

# DADI INSTITUTE OF ENGINEERING & TECHNOLOGY

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

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

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

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

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



## 2018-2019 PLACEMENT DATA

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	2019	VASANTHA KUMARI POLIMERA	CSE	CGI INFORMATION SYSTEMS AND MANAGEMENT CONSULTANTS PRIVATE LIMITED	6.51 LPA	6
2	2019	YAMINI RAPETI,	CSE	TCS	3.36 LPA	7
3	2019	VURUKUTI ALEKHYA	CSE	PATRA INDIA PVT.LTD	1.45 LPA	25
4	2019	VASU MURRU,8328250030	CSE	TECHXACT SOLUTIONS PVT LTD	1.80 LPA	26
5	2019	AISWARYA CHOWDARY	CSE	CAPGEMINI	3.02 LPA	34
6	2019	RESHMA BODUPU	CSE	TCS	3.36 LPA	51
7	2019	CHEKKA UMA	CSE	MSYS TECHNOLOGIES	4 LPA	71
8	2019	GANNI PRASAD	CSE	FORAY SOFT	4 LPA	79
9	2019	HIMALATHA	CSE	AP MAHILA POLICE	3.0 LPA	88
10	2019	KETHA RAMYA SARASWATHI	CSE	RMSI PVT.LTD(SEZ UNIT)	2.5 LPA	91
11	2019	PAVANI SRI LATHA KOLLA	CSE	TOLLPLUS	2.9 LPA	92
12	2019	KONATHALA SRI SUVARNA NEERAJA DEVI	CSE	WIPRO	3.5 LPA	93
13	2019	KRISHNA MOHAN CHOUBEY	CSE	HDFC LIFE INSURANCE COMPANY LTD	2.5 LPA	111
14	2019	VANAJA KURRI	CSE	MAINTEC	4.5 LPA	120
15	2019	MOLLETI GAYATHRI	CSE	SITEL INDIA PVT LTD	3.2 LPA	121
16	2019	NAGAVARAPU VENKATA SAI UMESH	CSE	CAPGEMINI TECHNOLOGY SERVICES INDIA LIMITED	3.0 LPA	165
17	2019	PATNALA SAI LEELA RAVI TEJA	CSE	FORAY SOFT	3.21 LPA	179
18	2019	PENTAKOTA JAYASREE LAKSHMI	CSE	ACCENTURE	2.5 LPA	180
19	2019	NEERAJA PENTAKOTA	CSE	CHANDUSOFT	1.71 LPA	187
20	2019	BINDU SREE SANGA	CSE	KOFAX	3.5 LPA	188
21	2019	SRILEKHA SIGAKOLAPU	CSE	COGNIZANT	3.38 LPA	194
22	2019	YASASWINI	CSE	CARRIER	3.6 LPA	195

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		ALLA,7569447658				
23	2019	B PRADEEP CHANDU	CSE	MAREN SOLUTIONS PRIVATE LIMITED	2.4 LPA	205
24	2019	DANGETI SAI MANOJ	CSE	TCS	3.36 LPA	206
25	2019	APOORVA BINDU PRIYA,8247368437	CSE	AMAZON	2.5 LPA	207
26	2019	DIVYA GANIVADA	CSE	PATRA INDIA PVT.LTD	1.45 LPA	208
27	2019	KANDREGULA SAGARSAISARAN,8499 939994	CSE	TCS	3.36 LPA	210
28	2019	M.SAPTAGIRI,98491704 86	CSE	GHOST CONCEPTS SOFTWARE SERVICES PVT.LTD	4.2 LPA	211
29	2019	AYANCHA ANJANI	CSE	INFOSYS	3.4 LPA	215
30	2019	PRATHYUSHA NALAM,	CSE	INFOSYS	3.6 LPA	225
31	2019	RAJESWARI GOTTIPALLI,738667207 3	CSE	BIZZFLO	1.44 LPA	234
32	2019	P.ROOPA RAVINDRA BABU	MBA	ICICI BANK/MUTHOOT FINANCE/NSK,9177229920	3.02LPA	246
33	2019	K.BALA MURALI KRISHNA ,DEPUTY MANAGER,KOTAK MAHINDRA BANK,6302911090	MBA	ICICI BANK,RAMESH.P, BRANCH MANAGER, RAMESH.PEDDINTI@KOTAK.COM/MUTHOOT FINANCE,6302911090	3.02LPA	248
34	2019	MD.SHAHID	MBA	MUTHOOT FINANCE LIMITED,7416741637	1.8LPA	259
35	2019	J.LEELA KRISHNA	MBA	MUTHOOT FINANCE LTD,7416876240	2.66LPA	260
36	2019	M.B.S.HINDUJA	MBA	ICICI BANK /NSK TECHNO,829782799	3.02LPA	261
37	2019	T.SURYAKALA	MBA	ICICI BANK,9133444788	3.02LPA	262
38	2019	CH.VINEETHA	MBA	ICICI BANK,9182247991	3.02LPA	271
39	2019	S.CHANDRAKALA	MBA	ICICI BANK,8374757930	3.02LPA	280
40	2019	B.SAROJINI	MBA	ICICI BANK,9321942742	3.02LPA	289
41	2019	B SATYA SRINIVAS	MBA	ICICI BANK	3.02LPA	298
42	2019	M.VENKATESH	MBA	ICICI BANK	3.02LPA	307
43	2019	V.RAJESH	MBA	ICICI BANK	3.02LPA	316
44	2019	T.PARVATHI	MBA	ICICI BANK	3.02LPA	325
45	2019	P.MOULI PRIYANKA	MBA	ICICI BANK	3.02LPA	334
46	2019	P.LASYA	MBA	ICICI BANK	3.02LPA	343
47	2019	J.PRIYANKA	MBA	ICICI BANK	3.02LPA	352

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48	2019	G.ANNAPOORNA	MBA	ICICI BANK	3.02LPA	361
49	2019	PULI VIJAY KUMARREDDY ,9985082577	EEE	TCS 914066672000	3.36LPA	370
50	2019	AVVARI E.A.S.H.SAI KUMAR, 9381294377	EEE	SRI LAKSHMI ENTERPRISES BPO	2.25LPA	388
51	2019	BOMMALI BHAVANI PRASAD, 7661804504	EEE	SANJAY TECHNICAL SERVICE PVT LIMITED	2.50LPA	389
52	2019	KOLICHINA NEELIMA, 9494575241	EEE	TECHNOMED ELECTRONICS	1.98LPA	390
53	2019	CHITRADA DEVIPRASANNA, 9010724895	EEE	L&T R RADIANT ENGINEER	3.35LPA	391
54	2019	DADI LAVANYA,9014084699	EEE	PATRA INDIA BPO SERVICES	1.45LPA	392
55	2019	LAKKARAJU SIMHACHALAM NAIDU. 7095206167	EEE	VEM TECHNOLOGIES PVT LMD	2.10LPA	393
56	2019	ADARI DURGA MAHESH, 9177020027	EEE	TATA CONSULTANCY TCSL/DT20207160128/1794 890/AHMEDABAD	3.36LPA	394
57	2019	DODDI NVS NOOKA RAJU	ECE	CONCENTRIX	1.44LPA	397
58	2019	P. TARUN KUMAR	ECE	IBM	4.25LPA	402
59	2019	AATHAVA DURGA PRASAD	ECE	DROP SHOP	2.4LPA	418
60	2019	JERRIPOTHULA NARSINGARAO	ECE	QUADGEN	2.3LPA	420
61	2019	PENTAKOTA VISWA TEJA	ECE	VILLAGE SECRETARIATS	1.80LPA	429
62	2019	GANDEPALLI VANI	ECE	ACCENTURE	4.5LPA	430
63	2019	VACHALAPU VASUDEV	ECE	INFOSYS	3.6LPA	438
64	2019	S.S.V. CHIRANJEEVI	ECE	ACCENTURE	4.5LPA	449
65	2019	G JAGDEESH	ECE	HDFC	1.92LPA	450
66	2019	SREERAM MARTEENA KEZIA	ECE	ATHENA	3LPA	454
67	2019	M. BHARATHI	ECE	CONJECTURE	12LPA	455
68	2019	M. SHYAMALA NOOKESHWARI	ECE	PATRA	1.45LPA	456

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69	2019	CH. MALATHI	ECE	TECH MAHINDRA	1.74LPA	458
70	2019	P. SANTOSH KUMAR	ECE	CAPGEMINI	3LPA	484
71	2019	P. SUSHMITA	ECE	CAPGEMINI	3LPA	485
72	2019	S. PRIYANKA	ECE	INFOSYS	3LPA	486
73	2019	K. PRUDHVI RAJ	ECE	TCS	3.36LPA	495
74	2019	D. ROHINI	ECE	ACCENTURE	3LPA	514
75	2019	S. VARAHALU	ECE	THINK AND LEARN PRIVATE LTD	3LPA	515
76	2019	K. SOWMYA	ECE	NSK TECHNO	1.44LPA	522
77	2019	K. BHARGAVI	ECE	NSK TECHNO	1.44LPA	523
78	2019	M. GOWTHAMI	ECE	KARVY	1.44LPA	524
79	2019	M. PRAVALLIKA	ECE	KARVY	1.44LPA	525
80	2019	M. SAI CHARAN	ECE	WIPRO	3.5LPA	526
81	2019	NAKKA TVS NARAYANA	ECE	BHARAT ELECTRONICS LIMITED	3LPA	528
82	2019	Y. HEPSIBA	ECE	COGENT	1.92LPA	529
83	2019	MALLA HARISH	ECE	FLIPKART	3.92LPA	530
84	2019	LANKA SAI KUMAR	ECE	HINDUJA GLOBAL SOLUTIONS	1.40LPA	531
85	2019	ATTA SRAVANI	CIVIL	SACHIVALAYAM	1.80	532
86	2019	AKKIREDDI RAMALAKSHMI	CIVIL	SACHIVALAYAM	1.80	533
87	2019	BHEESETTI ASHOK	CIVIL	GOPALPUR PORTS LTD	2.58	537
88	2019	KOMATIPALLI MANOHAR	CIVIL	AMAZON DEVELOPMENT CENTRE	4.10	538
89	2019	MALLA KARTHIK	CIVIL	DILIP BUILDCON LTD	2.40	555
90	2019	NAMMI VENKATANARAYANA	CIVIL	NCL INDUSTRIES LTD.	2.52	556
91	2019	SADARAM HAREESH	CIVIL	NCL INDUSTRIES LTD.	2.52	558
92	2019	SIVERI KRANTHI KUMAR	CIVIL	SACHIVALAYAM	1.80	560
93	2019	K KIRANMAI	ECE	TCS	3.36LPA	563
94	2019	K BHARGAVI	ECE	VGS	1.62LPA	564
95	2019	K RAJASEKHAR	ECE	TEEJAY	1.06LPA	566
96	2019	K.SYAM GANESH	ECE	ACTICS	2.6 LPA	567
97	2019	G VAISHNAVI	ECE	SOCIETY FOR ELECTRONIC TRANSACTIONS	3.60LPA	568

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98	2019	B RESHMA	MBA	ICICI BANK	3.02	570
99	2019	ANGARA RAJU	MBA	ICICI BANK	3.02	579
100	2019	Y POOJITHA	MBA	ICICI BANK	3.02	588
101	2019	DEVARA RENUKA,8187881071	EEE	TCS	3.36 LPA	598
102	2019	GUTHURTHI RAJASEKHAR,80960906 86	EEE	TCS	3.36 LPA	618
103	2019	T SANTOSH KUMAR,7995602812	EEE	NIRVAN TECHSPO	2.16 LPA	638
104	2019	MULAKALAPALLI NOOKESWARA RAO,7036123511	EEE	SMART YOJANA WELFARE SOCIETY	2.3 LPA	639
105	2019	M.BALAKRISHNA	CIVIL	ACC CONCRETE	4.00	641
106	2019	M.SAI KUMAR	CIVIL	SACHIVALAYAM	1.80	644
107	2019	G.RAMESH	CIVIL	TCS	3.36	650
108	2019	N.GANESH PRASAD	CIVIL	SGL	3.60	651
109	2019	GALLA SRI RAMYA	CSE	CAPGEMINI	3.0 LPA	652



**CGI Information Systems and Management Consultants Private Limited**

No.95/1 & 95/2, Electronic City Phase I (West), Bangalore-560100.

PAN - AAACI1994C. TAN-BLRC03921B.

**Payslip for the month of May 2022**

<b>Employee No:</b>	415346	<b>Location:</b>	BANGALORE
<b>Name:</b>	Vasantha Kumari Polimera	<b>Joining Date:</b>	26 Sep 2019
<b>Bank Name:</b>	ICICI Bank	<b>Designation:</b>	Systems Engineer
<b>Bank Account No:</b>	107501535419	<b>Days In Month:</b>	31
<b>PF UAN:</b>	101519759920	<b>LOP:</b>	0
<b>PAN Number:</b>	DFNPP7947Q	<b>Effective Work Days:</b>	31

<b>Earnings</b>	<b>Rs.</b>	<b>Deductions</b>	<b>Rs.</b>
Basic	41500	Employee Provident Fund	4580
Special Allowance	8292	Professional Tax	200
Shift Allowance	6500	SPP Member Contribution	1290
<b>Total Earnings</b>	<b>54292</b>	<b>Total Deductions</b>	<b>6070</b>

Net Pay : Rs. 50222

**Amounts in Words - Rupees Twenty Six Thousand Two Hundred Twenty Two only**

This is computer generated document, hence signature is not required.



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20184639772/Hyderabad**  
**Date: 05/02/2020**

Ms. Yamini Rapeti  
4-128 Ramalayam Street,  
Dibbapalem,  
Vishakapatnam-531032,  
Andhra Pradesh.  
Tel# 91-7036556979

Dear Yamini Rapeti,

**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/DT20184639772**

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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.

**TCS Confidential**

TCSL/DT20184639772

**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>Yamini Rapeti</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Jawaharlal Nehru Technological University, Kakinada</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.



Date:December 02, 2019

STRICT AND CONFIDENTIAL

To,

NAME:Vurukuti Alekya

Designation:Process Executive 1

EMP ID: 14884

**Sub- Confirmation of Employment**

Dear Vurukuti Alekya ,

Consequent to the review of your performance during your probation, we have the pleasure in informing you that your services are being confirmed as Process Executive 1 with effect from 05-Nov-2019.

