back by you to the Company.
- Upon joining the Company, you shall enter into the confidentiality undertaking as a condition of your employment hereunder. Upon the termination of your employment, you will return to the Company all papers, notes, records, documents and other properties that was used created or controlled by you or happened to come across or become known to you during your tenure of service relating to the business or affairs of the Company or any of its associates or branches or their clients and will not retain any copies or extracts of the same.
- You will be entitled to leave and other fringe benefits as per the policies of the Company that may be in effect from time to time.
- The Company is a member under the Provident Fund scheme and registered under the Employee Provident Funds and Miscellaneous Provisions Act, 1952. You will be required to be a member of the Provident Fund scheme subject to the act and rules.
- You hereby give your consent for carrying out background verification which may include education, past employment, criminal background check, pending litigation, medical test and any other verifications as may be required by the Company or its clients from time to time.
- This appointment is subject to:
  - You furnishing the Company with a relieving letter as requested on or before the date of joining from all your previous employers including your most recent employer.
  - The Company receiving satisfactory reports from all references cited in your application.
  - The Company receiving satisfactory reports on your background verification (By signing a copy of this letter you authorize the Company to appoint an agency of its choice to conduct such verification). The Company may carry out background verification either at the time of your joining or anytime as and when you are being seconded to its clients. In the event of your background verification being negative, the Company shall have the right at its sole discretion to initiate appropriate action including termination of your employment

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Tel: +91.80.3342.6000



- The Company has a Zero Tolerance policy towards unethical behavior:
  - If it comes to the notice of the Company at any time that any of the details provided by you is false, the Company reserves the right to terminate your services with immediate effect without paying any salary in lieu of the notice period.
  - Your conduct at all time should reflect observance of the national and local laws and the rules and regulations of the Company that are in effect. These may change from time to time and you have a duty to be in step with the changes. In all dealings with the Company and its clients and their organizations, the highest standards of propriety and integrity will be expected of you.
  - At any time during your employment the Company, in its sole discretion, may require you to work remotely either temporary or on permanent basis in accordance with the Company's policy effective 1<sup>st</sup> September 2020. In such cases the employees are expected to have a suitable remote work area.
- The Company reserves the right to depute / transfer your services to any other location or group company in consistence with the Company's interest.
- You covenant and agree that for a period of one (1) year following your resignation, relieving, retrenchment or termination of your employment for any reason whatsoever, you shall not directly or indirectly do any of the following:
  - Solicit or accept any business from a person, firm or corporation that is a customer of the Company during the term of your employment with the Company.
  - Solicit or accept any business from any person, firm or corporation that is prospective customer of the Company with whom you had any dealings on the Company's behalf during the term of your employment with the Company.
  - Communicate with any customers of the Company or communicate with any employee of the Company with the effect of enticing or attempting to entice any employee away from the Company.
- Any delay or nonperformance of any of the provisions of this letter, to the extent caused by the condition beyond the control of the Company, including strike, lockouts, work stoppages (including industrial action of any kind which requires the Company and you to accept the terms of settlement) which the Company considers unacceptable to the business ("Force Majeure Event") shall not constitute breach of this letter and the time for performance of such provision, if any, shall be deemed to be extended, for a period equal to the duration of the conditions preventing performance. However, Force Majeure Event shall not include:

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**Regd. Office: NTT DATA Information Processing Services Private Limited**  
Plot No. 123, EPIP Phase II, Whitefield Industrial Area, Bangalore, Karnataka, India, 560066



**NTT DATA Information Processing Services Private Limited**

Plot No. 123, EPIP Phase II  
Whitefield Industrial Area  
Bangalore 560 066 India  
Tel: +91.80.3342.6000