All the other terms and conditions detailed in your appointment letter remain unchanged.

We look forward to your valuable contributions and wish you all the very best for a rewarding career with the organization.

The Annexure contains your revised CTC break up.

**For Patra India BPO services PVT LTD.**



**Jonathan Pyle**

**VP-HR & Administration**

**Patra India BPO Services Pvt. Ltd.,**

(Regd. No CIN U72200AP2007PTC052623)

D.NO: 37-5-88/1,Varun Point, Manchukonda Gardens,

Murali Nagar, Visakhapatnam -530 007

• Ph.No. +91 891 - 2550325 • [www.patraindia.in](http://www.patraindia.in)

# TECHXACT SOLUTIONS PRIVATE LIMITED

Date: October 31<sup>st</sup>, 2021  
Mr. Vasu Murru  
H.No: 22-7,  
Cheedikada (Vi)(M),  
Visakhapatnam,  
Andhra Pradesh – 531028.

Techxact Solutions Pvt. Ltd.

Subject: Appointment Offer Letter

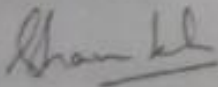
Dear Vasu Murru,

With reference to your application and the subsequent interviews you had with us, we are pleased to appoint you as **Lead Consultant** at our India office (Hyderabad), governed by the following points:

1. Your "Annual Compensation" and "Benefits" are attached herewith as in Annexure-A.
2. Your employment with us will be governed by terms and conditions referred in Annexure-B.
3. At the time of joining or before, you are requested to submit the copies of the documents as per Annexure-C.
4. You are required to join on or before **November 08<sup>th</sup>, 2021** as discussed, and the offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.
5. A clear background check verification report is mandatory for all employees after reporting/ joining. We will be facilitating the same for you in due time, post joining.
6. Please note that this offer is subject to your being medically fit for employment.

The company also reserves the right to alter the terms and conditions of employment at its discretion. This offer is valid till **November 15<sup>th</sup>, 2021**. Kindly go through the contents and return the copy of this letter duly signed by you as token of your acceptance of the terms and conditions mentioned herein.

For Techxact Solutions Pvt. Ltd.



Shanmukh KL  
HR

Encl: Annexure-A (Compensation & Benefits), Annexure-B (Terms & Conditions of Employment), Annexure-C (Check List) I have carefully read the above terms and conditions and that they are acceptable to me in full.

Name: VASU MURRU Signature: M. Vasu Date: 01-11-2021

# TECHXACT SOLUTIONS PRIVATE LIMITED

## ANNEXURE - A

Name : Mr. Vasu Murru  
Designation : Lead Consultant

Date of Joining: November 8<sup>th</sup>, 2021

### Compensation Structure:

Salary Components	Annual	Monthly
<b>PART-A</b>		
Basic Salary	1,80,000	15,000
HRA	-	-
Conveyance Allowance	-	-
Medical Allowance	-	-
Educational Allowance	-	-
LTA	-	-
Telephone Re-imburement	-	-
Fuel Re-imburement	-	-
Employer's Contribution To PF	-	-
Insurance	-	-
Spl. Allowance	-	-
<b>GROSS SALARY</b>	<b>1,80,000</b>	<b>15,000</b>
<b>PART-B</b>		
Professional Tax	-	-
Insurance	-	-
Employee Contribution TO PF	-	-
Employer Contribution TO PF	-	-
<b>TOTAL DEDUCTIONS</b>	<b>-</b>	<b>-</b>
<b>NET SALARY(A-B)</b>	<b>1,80,000</b>	<b>15,000</b>

#### Note:

- 1) Taxability will be as per Income Tax Act and Rules. You will be responsible for your own tax filing.
- 2) Remuneration will be reviewed annually based on Company policy, Company performance and your performance.

For Techxact Solutions Pvt. Ltd.





Shanmukh KL,  
HR

I have carefully read the above (Annexure A) and accept the terms in full.

Name: VASU. MURRU Signature: M. Vasu Date: 01-11-2021

Temporary Address: H.No:3-4-174/21/3,Radhakrishna Nagar, Hyderguda, Attapur,  
Hyderabad - 500048, Telangana.

# TECHXACT SOLUTIONS PRIVATE LIMITED

## ANNEXURE – B

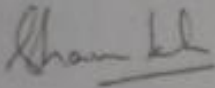
The terms and conditions of the offer are as follows:

- 1) Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit.
- 2) You will be placed under a probation period for the first 4 months of joining after which the company decides to extend the employment further based on your performance. You agree to stay and work for Techxact Solutions Pvt. Ltd. for a period of 1.2 years after the probation period. So, in total, you agree for a minimum of 1.6 year (18 months) stay with Techxact Solutions Pvt. Ltd.
- 3) You agree to serve a notice period of 90 days in case of leaving the employment. The manager may approve a shorter notice period at his discretion with/without buyback which is equal to the number of days reduced multiplied by per day salary, which is equal to the total salary divided by 30.
- 4) Your salary will be revised once you are mapped to project or after you completed with a probation period.
- 5) You are entitled to 18 days of privileged leave (12 casual leaves and 6 sick leaves) for a year and the leaves will be renewed on Jan 1<sup>st</sup> of each year. The leaves can't be carry forwarded to next year.
- 6) In case of sick leaves, only one day leave can be taken after which the leaves will be deducted from privileged leave. In case of completion of privileged leaves, the leaves will be given on unpaid basis.
- 7) The variable bonus pay component is decided on the project results, quality of the work, delivery of work as per timelines, company performance, and company growth.
- 8) Your designation may be changed at the discretion of the Company depending on the work assigned to you.
- 9) You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.
- 10) If you are absent for a continuous period of 5 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.
- 11) Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.
- 12) Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.
- 13) It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.
- 14) During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business/ freelancing/ or other similar activities.
- 15) Information pertaining to Techxact Solutions Pvt. Ltd. operations and intellectual property is confidential and you will sign a non-disclosure agreement. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.

## TECHXACT SOLUTIONS PRIVATE LIMITED

- 16) All employees are required to read and comply with Techxact Solutions Pvt. Ltd. Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.
- 17) If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
- 18) You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.
- 19) In the event, the Company decides to terminate your employment for all reasons except for any illegal or unlawful or unethical practices attempted by you, the company can do so with a notice period of at least 30 days.

For Techxact Solutions Pvt. Ltd.



Shanmukh KL,  
HR

I have carefully read the above (Annexure B) and accept the terms in full.

Name: VASU MURRU Signature: M. Gay Date: 01-11-2021

# TECHXACT SOLUTIONS PRIVATE LIMITED

## ANNEXURE – C

### Checklist:

Below list of items are to be submitted on the day of joining:

- 1) 10<sup>th</sup> class certificate copy
- 2) 12<sup>th</sup> / Diploma certificate copy
- 3) Bachelor's degree certificate copy
- 4) Post Graduate certificates copy, if any
- 5) All previous experience letters, if any
- 6) Latest official salary slips from the employer
- 7) Bank Account Details (Name on Account, Account Number, IFSC)

Candidate ID: 4681578 /852807,

Date of Joining: 07/01/2021,

Joining Location: Bangalore,

Designation: Analyst,

**Dear Aiswarya Choudhury,**

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

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

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

**Address**

164-165, EPIP Phase II,  
EPIP Industrial Area,Whitefield, Bengaluru 560066

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

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



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

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

Kindly note:

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

Best Regards,  
Team HR

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**EMPLOYMENT OFFER LETTER**

Capgemini Ref: 4681578 /852807,

06/30/2021,

Aiswarya Choudhury  
LB 37,,  
Jharshuguda ,Odisha,  
India

**Confidential**

**Dear Aiswarya Choudhury,**

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 **07/01/2021** (or such other date as may be communicated to you by the Company), as per details given below.

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

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

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

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

Aiswarya Choudhury,

Analyst

Total Cost to Company (CTC).

**Rs.300,002.00**

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

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

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

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

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

**Notes:**

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

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

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

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

NOTE:

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

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

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

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

F.) Probationary Period:

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

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

H.) Conditions of hire:

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

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

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

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

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

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

Kind Attn: Head - Human Resources

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

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

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

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

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

**For Capgemini Technology Services India Limited**



Anilkumar Singh  
Head - Talent Acquisition & Resourcing

**Acceptance**

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

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

---

Name: Aiswarya Choudhury

Date: 06/30/2021



## EXHIBIT 1

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

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

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

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

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

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

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

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

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

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

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

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

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

## 5. COVENANTS AND REPRESENTATIONS:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

5.15 You hereby represent to the Company that:

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

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

## 6. CONFIDENTIALITY:

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

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

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

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

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

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

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

the information:

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

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

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

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

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

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

## 7. INTELLECTUAL PROPERTY:

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

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

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

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

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

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

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

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

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

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

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

## 8. CONFLICT OF INTEREST:

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

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

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

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

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

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

## 9. RETIREMENT/TERMINATION:

### a.) Retirement

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

### b.) Notice Period/Termination

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

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

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

c.) Effects of Cessation of Employment

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

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

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

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

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

**11. MISCELLANEOUS:**

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

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

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

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

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



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

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

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

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

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

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

## CONSENT LETTER

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

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

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

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

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

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

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

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

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

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

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

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

Name:  
Signature  
Date:



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20222110342/Mumbai**  
**Date: 08/04/2022**

Ms. Reshma Bodupu  
Mig 2a/79 , Chinna Gantyada, Gajuwaka, VisakhapatnamChinna Gantyada,  
Gajuwaka,  
Visakhapatnam-530026,  
Andhra Pradesh.  
Tel# 91-8639361721

Dear Reshma Bodupu,

**Sub: Letter of Offer**

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

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

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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.

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**TCSL/DT20222110342**

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**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹14,784/- per month.

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

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

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

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

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

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

#### **3. Food Card**

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



## **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.

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**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



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.



## **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

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



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. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

## 12. 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.

### **13. 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.

### **14. 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.

### **15. Notice Period**

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

### **16. 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.

### **17. 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.



## 18. 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.

## 19. 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.

## 20. 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

## 21. 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.

## 22. 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.

## 23. 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.



## 24. 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.

## 25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms



**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Reshma Bodupu</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	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>

# 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	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>



## 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**

### **1. Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## **2. Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## **3. Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

## **8. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

## **9. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



## 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(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.

**Apr 14, 2022**

**MSys / Offer Letter/ HR**

**Ms. Chekka Uma**  
**D-NO:2-2-98, Ramalayam street,**  
**kothuru, Anakapalli**  
**Visakhapatnam**

## **OFFER OF EMPLOYMENT**

**Dear Chekka Uma,**

We are pleased to appoint you as **“Software Engineer”** at **MSys Tech India Pvt. Ltd.**, at Chennai.

Please note the employment terms contained in the letter are subject to company policy.

### **1) APPOINTMENT**

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

### **2) TRANSFER**

During your employment with the company, you are liable to be transferred, as determined by the company, from time to time, to any other location, department, function, division or branch of the company, associate company, affiliate, customer / client of the company, in India or aboard with mutual discussion. In such case, the terms and conditions governing your service shall be those applicable at the location of transfer, or those applicable to employees of the associate, as the case may be, in addition to the terms and conditions mentioned herein.

### **3) PROBATION**

You will be on probation for one year from the date of joining. During the period you will be given an on-the-job training for various assignments and knowledge transfer process, the contents of which are Company's / Client's proprietary information and confidential information.

#### **4) CONDITIONS OF EMPLOYMENT**

MSys has the right to terminate the contract of employment by giving notice of up to 1 month by either parties, at its discretion to that effect in writing or basic salary in lieu thereof, during the probation period. On completion of probation and post confirmation of employment, the notice period to be provided by either parties is 2 months. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.

You are required to obtain a clear resignation acceptance and/or relieving letter from your most recent employer before joining the Company. Nevertheless, you must submit a clear resignation acceptance and/or relieving letter within forty-five (45) days of joining the Company. You also hereby agree that you will be the full-time employee of the organization and will not accept employment in any other firm or company while employed at MSys. Breaching of this clause may lead to severe action up to termination of employment and legal proceedings.

#### **5) SALARY AND DESIGNATION**

- a) Your remuneration details are stated in the Annexure mentioned below.
- b) Your remuneration has been arrived on your merits of education, experience, skills, specific background, professional achievements, and the company's prevailing compensation guidelines. In this context, you are requested to maintain this information and any changes hereafter, as strictly personal and confidential.
- c) Changes in your compensation will be discretionary. It will be on the basis of your individual performance, and the financial results of the company and other relevant criteria.
- d) The employee is liable to pay the income tax, on his own income derived from the remuneration received from the company.

#### **6) PERFORMANCE REVIEW AND PAY REVISION**

- a) Your individual performance and contribution to the company will be an important consideration for salary increments and promotions.
- b) The regular Annual Performance Review period is from January to December. The company reserves the right to conduct the performance review cycle, at its sole discretion.
- c) Company, in addition to the annual appraisal cycle, shall conduct regular and periodic performance reviews to ascertain the expected and actual levels of skill and competency.
- d) Pay revisions and promotions are based on the Company's policy notified from time to time. Company shall have the right on the same.

#### **7) LEAVE, HOURS OF WORK AND PAID HOLIDAYS**

- a) You will observe the working hours and holidays as followed by the department and location to which you are assigned. Working days will be from Monday to Friday.
- b) You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.
- c) You will be expected to work as per the requirements of the projects and to meet the expectations of the client and the company's business.
- d) Employees under probation are entitled to 21 days of Casual / Sick Leave in a calendar year on pro-rata basis. You will not be eligible for any leave category in the month of joining. You can avail up to 5 days of advance leave accrued every quarter, beyond which will be liable to loss of pay. Leave availed will be adjusted with the available leave balance. You will be permitted to carry forward a



maximum of 7 days of leave during the year.

- e) Apart from the above leaves, National holidays will be available as released by the company every year, for each location.
- f) All weekly offs and paid holidays falling in between your leave period will not be counted as leave, till the availability of leave balance and will be considered as leave only for the calculation of unpaid leave.

## 8) UNAUTHORISED ABSENCE FROM WORK

Unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty and in case if the employee does not report to work within 10 days from the date of absence, it will be treated as 'voluntary abandonment of service' and it shall be deemed that the employee is no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly. In such an event the employee shall be liable to refund the salary in lieu of the shortfall in the notice period and other dues payable to the company as specified. The employee is expected to keep the company informed about his / her local / permanent contact details directly in the HR systems whenever there is any change.

## 9) RESIGNATION

- a) The contract of employment can be terminated, with or without reasons, by giving two months' notice in writing even during probationary period. MSys has the right to terminate the contract of employment by giving notice at its discretion to that effect in writing or basic salary in lieu thereof. The company reserves the right to pay or recover salary in lieu of the notice period, apart from reserving the right to decide on the notice period to be served based on the project commitments.
- b) Notwithstanding anything stated above, if you are in the middle of a project at the date of your resignation, in spite of the notice as above, you shall not be relieved from the company unless you have trained a replacement for the project to the satisfaction of the client and / or the Project Head.
- c) Upon your resignation or retirement from the company or termination of your service, you are required to return all assets and property of the company such as documents, formulae, specifications, literature, drawings, machines, data, files, and books including tangible or intangible in your possession of whatever description.

## 10) TERMINATION

During your employment with the company, after confirmation of your appointment, the Company may, at its sole discretion, terminate your employment immediately and reserves the right to hold the salary in lieu of such notice for any reason, with or without cause which is defined as follows:

- a) Breach of any of the conditions of this agreement and any other rules made applicable to you in respect of your employment with us, embezzlement, intoxication or use of illegal drug, unauthorized absence in excess of the company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the company's confidential information, gross insubordination or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the company and its affiliates and their employees, contractors and clients, violation on your part of the Company's rules with regard to the authenticity and information declared at the time of joining the Company;

- b) Engaging in misconduct (willful, intentional or otherwise) during or connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which company believes, in its your obligations hereunder may affect the company and /or its affiliates and their employees, contractors and /or clients or may otherwise bring the company and /or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the company and /or its affiliates and their employees, contractors or clients: and or involvement in any act of moral turpitude commit breach of the terms of your employment;
- c) Your performance on the job and your ability to deliver on the expectations of the company and clients, shall be reviewed from time to time. Any shortfall in your performance, from the set expectations and objectives, an improvement plan shall be prepared, and you will be expected to meet the objectives of the improvement plan. In the event, your performance continues to fall short, the company may in its sole discretion terminate your employment immediately by or not paying your 30 days' basic monthly salary in lieu of such notice.

## 11) RESPONSIBILITIES

- a) In view of your position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You are required to keep yourself away from such activities that have an adverse impact on the reputation and the image of MSys, directly or indirectly.
- b) We at MSys, are committed to ensure “integrity” in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of your employment terms with MSys. These policies are periodically modified and updated, and new policies will be introduced from time to time.
- c) It should be noted that the employee associated with a project is not allowed to send any inappropriate communication to the client apart from the regular work reports, without the knowledge of the Project Manager. Any deviation will be viewed seriously, and necessary action will be taken, up to termination.
- d) Consistent with the above item, any matter or situation or incident arising, which could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of the HR department and necessary disciplinary action will be taken.

## 12) CONFLICT OF INTEREST

- a) You are required to engage yourself exclusively in the work assigned by the company and shall not take up independent or individual assignments directly or indirectly without the express consent of the company.
- b) You shall not directly or indirectly, engage in any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall conflict with the interests of the company.
- c) During your employment and for a period of three (3) years from the cessation of your employment with the company (irrespective of the circumstances of, or the reasons, for the cessation) not to solicit, induce or encourage:
- d) Any employee of MSys to terminate their employment or to accept employment with any competitor, supplier, or any customer with you in any connection.
- e) Any customer or vendor of MSys to move his existing business with MSys to a third party or to terminate the business relationship with MSys.

- f) Any existing employee to become associated with or perform services of any type for any third party.
- g) Any violation of the above will be viewed seriously and will lead to action up to termination.

### 13) GENERAL

- a) We trust you that you have not provided us with false information or willfully suppressed any information, if you have, you will be liable to termination from employment without notice. You are required to inform the company if there are any agreements oral or written which you have entered into and which are related to your commitments under this agreement.
- b) Your employment is subject upon satisfactory reference & background checks including verification of your application materials, education, and employment history (as applicable).
- c) These employment terms supersede and replace any existing agreement or understanding, if any between MSys and you relating to the same subject matter.
- d) In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court at Chennai, Tamil Nadu, India.

### 14) REPORTING DETAILS

You are requested to report on **Jun 1, 2022** at for the on-boarding formalities.

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

### 15) DOCUMENTS REQUIRED

Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the offer letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.
- Cancelled bank cheque leaf.

#### Attested copies of the following:

- Proof of age.
- SSC / HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters / Years.
- Passport first & last page.
- Driving License.
- Pan card.
- Aadhaar card.

You are requested to note that our offer is subject to submitting the above documents.

## 16) PASSPORT AND AADHAAR CARD

It would be to your advantage and in view of the business of MSys, all trainees are required to possess a valid passport and an Aadhaar Card. In case you do not already have one, you are required to obtain / produce a proof of having applied for the same at your own expense and intimate the same to the HR at your location, within three months of joining.

These above details need to be updated through the HR portal.

According to the standard practice of our Company, you will treat the above terms of this agreement as confidential.

We welcome you to our company and look forward to a long and fruitful association with you.

Yours faithfully,

**For MSys Tech India Pvt Ltd.**

**Kathirvel**  
**Ayyasamy** Digitally signed  
by Kathirvel  
Ayyasamy

**Apr 14, 2022**

**KATHIRVEL AYYASAMY**  
**DIRECTOR – TALENT ACQUISITION**

I hereby declare that my offer of Appointment is valid only if I meet the eligibility criteria of passing the final year of Graduation/Post Graduation in the first attempt, securing 60% or above across semesters and also, undertake to produce final mark sheets and passing certificate (Attested soft copies) at the time of Onboarding to the company within 30 days of my joining, \*failing which my employment with MSys may be terminated.

To confirm your acceptance of this letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to MSys.

\*In case of any extension in submitting the documents a special approval to be obtained from MSys HR.

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

Signature: \_\_\_\_\_

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

**ANNEXURE**

**NAME: Ms. Chekka Uma**

**CURRENT POSITION: Software Engineer**

<b>Particulars</b>	<b>Monthly (INR)</b>	<b>Annual (INR)</b>
Basic	11669	140028
HRA	5835	70020
Leave Travel Assistance	2500	30000
Non-transferable Meal Voucher	2000	24000
Special Allowance	5571	66852
<b>Base Salary</b>	<b>30075'</b>	<b>360900</b>
Provident Fund		21600
Medical Insurance Premium		10500
Gratuity		6996
<b>COST TO COMPANY</b>		<b>400000</b>

**Non-Transferrable Meal Voucher \*- NTMV** provides you to avail income tax exemption benefit up to INR 2000/- per month or up to your entitled amount, whichever is lower. In case if you want cash in exchange of the existing NT, you will have to give such request by mail to your HR department.

**Medical Insurance Benefit \*\*** - You can opt for a Group Medical Insurance policy worth up to INR 5 Lakhs. Under this policy, along with yourself you can cover your spouse, up to 2 children and parents. The premium paid for the same is exempted under Section 17 of Income Tax up to a limit of INR 25,000/-. The details of the policy will be given separately.

## MSYS TECHINDIA PRIVATE LTD

ASV Chandilya Towers,  
8<sup>th</sup> Floor, # 5/397, Rajiv Gandhi Salai (OMR),  
Okkiyam Thoraipakkam,  
Chennai – 600 096.  
Tel No: 044 39167015  
[www.msystechnologies.com](http://www.msystechnologies.com)

Date: Apr 14, 2022

Name: Chekka Uma  
Employee id:  
Designation: **Software Engineer**

**Ms.. Chekka Uma**

We are pleased to inform you that in consideration of your having agreed to make your services available to the Company for a committed period of two years, you will be paid an additional amount of Rs.1,00,000/- (Rupees One Lac only) will be post completion of two years, from the date of joining the Company. This amount will be paid half-yearly at the rate of Rs.50,000/- (Rupees fifty thousand only) at the end of June & December. This is applicable only for the 3rd year and if you are with the company. Resources on notice period will not be eligible for this amount.

In the event of your separation from the services of the Company for reasons whatsoever during this period, you will repay total amount to the Company.

The Company shall be free to recover the whole or part of the amounts payable by you from the amounts found payable to you at the time of your separation from the services of the Company.

Kindly sign a copy in acknowledgement of receipt of this letter.

Yours Faithfully  
For MSys Tech India Pvt Ltd

**Kathirvel**  
**Ayyasamy** Digitally signed  
by Kathirvel  
Ayyasamy

**Apr 14, 2022**

**Human Resources**  
**I have read the above and accept the same**

Signature and date  
(Employee)

May 6, 2022

Ganni Prasad  
Bangalore

## Offer of Employment

Dear Ganni Prasad,

### **Congratulations!**

Subsequent to your interest in seeking placement with our organization, we are pleased to offer you the position of **Linux Administrator** at Foray Software Pvt Ltd. (hereinafter “**Foray**” or “**Company**”) and the joining date would be on or before **11-May-2022**.

Your employment will be based at **Bangalore**, however, based on the position’s requirements, you may be required to work anywhere in India and this offer of employment will take effect from the date of your reporting. This offer is valid up to **11-May-2022** subject to your joining Foray on or before the given joining date.

Your Annual Compensation (CTC) is **INR 3,21,000/- (Rupees Three Lakhs And Twenty One Thousand Only)** and the salary components are detailed in Annexure 1 and will be subjected to statutory deductions viz. TDS, ESIC, Provident Fund and Professional Tax as applicable.

Your compensation details are strictly confidential and you may discuss it only with the authorized personnel of HR in case of any clarification. It is our hope that your acceptance of this offer will be just the beginning of a mutually rewarding relationship.

Your employment with Foray Software Pvt Ltd will be governed by the following **terms and conditions**. You will also be governed by current Foray’s rules, regulations, internal policies and practices which are subject to change from time to time.

### **1. Location of work**

Your employment will be based in Bangalore and the company reserves the right to Transfer your services to anywhere in India and Overseas or utilize your expertise to any of our projects based in India and Overseas. Relocation or Compensatory allowance applicable to a specific Project / location as per Company’s policy will be paid to you.

### **2. Duties and Responsibilities**

The Company reserves the right, at any time during your employment, with reasonable notice, to require you to undertake any reasonable, alternative duties which are within your capabilities. You shall not indulge actively/or cause any act likely to affect the discipline that is expected from every employee of this organization or associate with any such activity which may amount to an act subversive of discipline.

### 3. Notice Period / Termination

At the time of tendering resignation you shall be required to give **two months notice** in writing. Your services in the company shall be terminable by giving two months' notice or Basic salary in lieu thereof as per the discretion of the management. The company also has the right to dismiss you from our services without notice or compensation for any act of misconduct.

You shall at all times furnish true and correct information pertaining to your qualification, experience etc. If the information furnished by you in your resume and the documents submitted by you as stated in **Annexure 2** of this offer of employment is found to be incorrect at any point of time, your services will be terminated without any further notice.

You shall inform the Company of any changes in your personal data within 3 days' time. Any notice required to be given to you shall be deemed to have been duly and properly given if delivered to you personally or sent to your email ID or sent by post to you at your address in India, as recorded in the Company.

### 4. Use of Company Resources

You shall be responsible for the safekeeping and in good condition and order of all Foray's and its client's property entrusted to your care and charge. You may use the company resources only for official purpose with utmost honesty and diligence.

### 5. Business Conduct

It is expected that employees appreciate the importance of proper behavior and appearance in business life and they ensure their dress, grooming and appearance are appropriate to professional business life. Your dress, grooming and appearance should reflect favorably upon other team members in the Company.

### 6. Sexual Harassment / Discrimination

You are required to familiarize yourself with Harassment policy and comply with it at all times. Any instances of harassment are regarded as serious issues and non-compliance may lead to disciplinary action being instigated against you as per Law of the Land. Offensive posters/ screen savers/ mails or magazines and books at the work place should be strictly avoided.

Every employee of Foray Software Pvt Ltd holding a senior and responsible position at Foray or its client's place shall take all possible steps to ensure a positive work environment free of any form of discrimination.

### 7. Policies

You will abide by all the rules, regulation and policies of the company. Foray Software Pvt Ltd reserves the right to amend such policies as needed.

You shall inform the company of your absence from work from time to time. If you are absent from work for four consecutive days without any permission/intimation to the client or HR personal or management, will be treated as **ABSCONDING** from company both Foray and its client's place. If you go on leave with permission but don't report to work as per the timelines and later don't intimate the extension of leave will also be treated as **ABSCONDING** from company both Foray and its client's place. The company also has the right to initiate



appropriate legal action applicable as per law for **ABSCONDING** from the company both Foray and its client's place.

You shall be following normal business hours as per the company policy. Some specified roles may also require shift working outside of normal working hours in order to fall into line with overseas working hours. While working on projects overseas working hours and notified holidays of the client location will apply.

You will also be subject to all standard Foray Data Protection and Network Security policies and either Foray or its customers may require you to sign a statement to such effect at any time.

## 8. Confidentiality and non-compete clause

You shall during your service with us, devote your whole time and attention to the Company's business entrusted to you, and shall not engage yourself directly or indirectly in any business or service other than Company's business or service.

You shall at all times keep the information that may come to your knowledge regarding company's plans, business affairs, operations etc confidential.

You shall be required to keep the information regarding "salary" being offered to you strictly confidential at all times. You shall not divulge any details pertaining to your salary to any friend/colleague or acquaintance either before/during or after the cessation of your employment with us. Divulging such information at any time may lead to either withdrawal of this offer letter or termination of your existing employment with us.

You agree not to employ, or solicit or seek to employ, any employee, Consultant, customer or associate of the Company during your employment and for a period of one year after your termination / resignation of employment from the company. Upon breach of this Section with respect to a particular employee, Consultants, customer or associate of the Company, you will be liable to pay liquidated damages.

During the term of this Agreement and for a period of 1 year thereafter, you shall not directly or indirectly approach or in any way assist or be involved with any partners and / or customers of Foray. You cannot directly approach any partners of Foray more particularly, whose work is being undertaken by you or supervised by you due to this employment agreement.