- Any event which is caused by the negligence or is intentional of any party to this letter.
  - Insufficiency of funds.
  - The Company affected by an event of Force Majeure Event shall communicate to you of such event as soon as possible and in any not later than fourteen (14) days, following the occurrence of such event and will take all reasonable steps to mitigate the effects thereof.
  - When the Force Majeure Event ceases, the parties shall resume their responsibilities under the terms of this letter within seven (7) working days, or, if the same is not possible within the said time period, then as soon as reasonably and commercially possible.
  - In the event that a Force Majeure event materially frustrates this letter and has prevented, or if the Company reasonably believes that such event occurred to prevent, timely performance hereunder for a period of more than one (1) month, then the Company may temporarily take reasonable steps to mitigate its potential damage, including procurement of services from such other sources as will be satisfactory to meet the Company's requirement for the period of the Force Majeure Event. If a Force Majeure Event materially frustrates this letter and if the parties are unable to perform due to a Force Majeure Event for more than two (2) months, either party may terminate this letter without any further obligation, provided however, that any outstanding amounts are paid by the Company to you and vice-versa.
- The Company will collect and process certain personal information in relation to your employment with the Company. You hereby acknowledge and consent to the collection, use, storage and processing of your personal information, including Sensitive Information, for the purpose of administering your employment with the Company, including for the purposes of administering employment related benefits, maintaining employee records, and conducting background verification and performance reviews. You also agree and consent to the transfer or disclosure of your personal information and Sensitive Information to the Company's affiliates, parents, and third-party service providers. You acknowledge and accept that these recipients may be located within or outside of India, in a country which may have different data privacy laws applicable. The term 'Sensitive Information' means and includes such personal information that relates to your passwords, physical, physiological or mental health condition, sexual orientation, medical records, financial information and biometric information. You hereby consent to the processing of your personal information in the manner described above, whether by the Company or any service provider on behalf of the Company."
  - You declare that you have not suffered or are suffering from any mental disease/ deficiency/ disorder and also declare that you are having sound physical and mental health to work with the Company.
  - You declare that you have not been convicted by any civil or criminal courts of law in India/ abroad.
  - You shall maintain a high level of ethics and code of conduct for a good and professional relationship at your workplace. While on overseas deputation, as a representative of the Company, it is your moral

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responsibility to ensure that the image and reputation of the Company is not tarnished by your personal conduct.

- If you breach any of the restrictions imposed herein, you agree to be liable for payment of estimated liquidated damages as may be determined by this letter.
- You are required to join the Company on or before your start date failing which, the Company at its sole discretion reserves the right to revoke the offer made to you.
- You shall retire on the attainment of sixty-two (62) years unless specifically communicated by the company in writing to continue in service beyond this age.
- You will be governed by the statutory regulations / provisions and the laws and policies of the Company applicable to your position, which may be framed from time to time.
- The agreement shall be construed in accordance with the laws of India. The parties agree to subject themselves to the jurisdiction of competent courts at Bangalore alone to try and adjudicate upon any matter concerning this agreement.
- Any change in the above address of either you or the Company's shall be duly informed to the other party by the party whose address has changed within a period of seven (7) days from such change.
- If no change has been intimated or received, the address mentioned above shall be deemed to be the address of the concerned parties.

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### **Annexure – 3**

#### **WORK FROM HOME CONDITIONS UNDERTAKING**

Pursuant to my acceptance of the role as per the general terms and conditions and compensation mentioned in the Appointment Letter, I acknowledge that my employment is subject to the conditions as stated in this Annexure 3.

Under the prevailing circumstances of the pandemic spread of COVID-19, in order for the Company to ensure the safety and wellbeing of its employees and their families, clients, visitors and the general public, the Company is recommending that employees shall Work from Home (WFH) where possible.

I clearly understand the work from home dynamics as explained to me during the interview process and at the time of explaining the offer and I agree to abide by the below provisions without any exception.

I also understand that my failure to follow any one or more of the provisions mentioned in this undertaking either completely or there in part, may lead to disciplinary action against me and may also lead to termination of employment.

#### **I Agree:**

- To make my workspace at home comfortable and ergonomic to comply with continued working hours.
- To arrange for a backup facility for electricity failure to allow uninterrupted power during my scheduled working hours.
- To be physically present at the location of work as required for collection of IT Assets on the date of joining or as advised by the Company. This will be basis of applicable lockdown conditions prevalent at the said time.
- To have sustainable high-speed internet board band connection (DSL/Cable/Fiber) to comply with the remote work from home conditions as per terms of the offer letter. Mobile phone hotspot, Wi-Fi Dongle will not be considered as high-speed broad band internet. I will arrange to have required internet facility available at my home in case of work from home prior to my date of joining the Company. The Company may, as per the applicable policy, provide me with the necessary computing system and other equipment ("Equipment") to perform work while working remotely. Provided however, where permitted by the Company to so do so, I agree to use my personal mobile phone/Tablet/Laptop/ Desktop for video conference calls during trainings and/or business meetings and other work-related matters, for a temporary period until the Company provides me with a computing system.
- In any event, I will have to travel to my base office location at the time of my IT asset allocation in case I am authorized to work from home and shall ensure that I have followed the relevant approval protocol.