You shall not at any time discuss or disclose or forward Foray's or its client's business emails and data (like materials, technical aspects, codes, design documents, study material and any other content that is designed for either internal or external use) to your personal email IDs or to any other emails IDs and shall not publish any personal or confidential information about Foray or its clients in any public forums. The company also has the right to initiate appropriate legal action applicable as per law for infringement of confidentiality code.

## 9. Data Protection and Confidentiality

You may have access to personal and/or confidential information about the internal business affairs of Foray or its client's organization considered 'commercially sensitive'. It must only be used for the purpose(s) for which it has been authorized. Please read and sign **Annexure 3** for more details about Data Protection and Confidentiality Policy. Please note that in addition to what has been mentioned in this appointment letter, no other commitment is being made by the company. This offer letter, together with the various documents

referenced herein, represent the complete offer by the Company. If there is any element of our offer that you feel is unclear or not covered, please contact me at undersigned ahead of signing this document.

To ensure that you have a full understanding of the terms and conditions of your prospective employment with Foray and the benefits available to you there are a number of enclosures to this letter which we hope you will find interesting and informative and have agreed to abide by them in form and substance. On joining you will be able to access Company's Intranet site, which contains comprehensive information regarding all benefits, policies and procedures but, in the meantime, to answer any questions you may have, please do not hesitate to contact your respective People Partners in People Development Function.

At Foray, our long-term success depends on both the results we achieve and the way we make these results happen. We set high standards for our people, our products and our processes. Quality must set us apart. We set high standards of personal integrity and ethics in all our business ventures. We, at Foray, feel that you will make an invaluable addition to our team and it is with great enthusiasm that I hope you accept this offer of employment.

We take pleasure in welcoming you to our organization and look forward to a mutually beneficial association.

For **Foray Software Pvt Ltd.**



**Murali Krishna Garapati**  
**Manager - Human Resource**

### **DECLARATION**

I have read and understood the above terms and conditions of employment and am accepting the same.

Date:

Signature: \_\_\_\_\_

Name: **Ganni Prasad**

## Annexure 1

### PARTICULARS OF REMUNERATION

<b>FIXED COMPENSATION</b>	<b>Per Month</b>	<b>Per Annum</b>
<b>Basic</b>	INR 13,375	INR 1,60,500
<b>HRA</b>	INR 5,350	INR 64,200
<b>Conveyance</b>	INR 1,600	INR 19,200
<b>Special</b>	INR 4,044	INR 48,528
<b>EPF</b>	INR 1,739	INR 20,868
<b>Gratuity</b>		INR 7,704
<b>Total</b>	<b>INR 26,108</b>	<b>INR 3,21,000</b>

For Foray Software Pvt Ltd



**Murali Krishna Garapati**  
Manager - Human Resource

Employee:

**Ganni Prasad**  
Linux Administrator

## Annexure 2

Every employee as per the terms of Offer of Employment is requested to submit the following documents to our HR Personnel at the time of your reporting to duty at Foray Office.

### 1. **Personal Data:**

- a. Passport copy (along with all used pages)
- b. 3 Photographs (Passport size)
- c. Aadhar card copy
- d. PAN Card Copy
- e. Proof of present and permanent address (photocopy)
- f. Mark Sheets and Certificate of Class X & Class XII
- g. Graduation Certificate (all mark memos and certificates)
- h. Post-Graduation Certificate (all mark memos and certificates)
- i. Mark sheets and Certificates of Diploma(s)
- j. Mark sheets and Certificates of any training(s) attended
- k. Any other additional diplomas/certificates (Mark-sheets)

### 2. **Previous Employment Record:**

- a. Relieving Letter and Service / Experience Certificate from all previous employer(s)
- b. Copy of the resignation acceptance letter
- c. Salary slips/ certificate from all employers (min last 3 months)
- d. Form 16/ TDS certificate from all ex-employers (as required)
- e. Form 12B /Provisional Form 16 for the current financial year

For Foray Software Pvt Ltd



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**Murali Krishna Garapati**  
Manager - Human Resource

Employee:

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**Ganni Prasad**  
Linux Administrator

## Annexure 3

### **Data Protection and Confidentiality Policy**

Everyone who has access to any personal information held by or on behalf of the organization, should be fully aware of and abide by their duties and responsibilities under the Data Protection Act. The information must be handled and dealt with properly however it is collected, recorded and used, and must be done so in accordance with the safeguards set out within the policy and the Act. This applies to information recorded on paper, in computer records or recorded by any other means.

#### **Everyone in the organization:**

- Assume that information is confidential unless you know that it is intended to be made public by Foray or its clients, this includes passing information to another organization or person
- Exercise common sense and discretion in identifying whether information is expected to be confidential. In most cases information will not be explicitly stated as being confidential
- Avoid exchanging personal or confidential information or comments (eg: gossip) about individuals and organizations with which you have a professional relationship
- Avoid talking about organizations or individuals in social settings
- Not disclose to anyone, other than to colleagues, your manager, or the CEO, any information considered sensitive, personal, financial or private without the prior knowledge and consent of the individual or the organization concerned
- Share information sensitively if they need to discuss issues and seek advice with your Manager and/or CEO only
- Seek the consent of an individual or organization before discussing difficult situations with other colleagues to gain a wider perspective on how to approach a problem, unless it is beyond doubt that the organization would not object to this. Alternatively, a discussion may take place with names and identifying information anonymized. Where the situation may have legal implications for either the individual, organization or for Foray, you should have a confidential discussion with the CEO to ascertain the appropriate course of action and/or advice
- Not compromise or seek to evade security measures designed to protect personal data and/or confidential information
- Where we have a legal duty to disclose information, inform the person or organization with whom confidentiality is owed that disclose has or will be made
- Note that your obligations to use and respect personal data and confidential information continues to apply even after you leave the organization

### DECLARATION

I have read and understood the above Data Protection and Confidentiality Policy and am accepting the same.

Date:

Signature: \_\_\_\_\_

Name: **Ganni Prasad**

## Annexure 4

### Deputation policy V 1.1

1. All Foray employees deputed at client place will follow and adhere to the guidelines of the client in respect to work, security policies.
2. All employees on return after Deputation will be required to update their profile and also submit a report on the deputation assignment and to be sent to [hr@foraysoft.com](mailto:hr@foraysoft.com)
3. At the end of deputation or assignment at client place, you are requested to submit all belongings of the client to designated team. It may include ID cards, laptops, any records either in physical or in electronic form to concerned team. There may be more items that have been passed on to you while working on given assignment on day to day interaction. Please kindly note that client can terminate your assignment without any notice and you will have to inform Foray immediately on the same.
4. It is the sole responsibility of the employee to take care of his belongings and company property during the period of deputation. The organization will not take any responsibility in case of any theft / loss of company property during that period.
5. Any damages caused at client place due to mishandling and negligence will be recovered from the employee.
6. All employees on Deputation will be governed by Terms put forth by the client.
7. As an employee of Foray, it's your utmost responsibility to reach out Foray for any issue or concern you may have including grievances. You should bring it to [hr@foraysoft.com](mailto:hr@foraysoft.com) and if not resolved in 5 working days, it can be forwarded to [corporate@foraysoft.com](mailto:corporate@foraysoft.com)
8. You agree to not to disclose salary in client premises and if found to be disclosed, appropriate action will be taken including termination of employment and legal action as per land of law.
9. Every employee should attend an exit interview either in person or over phone.
10. In any circumstance, if you desire to leave your position/assignment then its mandatory to intimate Foray about the same and not to client directly or indirectly. This information should be emailed to [hr@foraysoft.com](mailto:hr@foraysoft.com) and concerned delivery team. You may refer below table for concerned delivery team and Escalation matrix.

Issue Type	First Contact	Second Contact	Final Contact
HR	<a href="mailto:hr@foraysoft.com">hr@foraysoft.com</a>	<a href="mailto:shirisha.n@foraysoft.com">shirisha.n@foraysoft.com</a> / <a href="mailto:shiva.b@foraysoft.com">shiva.b@foraysoft.com</a> / <a href="mailto:murali.garapati@foraysoft.com">murali.garapati@foraysoft.com</a>	<a href="mailto:corporate@foraysoft.com">corporate@foraysoft.com</a>
Finance	<a href="mailto:finance@foraysoft.com">finance@foraysoft.com</a>	<a href="mailto:ashok@foraysoft.com">ashok@foraysoft.com</a> / <a href="mailto:prasad.matta@foraysoft.com">prasad.matta@foraysoft.com</a>	<a href="mailto:corporate@foraysoft.com">corporate@foraysoft.com</a>
Careers	<a href="mailto:hr@foraysoft.com">hr@foraysoft.com</a>	<a href="mailto:murali.garapati@foraysoft.com">murali.garapati@foraysoft.com</a>	<a href="mailto:corporate@foraysoft.com">corporate@foraysoft.com</a>
Location Bangalore	<a href="mailto:uday.samba@foraysoft.com">uday.samba@foraysoft.com</a> <a href="mailto:saikiran.narsimulu@foraysoft.com">saikiran.narsimulu@foraysoft.com</a> <a href="mailto:Adilakshmi.boyalla@foraysoft.com">Adilakshmi.boyalla@foraysoft.com</a>	<a href="mailto:kalpana.annu@foraysoft.com">kalpana.annu@foraysoft.com</a>	<a href="mailto:corporate@foraysoft.com">corporate@foraysoft.com</a>
Location Pune	<a href="mailto:uday.samba@foraysoft.com">uday.samba@foraysoft.com</a>	<a href="mailto:kalpana.annu@foraysoft.com">kalpana.annu@foraysoft.com</a>	<a href="mailto:corporate@foraysoft.com">corporate@foraysoft.com</a>
Location Hyderabad	<a href="mailto:uday.samba@foraysoft.com">uday.samba@foraysoft.com</a> <a href="mailto:saikiran.narsimulu@foraysoft.com">saikiran.narsimulu@foraysoft.com</a> <a href="mailto:Adilakshmi.boyalla@foraysoft.com">Adilakshmi.boyalla@foraysoft.com</a>	<a href="mailto:kalpana.annu@foraysoft.com">kalpana.annu@foraysoft.com</a>	<a href="mailto:corporate@foraysoft.com">corporate@foraysoft.com</a>
Chennai	<a href="mailto:uday.samba@foraysoft.com">uday.samba@foraysoft.com</a> <a href="mailto:saikiran.narsimulu@foraysoft.com">saikiran.narsimulu@foraysoft.com</a>	<a href="mailto:kalpana.annu@foraysoft.com">kalpana.annu@foraysoft.com</a>	<a href="mailto:corporate@foraysoft.com">corporate@foraysoft.com</a>
Mumbai	<a href="mailto:uday.samba@foraysoft.com">uday.samba@foraysoft.com</a> <a href="mailto:saikiran.narsimulu@foraysoft.com">saikiran.narsimulu@foraysoft.com</a>	<a href="mailto:kalpana.annu@foraysoft.com">kalpana.annu@foraysoft.com</a>	<a href="mailto:corporate@foraysoft.com">corporate@foraysoft.com</a>
Delhi/Gurgaon	<a href="mailto:uday.samba@foraysoft.com">uday.samba@foraysoft.com</a>	<a href="mailto:kalpana.annu@foraysoft.com">kalpana.annu@foraysoft.com</a>	<a href="mailto:corporate@foraysoft.com">corporate@foraysoft.com</a>
Kolkata	<a href="mailto:uday.samba@foraysoft.com">uday.samba@foraysoft.com</a>	<a href="mailto:kalpana.annu@foraysoft.com">kalpana.annu@foraysoft.com</a>	<a href="mailto:corporate@foraysoft.com">corporate@foraysoft.com</a>

11. If you are facing any BA related issue at client and not resolved kindly reach concern POC at Foray or RMG, the same can be escalated to [corporate@foraysoft.com](mailto:corporate@foraysoft.com) . You are requested not to write to anyone else at client without prior intimation to RMG or Foray POC. If this process is violated then it would attract disciplinary action as per company policy.

I have read and understood the above Deputation policy of employment and am accepting the same.

Date:

Signature: \_\_\_\_\_

Name: **Ganni Prasad**

## OFFICE OF THE DISTRICT COLLECTOR &amp; MAGISTRATE, VISAKHAPATNAM DISTRICT

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

DSC - 2019

Present : Sri / Smt Sri Vadarevu Vinay Chand, IAS

Rc.No.2974/DSC-2019/

Dated: \_\_\_\_\_/2019



-:0:-

## ORDERS :

**Sub :** Recruitment of Posts to Village Secretariats - DSC-2019 - Provisional offer of Appointment in the **A.P. Mahila Police Special Service - Appointment Orders - Selection to the post of Mahila Police and Women & Child Welfare Assistant / Ward Women & Weaker Sections Protection Secretary (Female) - Orders issued.**

- Read** 1. G.O.Ms.No.110, PR & RD Dept ( MDL-1), dated:19-07-2019.  
 : 2. Recruitment **NOTIFICATION NO. 01/Home/2019, DATED: 26-07-2019** for the Post of **Mahila Police and Women & Child Welfare Assistant / Ward Women & Weaker Sections Protection Secretary (Female)**  
 3. Hon'ble High Court's Orders in W.P Nos.12977/2019,13885/2019, 13898/19, 14015/19, 13990/19, and 14000/2019.  
 4. Hon'ble High Court's Orders in Writ Appeal No. 282/2019 and Writ Appeal 310/2019.  
 5. Member Convenor DSC - 2019, Letter No : **60/2019/P5 29.09.2019 ,Dated: \_\_\_\_\_/2019**

-:0:-

Consequent upon your selection by the District Selection Committee and approval of the Competent Authority viz., Collector and Chairman, District Selection Committee in the reference 5th cited Sri/Smt/Kumari **POLNATI HIMA LATHA S/o,D/O,W/o P V N RAMA MURTHY** (HT No:**190301117637**) is hereby provisionally appointed as **Mahila Police and Women & Child Welfare Assistant / Ward Women & Weaker Sections Protection Secretary (Female)** and directed to report at **SUPERINTENDENT OF POLICE, VISAKHAPATNAM 0891-254749** on **1.10.2019 at 10.00 A.M** upon accepting the following Terms and Conditions:-

1. You are hereby offered provisional appointment to **Mahila Police and Women & Child Welfare Assistant / Ward Women & Weaker Sections Protection Secretary (Female)** in the **DEPARTMENT OF HOME**



2. You will be on probation for a period of two years from the date of joining the post and during the period of probation you will be paid consolidated pay of Rs. 15,000 per month. Further, after successful completion of probation you will be placed in the pay scale of **Rs.14,600-Rs.44,870 in RPS 2015** . The period of probation may, however, be extended at the discretion of the component authority. You will be required to discharge your duties while under probation to the satisfaction of superior officer. As regards other matters relating to probation, shall be governed by the conditions laid under A.P State and Subordinate Service Rules, and/Special Rules and instructions issued by the Government of Andhra Pradesh from time to time.


3. During the period of Probation, you will be required to undergo Induction Training and also to undertake such other training courses and pass departmental tests as the Government may prescribe from time to time. Successful completion of Probation and subsequent confirmation is mandatory. Failure to complete the period of probation to the satisfaction of the Government or failure to pass the prescribed test(s), if any, will render you liable for discharge from service.

- a) During the period of Probation, you will be liable to be discharged from service at any time without any notice, if-
- b) On the basis of your performance or conduct, you are considered unsuitable for further retention in service, or
- c) You are otherwise found ineligible or unsuitable to be retained in the service.

4. Your appointment to the Post of **Mahila Police and Women & Child Welfare Assistant / Ward Women & Weaker Sections Protection Secretary (Female)** in **DEPARTMENT OF HOME** is provisional and subject to the verification of character, antecedents and Social category/Community/Tribe against which your selection has been made. If, at any stage, information provided by you is false or certificates furnished by you in respect of qualifications viz., local area, caste,PHC/Ex-Servicemen /Sports etc., are found to be non-genuine, bogus or if any false information is given by you in' the Antecedents Verification Form, your provisional appointment will be cancelled forthwith and criminal/legal action will be taken.

5. If you are already in service in Central Government/State Government/PSU/ Autonomous Body/Bank/ Corporation or in any other employment, you are required to submit formal Relieving Order by the respective Organization certifying that your conduct during the said employment does not render you unsuitable for the present offer of employment;

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

  
Chairman DSC & District Collector,  
VISAKHAPATNAM District.

To,  
POLNATI HIMA LATHA,  
17 5 238 MUTRAS COLONY, GAVARLA ANAKAPALLI THOTADA POST,  
VISAKHAPATNAM, RURAL MUNAGAPAKA,  
VISAKHAPATNAM, 531001  
Mobile No : 7799001132

Copy To,  
SUPERINTENDENT OF POLICE, VISAKHAPATNAM District,  
The Director General of Police, Mangalagiri,  
The Commissioner, PR & RD for Information.



**RMSI PRIVATE LIMITED – (SEZ Unit)**

Survey No. 115, (Part) Wave Rock, TSIC IT/ITES SEZ  
Ground Floor, South Tower – Bar Building,  
Nanakramguda Village, Serilingampally Mandal,  
Hyderabad 500 008, TELANGANA, INDIA  
Tel: +91 9100937920  
Fax: +91 40 44347119  
info@rmsi.com  
www.rmsi.com  
GST No. 36AACR0680C125

01 Feb 2021

Ms. Ketha Ramya Saraswathi (SZ4482)  
Engineer (GIS)

Dear Ms. Ramya,

Further to our earlier letter dated 03 Aug 2020, we are pleased to confirm your appointment w.e.f. 01 Feb 2021.

The other terms and conditions of your appointment will be governed as per the company policy.

Sincerely,

**Vipparthi Solmon**  
Assistant General Manager, Human Resources

\*This is an electronically generated offer letter. Does not require signature.

I accept the terms and condition of my employment, as detailed in this letter.

Signed:  Date: 01/02/21

REGISTERED OFFICE : 50/9, 1st Floor, Tolstoy Lane, Janpath, New Delhi, Delhi – 110001, India

CORPORATE OFFICE : A-8 Sector-16, Noida 201 301, India

BRANCH OFFICES : Vega, The V, 11th Floor, Right Wing, Plot No.17, Software Units Layout, Madhapur, Hyderabad – 500081, India.

: 1105, Doon Express Business Park, Opp. Transport Nagar, Saharanpur Road, Subhash Nagar, Dehradun 248 002, India

CIN : U74899DL1992PTC047149

To  
Ms. Pavani Srilatha Kolla  
Hyderabad-TS.

Date: 6th December, 2019

**APPOINTMENT LETTER**

With reference to your application and subsequent interview you had with us, we are pleased to offer you a position as "Software Engineer Trainee" to work in our office at Hyderabad, subject to following terms and conditions:

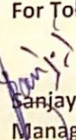
**DATE OF JOINING:** Your start date is **6th December, 2019**. If you are not reporting at our office on said date then the appointment should be considered withdrawn.

**COMPENSATION:** Your remuneration will be as per Annexure-1, subject to statutory deductions and Income tax deductible at source if applicable.

**CONDITION OF HIRE:** All appointments are based on the information furnished by you in your employment application and all further declarations and undertakings. The confirmation of your employment with TollPlus is subject to your antecedents being verified as correct.

**VALIDITY OF OFFER:** This offer is valid upon your signing of TollPlus employment agreement, the terms of which govern your employment relationship with TollPlus. Some of the key terms in that agreement are:  
You shall not enter in to any contract with any other company, firm or employer.  
You shall not divulge any secrets, information or dealings of or related to company or its customers.

**ADDRESS FOR COMMUNICATION:** Any communication or intimation sent to the address furnished by you and entered in to company's records shall be deemed to have served upon and received for all purposes by such communication. You shall inform any change in the address, for company's records for all communications. During your employment with us, you will be governed by rules and regulations as may be published in the company policy manual available with HR. The company reserves the right to modify the policies at any time without notice.

For TollPlus (India) Pvt Ltd.  
  
Sanjay Kumar.M  
Manager – Human Resources.



K. Pavani

**TollPlus India Pvt. Ltd.**

Plot No:45, Kavuri Hills, Phase-I, Madhapur, Hyderabad - 81, Telangana, India.  
Ph:+91-40-45684568, Website: www.tollplus.com, Email: info@tollplus.com



## APPOINTMENT LETTER

January 9, 2020

Dear **Konathala Sri Suvarna Neeraja Devi**,

Welcome to Wipro Limited (Company/Wipro') and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

### 1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

#### Registered Office:

**Wipro Limited** T : +91 (80) 2844 0011  
Doddakannelli F : +91 (80) 2844 0054  
Sarjapur Road E : info@wipro.com  
Bengaluru 560 035 W : wipro.com  
India C : L32102KA1945PLC020800





## 2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure V. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

## 3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act. Contributory Medical Insurance for your band.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. [mywipro.wipro.com](http://mywipro.wipro.com)

## 4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

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Bengaluru 560 035 W : [wipro.com](http://wipro.com)  
India C : L32102KA1945PLC020800

Page 2

Sensitivity: Internal & Restricted

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- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

#### 5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
  - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
  - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

#### 6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).
- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

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## 7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

## 8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

## 9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

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- d. Your appointment shall be treated as withdrawn in case:
- i. You have not scored minimum aggregate marks of 50% in your 10<sup>th</sup> Standard or equivalent education.
  - ii. You have not scored minimum aggregate marks of 50% in your 12<sup>th</sup> Standard or equivalent education.
  - iii. For Graduates: You have not scored minimum aggregate marks of 50% in your graduation.
  - iv. For Post Graduates: You have not scored minimum aggregate marks of 50% in your graduation and 50% in post-graduation.
  - v. You have any pending backlogs/ arrears on the date of appointment.

## 10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **atleast** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of upto Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

## 11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

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## 12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,  
For **Wipro Limited**,

A handwritten signature in black ink, appearing to read "Sunil Kalachar", is written over a horizontal line.

**Sunil Kalachar**  
**General Manager – Talent Acquisition**

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on \_\_\_ / \_\_\_ / \_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

Place: \_\_\_\_\_

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## ANNEXURE I

### DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

**Noted below are a few examples of conflict of interest:**

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

**Name:**

**Date:** \_\_\_/\_\_\_/\_\_\_

**Signature:**.....

**Registered Office:**

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## Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: [policyclearinghouse@wipro.com](mailto:policyclearinghouse@wipro.com).

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need-to-know basis. Employees are strictly prohibited from the following:

- a) Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
- b) Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
- c) Unauthorized disclosure or communication of UPSI.
- d) Procuring any UPSI from others

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees.

For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to [policyclearinghouse@wipro.com](mailto:policyclearinghouse@wipro.com).

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Bengaluru 560 035 W : [wipro.com](http://wipro.com)  
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**ANNEXURE II**

**PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000**

I -----, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- a. processing my job application including background verification checks;
- b. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

**Name:**

**Date:** \_\_\_/\_\_\_/\_\_\_

**Signature**.....

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**ANNEXURE III**  
**SALARY OFFER SHEET**

**Name : Konathala Sri Suvarna Neeraja Devi**

**Position: Project Engineer**

**Career Group: TRB - II**

You shall receive salary as detailed below.

<b>COMPONENT</b>	<b>AMOUNT (INR)</b>
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
<b>Total Fixed Cash</b>	<b>24,688</b>
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
<b>Total Fixed Compensation</b>	<b>27,108</b>
<b>Other Compensation Benefits</b>	
Health benefit (Medical)	600
<b>Variable Pay</b>	
Target Variable Pay	1,459
<b>Target Cost to Company per month</b>	<b>29,167</b>
<b>Total Cost to Company per annum</b>	<b>3,50,004</b>

\*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

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Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- d. Medical Insurance Coverage up to Rs 2lac per annum.

**Date:** \_\_\_/\_\_\_/\_\_\_

**Signature:**.....

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**ANNEXURE – IV**

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

**Name:**

**Date:** \_\_\_/\_\_\_/\_\_\_

**Signature:**.....

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## ANNEXURE – V

### Variable Pay - A BRIEF OVERVIEW

#### **Variable Pay Policy Summary & Computation:**

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

- a. Individual linked parameter: Based on number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack. (for employees joining in these Bands in Support roles and central functions Variable Pay is linked to Revenue and OM and the level of measurement will vary as per employee's band with details as mentioned in (b) and (c) below)
- a. Revenue achievement linked parameter: Based on the Revenue achievement of company performance. This would be linked to 50% of your Variable Pay payout. This is applicable only for employees in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 joining in Support roles who have variable pay as part of their salary stack.
- b. OM linked parameter: Based on Operating Margin achievement of company performance This would be linked to 50% of your Variable Pay payout. This is applicable only for employees in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 joining in Support roles who have variable pay as part of their salary stack.

In addition, Customer Satisfaction score also acts as multiplier for final variable pay computation across all roles. For billable roles, customer satisfaction score at vertical/business unit level as per employee tagging will be considered and for support roles, customer satisfaction score at company level will be considered.

The Variable Pay payout amount is liable to vary as per the performance on the above parameters.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2019-20.

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## **SOME ADDITIONAL INFORMATION ON THE SALARY OFFER**

### **Basic, Additional Allowance and Bonus:**

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

### **House Rental Allowance:**

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

### **Wipro Benefit Plan (WBP):**

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

#### **1. Leave Travel Allowance:**

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

#### **2. Telephone/Mobile Phone Allowances:**

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

#### **3. Non-transferable Meal card:**

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

#### **4. Education Allowance:**

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

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## 5. **New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

### **Retirement Benefits:**

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- a. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

### **Accommodation, Food & Other Miscellaneous Expenses**

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of appointment. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
  - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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## **SUMMARY - SOCIAL SECURITY & OTHER BENEFITS\***

### Medical

1. Medical Assistance Program (MAS)\*\*: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI)**. This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll which will vary based on your marital/family status, the floater sum insured as per your job grade and any top-up plan opted by you. 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

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Gratuity Benefit\*\*: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program\*\*:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic \* No of years to Retirement \* Grade Factor \* % based on number and age of surviving members.

I.e.  $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$  per month as supplementary pension payable. \*Grade Factor is a band specific pre-defined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

\*\* These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

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## 1. Your Life and Accident Cover:

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Even on temporary disability due to Accident you get compensated for loss of wages on account of leave due to Accident of upto Rs. 5,000 per week. In case of Death due to accident, your total cover would be 26 lacs (12 Lacs + 14 Lacs). Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Life Insurance Program: Rs. 14,00,000 In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover. Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

## 1. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

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Date: November 18, 2021

Krishna Mohan Choubey  
7-9-24/8, PanthulugariMeda,  
Old Gajuwaka, Visakhapatnam  
- 530026, Andhra Pradesh,  
India

Subject: Offer Cum Appointment Letter

Dear Krishna Mohan,

With reference to your application and the subsequent interview, we are pleased to offer you a promising career with us. Your appointment with HDFC Life Insurance Company Limited ("Company") will be subject to your agreement / acceptance of the terms and conditions as defined therein, else the letter shall automatically stand invalidated without any further obligation on the part of the Company. The details of the terms and conditions are as mentioned below:

**Designation:** Business Development Manager

**Department:** Agency

**Organizational Band / Grade:** J2

**Location:** Vishakapatnam

**Date of Joining:** Within 15 days of November 22, 2021

#### Job Detail

Although your normal work will consist of the duties and business targets as assigned to you from time to time, which shall be achieved by you to the satisfaction of the Company; you may at any time be called upon to discharge any other duties which in the opinion of the Company are within capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care.

#### Compensation & other Benefits

1. Your annual emoluments will be **2,95,000** per annum on Cost to Company basis. The brief details of which are shown in Annexure-1. The Company will deduct taxes and other statutory dues as may be applicable from time to time from the remuneration payable to you.
2. Your Variable Pay for performance (VPP) is subject to your individual performance as well as Company's performance (as declared by the Company from time to time).
3. Based on your grade entitlement and as per the rules and policies determined by the Company from time to time, you will participate in:
  - a. The Provident Fund Scheme and other retirement schemes, if any. The statutory Provident Fund (PF) contribution by the Company and your contributions (or deductions from your payroll) would follow the prevailing PF rules at the time.