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- If provided, the Equipment will continue to be the property of the Company and I will be using the same for business purposes only. I will be responsible for the care of the Equipment provided by Company and keep it in good performing order for the purposes of remote working requirement.
- I will also be responsible for protecting the Equipment and its contents.
- I shall take all necessary precautions to secure the Equipment and shall be responsible for a loss / Damage of the Equipment. I will use the Equipment only to perform my ongoing duties to the Company and the Company's clients, and in accordance with applicable policies of the Company while working remotely.
- I acknowledge and agree that I shall comply with all the Policies of the Company during the time of my employment and shall also comply with the NTT DATA Code of Business Conduct ("COBC") including without limitation to information security policies, requirements and guidelines, including any changes to security and configuration requirements of the Official Asset. I further confirm that I shall use the Equipment in compliance with all applicable laws, including but not limited to the Telecom Regulations Authority of India.
- I acknowledge and agree that I continue to be bound by the terms of my employment and will strictly abide by the confidentiality and data privacy obligations undertaken by me as a condition of my employment with the Company, which also aims at protecting confidential information of the Company and Company's customers and clients.
- I will take strict measures in order to ensure that all of Company's and Company's customer personal and/or sensitive data that I may have access to, remain protected against any unauthorized access or disclosure.
- I further agree that I shall comply with the instructions provided in Exhibit A below regarding the use of the Equipment.
- I further understand and confirm that any breach of Company policies or applicable client policies will lead to appropriate disciplinary action against me including and up to termination of my employment.

**Specifically, with respect to working from home, I shall:**

- a. Enter time in Synergy, if applicable, as per the hours worked in actual and in line with timesheet guidelines
- b. Use a secure network for performing official work.
- c. Make best efforts to ensure that there is no negative impact to productivity or quality of work during the course of my employment.

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- d. Deliver expected work outcomes within specified working hours span and will follow training and operating procedures strictly.
  - e. Continue to comply with the Code of Business Conduct, Company's Information Security Policy and the highest safety standards.
  - f. Share phone/mobile numbers used to perform official duties with my manager and team members so I may be reached by my team and stakeholders easily during working hours.
  - g. Be available for all meetings via phone/Zoom/Microsoft Teams etc.
  - h. Ensure the protection of proprietary and confidential Company and client information accessible from my workspace while working from home, in accordance with Company policy and applicable law.
  - i. Immediately report any health and safety and any other risks in the home-based worksite to my supervisor.
- I will be responsible to bear all costs related to repair or replace any breakage/damage to company-provided Equipment like laptops/Desktop/monitors/LCD Screen and/or power/electrical devices like UPS/power adapter /cables provided by the Company. Such costs will by default be deducted from my monthly salary.
  - If working remotely, when so required, I will make myself available for on-site meetings or training from time to time as required by Company. I will take all preapprovals that may be required before entering any Company premises.
  - I will follow all statutory, health, and safety protocols as part of guidelines laid down by the government and the local authorities enacted by my Company when asked to return to office.
  - I will have to complete the required working hours as per terms agreed in the offer and if for any person reason, I take a break, I will have to intimate about the same to my manager and take my managers approval.
  - I have to maintain normal productivity and make myself available during the regular working hours.
  - I will have to commit and achieve hourly/daily/monthly productivity and quality targets assigned to me.
  - I will not work for anyone other than NTT DATA during the course of my employment and I will not undertake non-work-related activities during my working hours.
  - I will coordinate about my work schedule with my Hard-Line Manager and will be responsible for keeping my Hard-Line Manager and team informed about the status of my work.

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Tel: +91.80.3342.6000



- I hereby consent to comply with all the provisions of the work from home policy shared by Company and I further state that it will be my responsibility to abide by all the above-mentioned requirements by the Company.

I also understand that on any failure to comply with the above-mentioned actions, the Company is entitled to initiate appropriate action as per Company Policy including rescinding the employment contract and in such instance my contract of employment will stand terminated with immediate effect on the date of such communication by the company.

I am aware and accept that the termination on such situation would be on account of my noncompliance as per the conditions of the offer letter. I also understand that I will not be entitled to any notice period pay out on account of the termination related to the matters mentioned in the undertaking.