HDFC Life Insurance Company Limited

Corporate & Registered Office:

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CIN: L65110MH2000PLC128245

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- b. Medical Hospitalisation Scheme, as applicable
  - c. Group Term Insurance plan, as applicable
  - d. Gratuity: You will be entitled to gratuity as per 'Payment of Gratuity Act, 1972'.
  - e. Employees State Insurance Corporation: You will be entitled to the benefits under Employees State Insurance Corporation Act, 1948 depending on your eligibility.
4. The Company in line with its business requirement or based on your performance as applicable to you from time to time reserves the right in its sole discretion to effect change in the compensation structure or its components.
5. All matters pertaining to compensation on your joining or thereafter is to be maintained under strict confidentiality and not shared with any third party.

### Probation Period

6. You will be on probation for a period of six (6) months from the date of your joining the Company, which may be extended in case it is found necessary by the Company. You will continue to be on probation unless specifically confirmed in writing.

Your confirmation in the Company would be based on your performance, which would be evaluated at the end of 3rd and 6th month from the date of your joining or at the end of extension period. While on probation, your services can be terminated at any time by either party, with notice of 15 days without assigning any reason whatsoever. However, to mitigate organizational risks, if any, the company's decision will be final and binding in this regards.

### Transfer

7. Although you are initially appointed at our Vishakapatnam, the Company may at its discretion transfer your services either temporarily or permanently to any other location or department of the Company or to any of its affiliates, subsidiaries, or any of their branches and you shall comply with all directions and instructions in that behalf. While on your transfer, you will be governed by the rules, regulations and conditions of service as applicable.

### Leave

8. You will be eligible for leave as per the rules of the Company applicable from time to time.

### Retirement

9. You will automatically retire on attaining the age of 58 years and that no further notice whatsoever to you will be necessary in this regard. The last day of the month when you attain the age of 58 years would be considered as your relieving date.

### Conflict of interest

10. Whilst in the employment of the Company, you shall engage yourself exclusively in the work assigned to you by the Company and shall not take up any independent or individual assignments whether on part time or full time basis or in an advisory capacity either directly or indirectly.

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11. On your joining and during the course of your employment with the Company, you will relinquish all your previous interest, if any, either as a licensed agent or distribution agency of any other form with any other company, institution, firm, individual either in the same line of business or otherwise.
12. You will always maintain utmost confidentiality and shall not either during your engagement with the Company or thereafter, divulge to any person whatsoever any records, documents, formulae, processes, methods ideas or any other information or communication whether written, visual or oral and whether or not marked as confidential, concerning the business and affairs of the Company or any of its dealings, transactions which come to your knowledge during the course of your employment, or use any of the same for your own benefit.
13. Whilst in employment of the Company, you shall at all times whether or not you have any financial interest or otherwise either directly or indirectly, keep the Company disclosed fully of any conflicting business interest of your immediate relatives, if any, associated with the Company either as employee, distribution agent or otherwise.
14. Any invention, improvement, or idea conceived by you in connection with your employment with the Company, shall become the Company's exclusive property. For the purpose of this section / point, the Company shall in addition to (HDFC Life Insurance Company Limited) mean and include any other firm, person or company subsidiary to or affiliated with the Company.
15. Unless specifically authorized by the proper authority within the Company, you will not engage or represent the Company, whether in person or by way of any written document and, in any manner.
16. During the course of your employment you will be required to abide by governing laws, applicable rules and regulations and maintain highest standard of personal conduct and integrity and comply with all policies and procedures of the Company. Any breach, deviation, disobedience of code of conduct / procedures / policies / laws / regulations including but not restricted to any acts of insubordination, negligence, corruption, fraud, forgery, misappropriation and unacceptable behaviour, which bring disrepute to the Company either within or outside the Company premises would warrant stern disciplinary action, including dismissal from services of the Company without notice or wages in lieu of notice.

### Notice Period on confirmation

17. This engagement may be terminated by either party by giving to the other, at any time, notice of thirty days in writing. In case of an ongoing internal investigation(s) / proceeding(s) against you, the Company has the right to extend your last working date, till the completion of said investigation(s) / proceeding(s). To mitigate the exigencies of the business and the possible risks, the decision of the Company will be final regarding the relieving date. In case the relieving date decided is short of the notice period, you will be bound to pay the notice period amount calculated on your last drawn salary. In case the Company decides to relieve you early, the Company will bear the notice period amount calculated on your last drawn basic pay. If you fail to report to duty till your last working date (as decided by the Company, except with prior approved leaves), your separation will be treated as per the abandonment clause(s).

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18. Notwithstanding anything contained herein, your employment with the Company shall stand terminated forthwith without any notice or payment in lieu of notice on account of:
- breach of governing laws, applicable rules and regulations;
  - breach of applicable Company policies, procedure or code of conduct whether express or implied;
  - performance below defined targets as applicable from time to time;
  - any act/s which is/are regarded as breach to the interest of the Company.

### Other Terms and Conditions

19. Whilst in the employment of the Company you are required to effectively carry out all duties and responsibilities assigned to you. Disrespect for other employees, insubordination or flouting Company policies will not be tolerated.
20. You will be bound by all the existing rules and regulations as framed by the Company and those as enforced by the regulator in the insurance industry from time to time.
21. You are required to provide all the necessary documents / evidence required on the information furnished by you while seeking employment and as required under the rules and regulations of the Company.
22. We understand that we have your consent and authorization to take any pre or post-employment examinations and or Verification / checks as may be required by the Company (including its subsidiaries) or its representatives. You also authorize that HDFC Life Insurance Company Limited may use an outside external (third party) agency to verify and validate the information you have provided including but not limited to your employment history, your personal background, professional standing, work history and various qualifications, educational or otherwise. You understand that an external background check agency may obtain information it deems appropriate from various sources including, but not limited to, the following: current and past employers, criminal conviction records, school records, college records and professional and personal references. You authorize, without reservation, any individual, corporation or other private or public entity to furnish to the Company and the external background check agency all information about you. You unconditionally release and hold harmless any individuals, corporation, or private or public entity from any and all causes of action that might arise from furnishing to the Company and the external agency information that they may request pursuant to this release. We believe that you have not made any false declaration or willfully suppressed any material information, including any previous employment history with the Company. Accordingly, the offer of appointment is made relying upon information furnished and representation made by you. However, the offer of appointment is subject to reference and background check to be conducted by the Company at its discretion at any point of time during the course of your employment. If for any reason it is found that the reference or background check is negative or detrimental to the interest of the Company as determined by the Company, in its sole discretion, the Company is entitled to terminate your services at any time during or even after completion of the probation period with immediate effect without notice or any salary in lieu of notice. This authorization and release, in original, digital, faxed or photocopied form, shall be valid for this and any future reports and updates that may be requested.

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Available Mon-Sat from 10am to 7 pm (Local Charges apply)  
DO NOT prefix any country code e.g. +91 or 00.

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



23. If for any reason, you remain absent / abstain from duty for a continuous period of seven (7) days without pre-approved leave or without intimating and obtaining the prior approval of your manager / immediate superior, or if you remain absent / abstain from duty for a period of seven (7) days beyond the period of leave originally granted without intimation or without obtaining the approval of your manager/immediate superior, it would be treated as abandonment of service and you will be deemed to have voluntarily abandoned your service without notice. The Company / employer would not be responsible for any further intimation towards such separation / abandonment of service nor any compensation or any full and final settlement payouts towards the same.
24. In case your employment with the Company is discontinued for any reason within 30 days from the date of joining, you will not be eligible for payment of dues or any other benefit from the Company on account of the expenses incurred by HDFC Life towards on-boarding activities.
25. It will be your sole responsibility to inform the Company in writing of any change in your address, failing which any communication sent to you in the address last stated by you shall be deemed to be validly served on you.
26. On your joining, you will be required to undergo a Regional Induction program as per policy at the Specified Regional location as communicated by the Regional Human Resources Manager, designated to your location. In case you are required to travel and stay at another location other than your base location for your induction, you will be eligible for training allowance as per Company Policy or basis exception approval.
27. Whilst in the employment of the Company and for a period of three (3) months thereafter your salary bank account as reflected on the Company's records, may be subject to audit at any point of time. By signing this letter, you hereby authorize and provide to the Company an irrevocable right to access your salary bank account for audit purposes during the period specified herein. Failure in providing these details may lead to disciplinary action.
28. Employee will have to raise resignation only through Employee Self Service (ESS). Resignation through any other mode except ESS will not be considered.
29. As an active frontline sales employee, you are expected to purchase a Tablet to conduct business. You shall provide an undertaking in favor of the Company for the purchase of the tablet in the format set out in Annexure-2.
30. You will need to open a bank account with our banking partner for salary and reimbursement purposes; in case you have an existing account with the partner, you may choose to convert it to salary account or open a separate account for the same. Failure to do so will result in salary and reimbursements being kept on-hold, for such period of time, till the bank account is opened with the banking partner.

Management reserves the right to effect change in any of the above clauses and the same will be communicated to you through SAP or other communication channels as prevalent. All policies referred in the letter are available on company's intranet page. If you are agreeable to the above mentioned terms and conditions, please acknowledge your acceptance by signing the duplicate copy of this letter and duly signed undertaking as set out in Annexure-2.

We look forward to a mutually rewarding relationship.

**HDFC Life Insurance Company Limited**


**Corporate & Registered Office:**

13<sup>th</sup> Floor, Lodha Excelus, Apollo Mills Compound,

N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

CIN: L65110MH2000PLC128245

 **+91 22 6751 6666**

 **1860-267-9999**

Available Mon-Sat from 10am to 7 pm (Local Charges apply)  
DO NOT prefix any country code e.g. +91 or 00.

 **www.hdfclife.com**



Regards,

For & on behalf of  
**HDFC Life Insurance Company Limited**



**Sushil Chander**  
**Vice President - Human Resources**

I agree to and accept all the above terms and conditions.

Candidate Signature

**HDFC Life Insurance Company Limited**


**Corporate & Registered Office:**

13<sup>th</sup> Floor, Lodha Excelus, Apollo Mills Compound,


N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

CIN: L65110MH2000PLC128245

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 **1860-267-9999**

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## Annexure-1

Date: November 18, 2021  
 Name: Krishna Mohan Choubey  
 Designation: Business Development Manager  
 Location: Vishakapatnam  
 Band: J2

CTC STRUCTURE		
COMPONENT	Per Annum	Per Month
<b>(I) Fixed Pay</b>		
Basic	76,500	6,375
House Rent Allowance	45,900	3,825
Other Allowance	26,689	2,224
Tablet Allowance	12,000	1,000
Bonus	24,000	2,000
Monthly Gross	185,089	15424
<b>(II) Retirals &amp; Other Benefits</b>		
Provident Fund	13,823	
Gratuity	3,698	
Flexi Pay	37,975	
<b>(III) Valued Benefits</b>		
ESIC	6,015	
Group Insurance Benefit	8,400	
<b>Fixed Cost to Company</b>	<b>255,000</b>	
<b>City Based Performance Bonus</b>	<b>40,000</b>	
<b>Total Cost to Company</b>	<b>295,000</b>	

FLEXI ANNEXURE		
COMPONENT	Per Annum	Per Month
<b>FLEXI</b>		
LTA (Leave Travel Allowance)	6,375	531
Fuel and driver	21,600	1,800
Children Education Allowance	2,400	200
Mobile Handset Allowance	10,000	833
NPS(National Pension Scheme)	7,650	638

### Other Eligibilities

On appointment you will be covered under the Group Term insurance as per Company policy.  
 You will be eligible to be enrolled into sales incentive schemes as and when announced by the Company.

### Note:

HDFC Life Insurance Company Limited

#### Corporate & Registered Office:

13<sup>th</sup> Floor, Lodha Excelus, Apollo Mills Compound,

N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

CIN: L65110MH2000PLC128245

+91 22 6751 6666

1860-267-9999

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1. The Bonus/Advance Bonus component shown above would be paid as part of monthly salary. All payments made towards Bonus / Sales incentives / VPP paid will be in accordance with the Payment of Bonus Act.
2. Your Total CTC is subject to you earning City Based Performance Bonus.
3. City Based Performance Bonus eligibility is subject to FLS being based at any of the select cities/ branches identified by the company.
4. City Based Performance Bonus is subject to confirmation of your services and will be paid on completion of 12 months of service along with the proceeding salary / payroll cycle.
5. Payout of City Based Performance Bonus will be subject to you attaining performance rating of 3 and above in the first eligible STAR (performance appraisal) cycle.
6. FLS resigned / serving notice at the time of payout will not be eligible for City Based Performance Bonus.

**HDFC Life Insurance Company Limited**


**Corporate & Registered Office:**

13<sup>th</sup> Floor, Lodha Excelus, Apollo Mills Compound,


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CIN: L65110MH2000PLC128245

 **+91 22 6751 6666**

 **1860-267-9999**

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DO NOT prefix any country code e.g. +91 or 00.

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## Annexure-2

### Undertaking

Date: November 18, 2021  
Name: Krishna Mohan Choubey  
Designation: Business Development Manager  
Location: Vishakapatnam  
Band: J2

I, Krishna Mohan Choubey , the undersigned hereby undertake to buy the prescribed electronic tablet - Samsung Galaxy Tab Iris Model No. SM-T116IR within 30 days of joining, or on receipt of first month salary, whichever is earlier.

I understand and acknowledge that failure to comply with this undertaking may result in appropriate disciplinary actions taken against me by the Company, including but not limited to loss of pay.

Name: Krishna Mohan Choubey

Date:

Candidate Signature

**HDFC Life Insurance Company Limited**


**Corporate & Registered Office:**

13<sup>th</sup> Floor, Lodha Excelus, Apollo Mills Compound,

N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

CIN: L65110MH2000PLC128245

 **+91 22 6751 6666**

 **1860-267-9999**

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 **www.hdfclife.com**



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**Doc #: EMP/OL/VK/21052021/15**  
**May 21, 2021**  
**Ms. Vanaja Kurri,**  
**Bangalore**

**Dear Vanaja Kurri,**

We are happy to offer you the position of **Technical Support Engineer-L1** in our Company. Your initial place of work will be at "**Bangalore / Chennai / Noida**". However, you may be requested to relocate anywhere in India as per the Client's requirement anytime. From time to time, you may also be required to travel based on the requirement from prospective Clients all over India and overseas as well. At the time of joining, you are requested to bring copies of the following documents for our records: At the time of joining, you are requested to bring copies of the following documents for our records:

1. Offer Letter/Relieving order/from your present employer.
2. Certificates in support of your qualification (including degree certificates and final mark/grade sheets), experience and emoluments.
3. Salary certificate from your present employer.
4. Four passport size photographs.
5. Relevant pages of your Passport.
6. Address proof (Election ID/Driving License)
7. Two reference letters.

Your Annual CTC would be Rs.**209,232/-**per annum (**Rupees TWO LAKH NINE THOUSAND TWO HUNDRED AND THIRTY TWO only**) exclusive of the additional reimbursement provided in the covering Letter and applicable Tax will be deducted. Your appointment shall be continued based upon your overall performance and successful completion of the initial period of Six months from the date of joining. Your initial core focus shall be mainly on DC- Ops, SDM, Networking and other areas of services that Maintec /its Client offers from time to time.

Please note that this offer is based on information provided by you to us and may be withdrawn in case of any deviation from the same or if you fail to report to commence on the assignment **May 18, 2021** or any other date which may be decided as per mutual discussion.

Your appointment would be deemed terminated by both the parties in the event of termination of work order by Maintec's Client. If either party wishes to end the contract, a notice period of not less than **30** days indicating the same shall have to be provided by the same party in writing.

Please sign on the copy of this letter as a token of acceptance of this offer. Please address any inquiries to the HR team of Maintec that you may have in connection with your proposed assignment.

Sincerely

For Maintec Technologies Pvt. Ltd,



**Malathi Krishnan**  
**HR Manager**

I accept the assignment on the above-mentioned terms and conditions and I will report to duty on **May 18, 2021** or any other date which may be decided as per mutual discussion.

Employee's Signature: \_\_\_\_\_

---

*Maintec Confidential*







DECLARATION

Contact No: <b>9182112348</b>
-------------------------------

Gender: <b>Female</b>
-----------------------

I **Molleti Gayathri** hereby declare that I have been explained the Pre-

Hire Information Orientation by

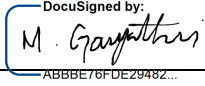
**Pooja**

On 31 / 05 / 2022 at (Venue) **Sitel India Pvt Ltd**

Candidate:-

Source **Rahul**

Name **Molleti Gayathri**

Signature 

Date **May 30, 2022**

Pre-Hire Information Orientation conducted by:-

Name **Pooja**

Signature **Pooja**

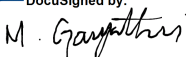
Date **May 30, 2022**

PROCESS	<b>HP</b>
DOJ	<b>31-05-2022</b>



**Ops Expectation Checklist for PHO (Name of the Process)**

S.No.	Expectation	Communicated (Y/N)
1	24 X 7 operations. (works on Saturdays and Sundays as well)	Yes
2	5 day working (weekly offs not necessarily on Saturday and Sunday)	Yes
3	Rotational Shift (changes once every four weeks) within the process window.	Yes
4	Transport (Home pick up will be provided 2 hrs. before the shift begin time and home drop will be provided based on the Transport logout roster - 30 mins. after the shift close)	Yes
5	I understand that SiTEL Transport Policy only does allow cab facility at a distance within 35 KM radius from Office. 35 KM is one side distance from Office to employee's residence. If found that I am staying at a distance greater than 35 KM from office I shall not be eligible to avail SiTEL transport facility	Yes
6	I clearly understand that the performance incentive mentioned in annexure is a part of my overall CTC and the performance incentive indicated in the salary annexure is a variable component paid based on the performance rating on a scale of 1 to 5. The amount shown in the annexure is the maximum incentive.	Yes
7	Client incentives will be based on the data sent to us by the client only. Client incentives may or may not exist, depends up on client requirement.	Yes
8	PACMAN and Client incentive amount for the current month's performance will be paid in the next month's payout.	Yes
9	CTC (includes variable incentive/PACMAN). The variable incentive / PACMAN amount included in the CTC is applicable to Pacman rating of 5 (Top 15% population in the process). Please refer to offer letter for details	Yes
10	No planned leaves for the first three months unless in unavoidable circumstances.	Yes
11	Upskill or cross skill trainings will happen based on client requirement.	Yes
12	Two weeks learning curve is given post nesting before evaluating the actual performance.	Yes
13	In addition to the technical support we need to upsell client products to help our customer's online experience.	Yes
14	Dress code (Mon - Thursday, business casuals with collard shirt, trousers, and leather shoes (with or without laces), Friday casuals (T-shirt, Jeans, and sneakers). Bermudas, chappals, torn jeans, are not allowed on any day). However, ethnic wear is allowed for festivals etc. or any days specified by the process).	Yes

DocuSigned by:  
  
**Molleti Gayathri**  
ABBBE76FDE29482...

**May 30, 2022**

Signed (Candidate's Name)

Date

## Declaration Form (Aadhar Card)

Name: Molleti Gayathri

Address: Plot no - 150 , H.No - 2-31/150,  
Vinayak nagar, behind paradise  
Gachibowli, Hyderabad  
500032

DOB: 12-10-1997

To,  
HR Manager,  
Sitel India Ltd.  
Mumbai.

**Subject:** Declaration letter for not submitting Aadhar Card Copy in DD/MM/YYYY Format.

Respected,

I the above mentioned employee of Sitel India Ltd, joined as of 31/05/2022 would like to confirm that I have submitted Aadhar Card in Year format, the mandatory (Photo Id proof) document during my joining. I will submit my updated Aadhar card copy in DD/MM/YYYY Format before salary credit if I fail to submit the same then company has a right to place my salary on hold.

I agree to all the Terms and Policies by Sitel India Ltd and will adhere to the same.

Place: **Hyderabad**

Date: **31-05-2022**

DocuSigned by:  
*M. Gayathri*  
ABBBE76FDE29482...

(Signature)

## Declaration Form (Pan Card)

Name: Molleti Gayathri

Address: Plot no -150, H.No- 2-31/150, Vinayak nagar  
Behind paradise, Gachibowli  
Hyderabad- 500032

DOB: 12/10/1997

To,  
HR Manager,  
Sitel India Ltd.  
Hyderabad.

**Subject:** Declaration letter for not submitting Pan Card copy.

Respected,

31-05-2022

I the above mentioned employee of Sitel India Ltd, joined as of \_\_\_\_\_ would like to confirm that I have not submitted / Lost my Pan Card, hence was unable to provide the mandatory (Photo Id proof) document during my joining. I will submit my Pan Card / Acknowledgement (receipt) copy within 30 days from my date of joining and I am aware that if I fail to submit the same then company has a right to place my salary on hold.

I agree to all the Terms and Policies by Sitel India Ltd and will adhere to the same.

Place: Hyderabad

Date: 31/05/2022

DocuSigned by:  
*M. Gayathri*  
ABBBE76FDE29482...

(Signature)

## CANDIDATE DATA DECLARATION

**Name** Molleti Gayathri

**Date of Birth** 12/10/1997

**Address** Plot-150, H.no- 2-31/150, Vinayak nagar, behind paradise, Gachibowli, Hyderabad- 500032

**Highest Qualification** Intermediate

**Last Employer** WNS

**Personal email** gayatrim966@gmail.com

(This will be used for correspondence)

**Mobile phone** 9182112348

(This will be used for correspondence)

**ID Proof ( DL/ Adhar card/ Passport / PAN)** 436054393670

(I have sent a self-picture with this ID on email / WhatsApp)

I hereby declare that all information provided above is true to the best of my knowledge. I also agree to accept all correspondence from Sitel on my above mentioned email ID. If any information that I have declared found to be untrue, my services may be liable to be terminated

**( Signature)**  ABBBE76EDE29482

**Name :** Molleti Gayathri

**Date :** May 30, 2022

**To**  
**The Human Resources**  
**Sitel India Pvt.Ltd**

**Declaration**

I have been explained clearly about below mentioned details

I also agree to the following terms:

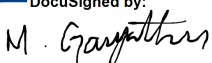
- Willingness to work in Rotational Night shifts & Weekends
- Have no plans of higher education
- Will not need any leaves for next 6 months.
- My family is aware and has accepted me to work in Nightshifts
- I am aware I may not get offs on Weekend, it may even be split or continuous offs
- I am sure, I do not have Sinusitis, Headaches ,ENT Defects, Communicable diseases and other health issues

**DATE:** May 30, 2022

Yours Sincerely,

**Emp name :** Molleti Gayathri

**(Signature)**

DocuSigned by:  
  
ABBBE76FDE29482...

---

**MEDICAL FITNESS UNDERTAKING FOR EMPLOYMENT**  
**(TO BE SUBMITTED AT THE TIME OF JOINING)**

I, Namme: Molleti Gayathri ..... (In Block Letters)

M.Narayana Rao

Father's Name:.....

Age 24 Height 160 CM Weight 45 BP 120/80

HEREBY DECLARE THAT (tick as applicable)

Undergone any major surgery /ailment in the past 12 months: Yes / No Details if Yes ... X

Suffer from any respiratory ailments? Yes / No Details if Yes ... X

Diagnosed with any heart related ailments? Yes / No Details if Yes ..... X

Met with any accident / suffered from any disease requiring confinement? Yes / No Details if Yes ... .. X

Any other disease diagnosed in past: ..... NA

Allergies, if any... Na

List of prescribed medication, if any

- 1. NA
2. NA
3. NA

Family history of critical ailments if any ... NA

Declaration: I certify that the details provided above in this document are valid and complete to the best of my knowledge. I understand that false or misleading information may disqualify me from employment and /or result in termination of employment.

DocuSigned by: M. Gayathri
Signature of the Candidate

Name of the Candidate\_\_ Molleti Gayathri
Place:HYDERABAD
Date:\_



## Document Validation Checklist

List of Documents	Originals	Copies
PAN Card	<b>X</b>	<b>X</b>
Aadhar Card	<b>X</b>	<b>X</b>
SSC Marks Memo	<b>X</b>	<b>X</b>
SSC Grades Memo		
Intermediate Marks Memo		
Intermediate Grades Memo	<b>X</b>	<b>X</b>
Intermediate TC		
Graduation CMM		
Graduation PC		
Graduation TC		
Post-Graduation CMM		
Post-Graduation PC		
Post-Graduation TC		

Tick Appropriately

Original Documents Held for Verification

**Pooja**

HR Signature: -----

HR Name: **Pooja**

Date: **May 30, 2022**

Original Documents Handed Over

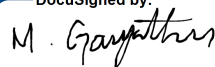
**Pooja**

HR Signature: -----

HR Name: **Pooja**

Date: **May 30, 2022**

Original Documents Submitted for Verification

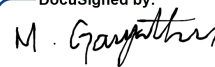
DocuSigned by:  
  
 ABBBE76FDE29482...

Candidate Signature: -----

Candidate Name: **Molleti Gayathri**

Date: **May 30, 2022**

Original Documents Received from HR

DocuSigned by:  
  
 ABBBE76FDE29482...

Candidate Signature: -----

Candidate Name: **Molleti Gayathri**

Date: **May 30, 2022**



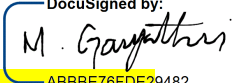
To  
Sitel India Pvt Ltd

Sub: Declaration of Bank Account Details

Submission of Bank Account Number:

1. It is Mandatory for every new joinee joining SITEL to open a bank account either with HDFC or ICICI through SITEL bank representatives only.
2. This needs to be completed on the day of joining.
3. Employees need to furnish the information if he/she holds any existing salary account with either of the banks. (ICICI Bank / HDFC Bank) such as the active salary accounts if any with either of the banks with cancelled cheque and application with all details mentioned including the customer ID.
4. In the event of an employee not declaring that he/she has an existing account with any of these banks and opens a fresh account, as per RBI norms and mandate the account will be linked to the old account and if any charges are pending the same will be levied.
5. The company will not be liable for the charges levied by the bank.
6. Also an employee cannot at any point close the salary account without intimating the company by means of a written application with justification. Once done so the same will be analyzed and checked with the concerned bank.
7. If employee fails to open the salary account as per the stipulated timelines, the salary will go on hold and will not be credited.

I Employee Name: **Molleti Gayathri**, Date of Joining: **31/05/2022** have read & understood the above guidelines and hereby agree to abide to the above terms and conditions.

DocuSigned by:  
  
Signature **ABBBE76FDE29482...**


## Documents Undertaking

Name : <b>Molleti Gayathri</b>	Mobile No : <b>9182112348</b>
Process : <b>HP</b> , Date <b>May 30, 2022</b>	

Mandatory documents(At the time of joining)		
DOB & Address proof	Yes	No
Driving license		
Passport		
PAN card	<b>X</b>	
Adhar Card	<b>X</b>	
Ration card		
Electricity Bill	<b>X</b>	
Gas Bill		
Agreement copy		
Education Marksheets		
Past Employment Offer/Appointment & relieving/resignation acceptance		

Education certificates (Highest qualification as per Application form / Resume)	Yes	No
SSC :	<b>X</b>	
HSC :	<b>X</b>	
Graduation :		
Post graduation :		
Diploma :		
Any other :		

- I hereby declare that I have submitted photocopies of all the mandatory documents as required by Sitel India Pvt Ltd.  
Pending documents(if any) will be submitted in next 24 hours failing which my employee code will not be generated & I will not be eligible to be paid salary for those days.

DocuSigned by:  
  
 ABBBE76FDE29482...

**Signature -** \_\_\_\_\_



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.

## (A) INSURED PERSON'S PARTICULARS

1- Insurance No.					
2- Name in block letters	Molleti Gayathri				
3- Father's/Husband's Name	M.Narayana Rao				
4- Date of Birth	Day	Month	Year	5- Marital Status	Unmarried
	12	10	1997		M/U/W
				6- Sex	Female
7- Present Address	31-23-29/4, Bharat Nagar, kurmannapalem, Visakhapatnam				
Pin Code	530046			8- Permanent Address	31-23-29/4, Bharat Nagar, kurmannapalem, Visakhapatnam
				Pin Code	530046
Branch Office	Dispensary				

## (B) EMPLOYER'S PARTICULARS

9- Employer's Code No.			
10- Date of Appointment	fnu Day	eghuk Month	Year
11- Name & Address of the Employer			
12- In case of any previous employment please fill up the details as under.			
(a) Previous Ins. No.			
(c) Name & Address of the Employer			

(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.