Company reserves its right to initiate appropriate action against me in terms of the Offer Letter Employment Agreement and the policy of the Company including termination of my employment and I have hereby provided my consent to the same.

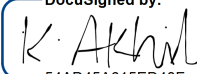
I further undertake and agree to indemnify and keep indemnified the Company for any loss, damages, claims, expenses, etc. that the Company may incur at any time now or during the future, and any other claims that may arise against the Company by any third party in relation to the above.

I confirm that I have given this Undertaking with my free will and consent and without coercion or duress.

I confirm that the terms and conditions detailed in this Undertaking are most reasonable and are absolutely necessary and fully required to safeguard the bonafide interests of the Company.

**Acceptance**

In accepting employment with NTT DATA Information Processing Services Private Limited, I hereby agree to abide by the terms and conditions set out in the above offer of employment and all policies and regulations of the Company as may be amended from time to time.

DocuSigned by:  
  
 54AD45A815ED48F...

February 3, 2022 | 11:16 PM CST

Name & Signature:

Date:

**RETURN THIS FORM WITH THE SIGNED OFFER LETTER**  
For any questions on your offer, please contact **Sathish Kumar S**

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**DEPARTMENT OF TECHNICAL EDUCATION**

**Rajiv Gandhi RECS Polytechnic**

**IDENTITY CARD**



**Name : M/s P. Divya**

**Designation : Lecturer**

**Department : ECE**

**Kasimkota,  
Dist: Visakhapatnam (A.P).**

*[Handwritten Signature]*

**Principal**

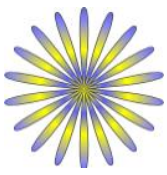


**Lavanya Killani**

Emp. ID : CSTL0625  
Designation : Junior Engineer - ITES  
Joining Date : 20-03-2019  
Blood Group : O+ve

*Ch. Raju*

Issuing Authority



You Are Changing™

Date : 15-October-2019

**To,**  
**Baby Suriseti ,**  
HNO : 1-4-880/2/45/2, SBH Colony,  
Gandhinagar, Hyderabad – 500 080.

Dear Baby Suriseti,

We are delighted to extend to you this offer of employment as Junior Developer at Sesillis Solutions Pvt. Ltd. We would like you to join us on or before October 19, 2019. Please report to Center Manager for documentation and orientation along with **Original Certificates** for verification. If there is any change in the date of your joining, please contact us immediately. Please bring this hard copy while submitting documents.

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

Welcome to Sesillis. We wish you a long, rewarding and fulfilling career.

Sincerely,

( **KIRAN KUMAR** )

HR / Manager

SESILLIS SOLUTIONS PVT LTD.  
HYDERABAD - 500 080.



**GOVERNMENT OF ANDHRAPRADESH  
DEPARTMENT OF REVENUE  
(SURVEY & LAND RECORDS)**

**IDENTITY CARD**

**EMP ID : 0292895**



**NAME : SAIBABU ADARI**  
**DESIGNATION : VILLAGE SURVEYOR**  
**CONTACT NO : 9666677188**  
**BLOOD GROUP : O+ "POSITIVE"**  
**OFFICE AD : APPALARAJUPURAM**  
**VILLAGE, CHEEDIKDAA MA' DAL, VISAKHAPATNAM**  
**DISTRICT.**

**A. Saibabu**  
EMPLOYEE SIGNATURE

**Tahasildar & Executive**  
**Magistrate Issuing Authority**





GOVERNMENT OF ANDHRAPRADESH

# REVENUE DEPARTMENT

visakhapatnam district

## IDENTITY CARD



**NAME : CH JAGADEESWARA RAO**

**DESIGNATION : Village Surveyor(Kothapalli)**

**OFFICE : O/o Tahsildar, Kasimkota**

**EMP ID NO : 0292797**

*Ch. Jagadeeswar Rao*

Sign of Holder

*V. [Signature]*

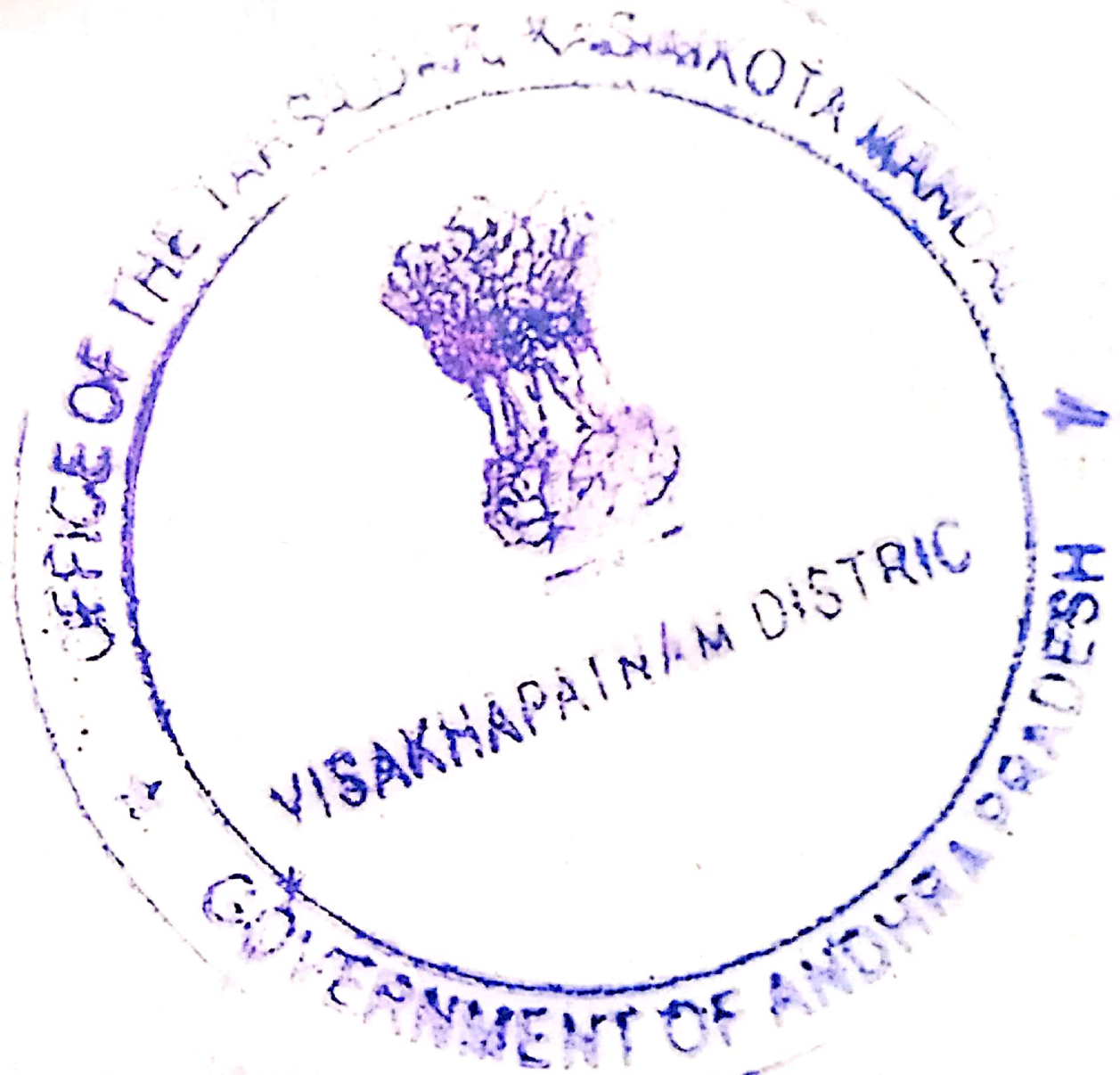
TAHSILDAR

Kasimkota Mandal

Authorised Signature











**Dodla Dairy Limited**  
 #8-2-293/82/A, Plot No.270-Q, Road No.10-C, Jubilee Hills  
 Hyderabad-500033

**Employee Particulars**

Emp. Code 107182	EPF Number GR/CDP/0029562000
Emp. Name Naga Nookesh Gokivada	EPF UAN
Designation Executive	ESI Number
Department Projects	Bank Name UNION BANK OF INDIA
Head Quarter	Bank AC No 063110100094565
Location Nellore	PAN CVVPG4207R
DOJ 12.03.2021	PRAN

**Salary Particulars for the Month of June - 2021**

Components	Actuals	Earnings	YTD Earnings	Components	Deductions	YTD Deduct.
Basic Salary	9,500.00	9,500.00	28,500.00	ESI Contribution	143.00	429.00
House Rent Allowa	9,500.00	9,500.00	28,500.00	PF Contribution	1,140.00	3,420.00
				Professional Tax	150.00	450.00
				Canteen Ded	217.00	387.00
<b>Total Earnings</b>	<b>19,000.00</b>	<b>19,000.00</b>	<b>57,000.00</b>	<b>Total Deductions</b>	<b>1,650.00</b>	<b>4,686.00</b>

Net Pay: <b>17,350.00</b>	In Words: <b>Seventeen Thousand Three Hundred Fifty Rupees</b>
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Type of Leave	Opening	Availed	Closing
Casual Leave	79847.00	1.00	79846.00
Sick Leave	79849.00	0.00	79849.00
Earned Leave	0.00	0.00	0.00
LOP Days		0.00	

Type of Loan	Sanctioned	Deductions	Balance

**Income Tax Computation**

Form 16 Summary	Amount
Gross Salary	228,000.00
Balance	228,000.00
Std Deduction	50,000.00
Empmnt tax (Prof Tax)	1,800.00
Aggregate Deduction	51,800.00
Income under Head Salary	176,200.00
Gross Total Income	176,200.00
Aggregate of Chapter VI	13,680.00
Total Income	162,520.00

**IDENTITY CARD**

GOVERNMENT OF ANDHRA PRADESH  
Panchayat Raj & Rural Development Dept



Name :- KADAGALA SURESH  
Emp.ID :- '0146572  
desig. :- SURVEY ASSISTANT,  
KAVITI 3 SACHIVALAYAM  
D.O.B :- 14th JUNE, 1997  
Moles :- A mole on the right upper  
hand.



*K. Suresh*  
Signature of employee

*[Signature]*  
Sign of Employer

EXECUTIVE OFFICER  
PANCHAYAT DEPT  
RAM PANCHAYAT KAVITI

Govt. of Andhra Pradesh



Dept. of Education



శాస్త్రం, విద్య గా వికాసం

SAMAGRA SHIKSHA

IDENTITY CARD



Name : M.HARITHA

Designation : Site Engineer

Aadhaar No. : 5808 1846 3197

Executive Engineer

A.P. Samagra Shiksha

D.No. 29-42-21, SBI Colony,

Opposite District Court Building,

Visakhapatnam (i.e. Old DPRO Office)

Ph: 0891- 2792022



**STRICTLY PRIVATE & CONFIDENTIAL**

Date: 17/03/2021

To,  
Mr. Nettimi Raghavendra Avinash  
Email: nettimiraghavendra2996@gmail.com  
Visakhapatnam

Dear Raghavendra Avinash,

We are pleased to offer you the position of “**Remote Process Executive Trainee**” at Patra India BPO Services Pvt. Ltd., with a start date of **8<sup>th</sup>-April-2021(Tentative)**.

Your starting CTC will be **Rs. 1,45,500 Per Annum (One Lakh Forty-Five Thousand Five Hundred Rupees only)**

We hope your careful consideration will result in a decision to join us.

Please note that this offer is conditional upon successful references.

A detailed salary structure and the employment conditions can be found in the Appointment agreement.

Kindly confirm your offer acceptance within 24 hours to [talentacquisition@patracorp.net](mailto:talentacquisition@patracorp.net)

We look forward to your joining and becoming a part of the Patra India Family.

Yours sincerely,  
For Patra India BPO Services Pvt. Ltd.

Sidra Johnson  
Director - Human Resources

**SALARY ANNEXURE (Benefits Monthly and Yearly)**

Particulars	PA	PM
Basic	60803	5067
HRA	35766	2981
Medical Allowance	11922	994
Special Allowance	10730	894
<b>Base Salary</b>	<b>119221</b>	<b>9935</b>
TA (Internet Allowances)	12000	1000
<b>Gross Salary</b>	<b>131221</b>	<b>10935</b>
Deductions		
PF Employee Contribution 12% or 1800 whichever is less	10015	835
PF Employer Contribution 12% or 1800 whichever is less	10015	835
ESIC Employer Contribution @3.25%	4265	355
ESIC Employee Contribution @0.75%	984	82
<b>CTC</b>	<b>145500</b>	<b>12125</b>
Take home	<b>10018</b>	

**CTC: Rs. 1,45,500 Per Annum (One Lakh Forty-Five Thousand Five Hundred Rupees only)**

Yours sincerely,  
For Patra India BPO Services Pvt. Ltd.



Sidra Johnson  
Director - Human Resources





Gogula Constructions Pvt. Ltd.,



Name : **N. Tataji**  
Designation : Engineer  
Emp. Code : 1046  
Blood Group : O+  
D.O.B. : 10-05-1997  
Mobile No. : 9951289437

*G. Subbiah Reddy*  
Authorised Sign.

**Gogula Constructions Pvt. Ltd.,**

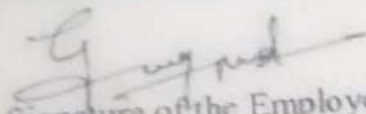
Flat No. G4, Durga Towers, Ramnagar,  
Visakhapatnam-530 002. Cell : 8885087623.



**GOVERNMENT OF ANDHRA PRADESH  
FOREST DEPARTMENT  
IDENTITY CARD**



Name : **PADI GANGA PRASAD**  
Designation : **Forest Beat Officer**  
Address : **Forest Range Office  
Narsipatnam**  
Division : **Narsipatnam**  
Emp. ID : **0294817**  
CFMS ID : **14847286**  
DOB : **08-07-1996**  
Blood Group: **O+ve**  
Circle : **Visakhapatnam**  
Cell : **63044 55869**

  
Signature of the Employee

  
Divisional Forest Officer  
NARSIPATNAM

## **Appointment Order**

Dear Talari Yadu Kishore,

Date:20/07/22

Based on the interview and subsequent discussions taken place as to your candidature, we are pleased to offer you, the position of *Civil (Site) Engineer* with **Mount Dios Educational Society**, on the following terms and conditions:

### **1. COMMENCEMENT OF EMPLOYMENT**

Your employment will be effective, as of date 20 July, 2022

### **2. JOB TITLE**

Your job title shall be “*Civil (Site) Engineer*” and you shall be reporting to the immediate authority/Supervisor, who is designated for the purpose. *Be it clearly understood that as a part-time employee, you will not have the status of a full-time employee.*

### **3. PLACE OF POSTING**

You shall be posted at the Mount Dios Educational Society. You may however be required to travel or be transferred to other locations of the Organization. You may be required by the Organization to make such tours as may be necessary in the interests of the Organization or as may be directed from time to time. The Organization shall reimburse all reasonable expenses incurred by you as per Organization Travel Policy.

### **4. SALARY**

The company will pay you a salary of INR **25,000/-** per month, which would be monthly subject to the number of days worked in the month. Please note that tax deductions are also applicable as per the Income Tax Laws.

## **5. HOURS OF WORK**

The normal working days are from Monday to Saturday. You will be required to work for such hours as are necessary for the proper discharge of your duties to the Organization and as per your classes assigned. The normal working hours are from 09:00AM to 06.00 PM from Monday to Saturday and you are expected to work not less than 10 hours each week, and if necessary, for additional hours depending on your responsibilities and as per management exigencies.

## **6. LEAVE/HOLIDAY**

6.1. You are entitled casual leave of 10 (ten) days in a calendar year once you complete the probation period and confirmation of your employment.

6.2. The Organization shall notify a list of declared holidays in the beginning of each semester.

6.3. Accumulation of casual/personal leave will be a maximum for a period of 3 (three) days at a stretch, beyond which you are required to seek permission and approval from the immediate authority attached to you.

6.4. You are required to give prior intimation of at least 1-3 working days, for accumulation of casual leave and seek authorization from the immediate authority/Supervisor and submit your approved leave application to concerned department.

6.5. Unauthorized or unapproved leave (each day) will lead to deduction of 2 (two) days of salary for each working day that is skipped.

6.6. You are entitled for one day casual leave in a month provided you attend your duties for full month i.e., 30days/31days as the case maybe.

## **7. NATURE OF DUTIES**

You shall perform all the duties as are inherent in your post and such additional duties as the Organization may call upon you to perform, from time to time. Your specific duties are set out in Schedule II here to

## **8. ORGANIZATION PROPERTY**

You will always maintain the Organization's property in good condition, which may be entrusted to you for official use during your employment and shall return all such property to the Organization prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Organization.

## **9. BORROWING/ACCEPTING GIFTS**

You will not borrow or accept any money, gift, reward, or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.

## **10. PROBATION AND CONFIRMATION**

You shall be on Probation for a period of 06 (Six) months from the date of your appointment. You will be considered for confirmation in the Organization's service if the Company is satisfied with reference to your overall work/ performance and conduct during the probation period and also not avail any leave during the probation period.

## **11. TERMINATION**

11.1 You may terminate your employment with the Organization, without any cause, by giving no less than 03 (three) month's prior notice or salary for 03 (Three) months paid to the organization, if any, left after adjustment of pending leaves, as on date.

11.2 The Organization reserves the right to terminate your employment summarily without

any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence or have committed any fundamental breach of contract or caused any loss to the Organization.

11.3 On the termination of your employment for whatever reason, you will return to the Organization all property; documents and papers, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

## **12. CONFIDENTIAL INFORMATION**

12.1 During your employment with the Organization you shall devote your whole time, attention and skill to the best of your ability for the Organization. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study what so ever, without the prior permission of the Organization.

12.2 You must always maintain the highest degree of confidentiality and keep as confidential there cords, documents and other Confidential Information relating to the Organization which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Organization. For the purposes of this clause 'Confidential Information' means information about the Organization and its entities and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Organization's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

12.3 At no time, will you remove any Confidential Information from the office without the

permission of the immediate authority/Supervisor of the Organization.

12.4 Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Organization.

12.5 Breach of the conditions of this clause will render you liable to summary dismissal under clause 10.4 above in addition to any other remedy the Organization may have against you in law.

### **13. INTELLECTUAL PROPERTY**

13.1 All inventions, discoveries, improvements, copyright able material, trademarks ideas and concepts, which you may make or conceive, either solely or jointly with others, during the period of your employment, shall be deemed to be the sole property of the Organization and you here by waive any right, title or interest, if any in the same in favor of the Organization. Further, it shall be your duty to promptly reduce to writing and to disclose to the Organization all such inventions, discoveries, improvements, copy right able material, trademark side as and concepts, which you may make or conceive.

13.2 You agree to, always, assist the Organization in every proper way to patent or register the said ideas, concepts, inventions, discoveries, improvements, copy right able material and/or trademarks in any and all countries and to vest title thereto in the Organization, its successors, assignor nominees.

13.3 Your obligations under this clause will survive the expiration or termination of this Agreement and/or your employment with the Organization.

### **14. OBLIGATIONS**

14.1 You expressly agree to defend, indemnify, and hold the Organization harmless from and against any and all claims, demands, damages, injuries, expenses and liability arising from your acts or omissions.

14.2 You agree that you will defend, at your own expense, and will indemnify and hold the



Organization harmless from and against all damages, demands, expenses, claims, liability, injuries, suits and proceedings asserted or brought against the Organization on a claim that any materials, software or other writings or articles developed by you for the Organization during the Course of your performance under this Agreement constitute an infringement of any patent or copyright, provided that you are promptly notified in writing.

## **15. NOTICES**

Notices may be given by you to the Organization at its registered corporate office address. Notices may be given by the Organization to you at the address intimated by you in the official records.

## **16. APPLICABILITY OF ORGANIZATION POLICY**

The Organization shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, employees' benefits, working hours, transfer policies etc. and may alter the same from time to time at its sole discretion. All such policy decisions of the Organization shall be binding on you and shall override this Agreement to that extent.

If you are agreeable to the terms & conditions of employment, as enumerated herein above, you are advised to report at the work on the stipulated date, with the xerox copies of documents / credentials in proof of your qualifications & experience etc. along with a Valid ID.

## **17. GOVERNING LAW/JURISDICTION**

Your employment with the Organization is subject to Indian laws. All disputes shall be subject to the jurisdiction of **High Court for the State of Andhra Pradesh** courts only.

We welcome you to Mount Dios Educational Society and wish you a rewarding and

successful career with us!

HR Department,

**Mount Dios Educational Society**

**Schedule II- Employee Duties &  
Responsibilities:**

**Requirements, Responsibilities & Duties:**

- Bachelor's or master's degree in the relevant field
- Laptop/Tab with camera and mic
- Stable Wi-Fi connection (if permitted to work from home)
- Excellent communicability and interpersonal skills
- Knowledge of CPR
- Well-organized and committed