Name	Relationship	Address
Molleti Madhavi	Sister	31-23-29/4, Bharat Nagar, kurmannapalem, Visakhapatnam

I hereby declare 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.

Counter signature by the employer

DocuSigned by:  
M. Gayathri  
Signature of I.P.

Signature with seal

## (D) Family Particulars of Insured person

Sl. No.	Surname Name	Date of Birth/Age as on date of filling form	Relationship with the Employee	Whether residing with him/her.		If 'No' state Place of Residence	
				Yes	No	Town	State
	Molleti Madhavi	24/07/1995	Sister	Yes	No	Hyderabad	
				No	NO		

ESI Corporation Temporary Identity Card

(Valid for 3 month from the date of appointment)

Name		
Ins. No.		Date of appointment
Branch Office		Dispensary
Employer's Code No. & Address		

(Space for photograph)
------------------------

Validity

Dated

DocuSigned by:  
M. Gayathri  
Signature of I.P.

Signature of B.M. with seal



31/05/2022

Date of Joining: \_\_\_\_\_

Deduction date: 31/05/2022**PROVIDENT FUND NOMINATION AND DECLARATION FORM**

(For Unexempted/Exempted Establishment)

Declaration and Nomination Form under the Employees Provident Fund &amp; Employees Pension Scheme

(Paragraph 33 and 61 (1) of the Employees Provident Fund Scheme, 1952 &amp; Paragraph 18 of the Employees Pension Scheme, 1995)

1. Name Molleti Gayathri2. Date of Birth 12/10/1997 (In capital letters) **FEMALE**

3. Sex \_\_\_\_\_

4. Marital Status Unmarried

5. P.F. Account No. \_\_\_\_\_

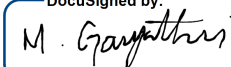
31-23-29/4, Bharat Nagar, kurmannapalem, Visakhapatnam-530046

6. (A) Address Permanent \_\_\_\_\_

(B) Address Temporary Plot no- 150 , H.No- 2-32/150, Vinayak nagar, Gachibowli, Hyderabad- 503**PART A (Employee Provident Fund)**

Name and Address of the Nominee/Nominees	Nominees relation with the member	Date of Birth/ Age	Total amount of share of Accumulation in PF to be paid to each Nominee	If the Nominee is a minor, Name & Relationship & Address of the guardian who may receive the amount during minority of nominee
1	2	3	4	5
<b>Molleti Madhavi</b> <b>31-23-29/4, Bharat</b> <b>Nagar, vsp- 530046</b>	<b>Sister</b>	<b>24/07/1995</b>	<b>100%</b>	<b>Kurmannapalem</b>

- \*Certified that I have no family as defined in para 2(g) of the Employee's Provident Fund Scheme, 1952 and should I acquire a family hereafter the above nomination should be deemed as cancelled.
- \*Certified that my father/mother is/are dependent upon me.

DocuSigned by:  
  
 ABBBE76FDE29482...

Signature \_\_\_\_\_

**PART B (Employee Pension Scheme) (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 Nominee	Date of birth/Age	Relationship with the member.
1	2	3	4
1	Molleti Madhavi 31-23-29/4, Bharat Nagar, kurmannapalem, Visakhapatnam 530047	24/07/1995	Sister
2			
3			

\*\* Certified that I have no family as defined in Para 2 (vii) of Employees' Pension Scheme, 1995 and should I acquire a family hereafter I shall furnish particulars thereon in the above form.

I hereby nominate the following person for receiving the monthly pension (admissible under Para 16 2(a) (i) & (ii) in event of my death without leaving any eligible family member for receiving pension.

Sr. No.	Name & address of the Nominee	Date of birth/Age	Relationship with the member.
1	2	3	4
1	Molleti Madhavi 31-23-29/4, Bharat Nagar, kurmannapalem, Visakhapatnam 530046	24/07/1995	Sister
2			
3			

Date: **May 30, 2022**

DocuSigned by:  
M. Gayathri  
ABBE76FDE29482...

**Signature or Thumb impression of a member**

**CERTIFICATE BY EMPLOYER**

Certified that the above declaration and nomination has been signed/thumb impressed before me by Shri/Smt./Kum \_\_\_\_\_ employed in my establishment after he/she has read the entries have read over to him/her by me and got confirmed by him/her.

Signature of the employer or other

Authorized officers of the establishment :- \_\_\_\_\_

Place : \_\_\_\_\_

Designation :- \_\_\_\_\_

Dated :- \_\_\_\_\_

Name and address of the factory  
Establishment or rubber stamp there of : \_\_\_\_\_

## PAYMENT OF GRATUITY ACT(FORM \_ F) NOMINATION

To,..... **Sitel India Pvt Ltd**.....

Molleti Gayathri

1. Kumari/Shri/Shrimati.....  
Whose particulars are given in the statement below. I 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 the 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 the person (s) mentioned is/are a 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 (h) of section 2 of the said Act.
6. Nomination made herein invalidates my previous nomination.

### NOMINEE'S

Name in full with full address of nominee(s)	Relationship with the employee	Age of nominee	Proportion by which the gratuity will be shared If 2 nominees have mention-50% for each nominee If only one nominee-100%
1	2	3	4
Molleti Madhavi	Sister	26	100%

DocuSigned by:

*M. Gayathri*

**Signature**

ABBBE76FDE29482...

STATEMENT	
Name of the employee in full	Molleti Gayathri
Sex	Female
Religion	Hindu
Whether unmarried/married/widow/widower	Unmarried
Process/Department Branch/Section where employed	HP
Post/Designation	Technical support professional
Date of appointment	31-05-2022
Village	
Post Office	
District	
State	Telangana
Place	Hyderabad

May 30, 2022  
Date.....

DocuSigned by:  
M. Gayathri  
ABBE76FDE29482  
Signature/Thumb Impression  
of the employee

#### Declaration by witnesses

Nomination signed/Thumb impressed before me  
Name in full and full address of witnesses

signature of witnesses

Place:

Date.....

#### Certificate by the employer

Certified that the particulars of the above nomination have been verified and recorded in this establishment

Employer's reference No, if any

Signature of the employer/Officer authorized  
Designation

Name address of the establishment  
or rubber stamp there of

Date.....

#### Acknowledgment by the employee

Received the duplicate of the nomination in Form 'F' Filled by me and duly certified by the employer.

May 30, 2022  
Date.....

DocuSigned by:  
M. Gayathri  
ABBE76FDE29482  
Signature of the employee



## **PRIVACY POLICY**

### **For employees of Sitel**

#### **1. Collection, processing and use of data by the employer.**


In order to implement the employment relationship and in particular to provide the technical infrastructure for the reimbursement of expenses and travel costs and salaries, the provision of the service, telecommunications, email and internet use, creating organizational charts and internal telephone directories, to conduct training and regular performance reviews, preparation of the project teams on the basis of qualifications and performance data ( herein after referred to collectively as "Purposes") collects, processes and uses automated Sitel as the responsible body at the beginning and during the employment relationship, resulting in the above context, personal data of the Employee.

#### **2. Transmission of employee data to third parties**

The employer directs the employee data in connection with the performance of company wide strategic analysis and planning for the parent company. Sitel as the parent is entitled to information to fulfill the above purposes to process, use and to transmit further, where only individuals have access, the need to know the employee data (eg. Supervisors, HR directors, Operational coordinators needed at the parent company or the group of companies) or access for other reasons (eg for the purposes of IT administration, analysis, strategic planning ) and order data processors that support the employer in achieving the objectives described above.

#### **3. Consent**

The employee expressly agrees to allow transmitted personal data in addition to strategic and cross group analysis and strategic planning, us and transmitting to the U. S.. The parent company Sitel participates in the Safety Harbor Privacy Principles to ensure data protection.

DocuSigned by:  
  
ABBBE76FDE29482...

**Signature of the employee**

**DATA SECURITY STANDARDS POLICY**

---

Due to the nature of our business, Employees may have access to personal information from our customers, including names, addresses, and phone numbers; bank and credit card account numbers; income and credit histories; and Social Security numbers. Since our client's entrust us with this information, we have a responsibility to safeguard this information and take proactive steps to ensure customer information is protected.

Every Employee has a role in the commitment to safeguard customer information and combating fraud. Practicing professional ethics such as honesty and integrity is an expectation for all employees. To provide further protection, Sitel has developed policies and procedures to provide our clients and their customers with confidence in our ability to safeguard sensitive information.

The Data Security Standards Policy provides guidelines for all Employees to follow to ensure customer information is not intentionally or accidentally shared and then used in a manner that damages the customer or our reputation as a Business Process Outsourcing Partner.

The following guidelines must be strictly adhered to in order to ensure the protection of customer information:

- 1 Desks must be kept clean of printouts or other paper media that may contain confidential information. At no time should confidential information or media be left unsecured on a desk or workspace or in an unlocked shred bin. Leave workstations "neat and tidy". If you have a messy workstation, you may not notice when something is missing.
- 2 Ensure the appropriate arrangements have been made to prevent unauthorized persons from having access to IT applications or to data.
- 3 Papers or documents with customer information or other sensitive information should be stored in a secure place not lying around on top of an unattended desk.
- 4 Computer media such as CD's, floppy disks, thumb drives, flash drives, and backup tapes containing customer information must be maintained in a locked drawer, locked filing cabinet, or other secured area.
- 5 Employees must follow established verification procedures before accessing, viewing, and providing customer information. This will help ensure sensitive information is not given to unauthorized individuals.
- 6 Employees should only access an account as part of performing assigned job duties or with permission from a supervisor or manager.
- 7 Employees must have permission from the customer, a supervisor, or have a valid business purpose to access or view personal account information.
- 8 Employees must have authorization from the customer or a supervisor before making changes to a customer's account. This includes enrolling a customer into services and/or products.
- 9 Employees may not access another Employee's account if they have personal knowledge that the account holder is an Employee. In addition, Employees may not access an account held by someone they know outside of work.
- 10 Employees may not write down, record, or retain customer information for personal gain, use, or profit.
- 11 Employees may only disclose customer information to other Sitel Employees when performing assigned job duties and only on a "need to know" basis.
- 12 Documents containing customer information (ex. Downtime Forms) must not be removed from the building without prior authorization from a supervisor or manager.
- 13 Employees must lock down the computer when leaving their workstation for breaks, meal periods, or for any other situation requiring the Employee to leave their workstation for an extended period of time. Locking the

computer down will prevent unauthorized persons from accessing customer information. Employees should also follow established computer logout procedures at the end of their shift to prevent unauthorized individuals from accessing information inappropriately.

14 Personal items should be stored under the desk, in a secured drawer or in a locker. Personal items should not be placed or stored on the desktop.

15 Under no circumstances should any associate set up a web site on behalf of Sitel or any Sitel clients or suppliers unless authorized by the Sitel's IT Department. Technology included within the scope of this policy includes but is not limited to Company-sponsored web pages, external web sites, social media pages, or any other external electronic forum. Under no circumstances should any associate publish, on behalf of the Company, any content about Sitel, Sitel clients or services performed on behalf of Sitel clients without prior approval of Sitel's Marketing Department. This includes use of the Sitel name or logo in any post or comment made on behalf of Sitel or that would reasonably be attributed to Sitel. Authorization is also required prior to approving links from any other web sites (client, vendor, partner, etc.) to the www.Sitel.com web site.

16 Use of any device to neither record pictures, video, and/or sound without Sitel's authorization is strictly prohibited within our facilities nor can the same be shared on external websites or social media sites.

17 Employees must not destroy or dispose of potentially important Sitel records or information without direction and approval from management.

Physical security guidelines also play an important role in our commitment to safeguard customer information and combating fraud. The following guidelines must be strictly adhered to in order to ensure safeguarding of Sitel's Employees and our data security interests:

18 Each Sitel facility has a main reception area which will be open to visitors from 8:00am to 5:00pm Monday thru Friday.

19 No visitors are allowed into the building through the Employee Entrance at anytime unless the visitor has already signed in and are being escorted through the building.

20 If a vendor or guest is trying to get into the building outside of business hours, please explain to them that visitor's are only allowed into the building during normal business hours (8:00am – 5:00pm).

21 If an Employee allows a visitor in through the Employee entrance, the Employee will be held accountable for them throughout the duration of their visit or until responsibility for their visit has been transferred to the original host.

22 Visitors will not be permitted to tour the building without an escort.

I acknowledge that I am expected to read, understand, and adhere to this policy. If I do not understand the material or have questions related to material in this Policy I will contact my supervisor or Human Resources.

I am aware and understand that any violation of these guidelines will result in corrective action up to and including termination of employment. I also understand that violations of these guidelines may be subject to investigation by the Federal, State and Local Law Enforcement Agencies for criminal prosecution.

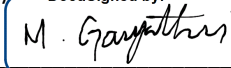
I understand that I must report any suspect behavior or violation of the above guidelines to a Supervisor, Manager, Human Resources or through the Sitel Ethics Hotline at 800-245-2514.

**Molleti Gayathri**

**May 30, 2022**

Employee Printed Name

Date



Employee Signature

SITEL Employee Number

ABBBE76FDE29482...

## UNDERTAKING

Employee Name: Molleti Gayathri  
Process: HP  
Induction conducted by: Pooja

I have received a copy of "Code of Conduct" and have either read it or have had it read to me carefully. I understand all of the rules, policies, terms and conditions and agree to abide by them, realizing that failure to do so may result in disciplinary action and/or termination. I understand and agree that my employment is terminable-at-will, so that both SITEL and I remain free to choose to end our work relationship. Similarly, no SITEL official has an authority to enter into an oral contract, and only a SITEL Executive Committee member or Business Unit President can enter into a written employment contract.

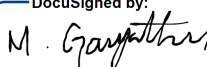
I understand that SITEL will monitor my computer files, Internet activity, e-mail messages and voice mail messages for various reasons. SITEL will disclose such activity and messages to a third party without my consent when it deems such action necessary. I consent to SITEL's monitoring of my computer files, Internet activity, e-mail messages, and voice mail messages.

I understand nothing in this guide in any way creates an expressed or simplified contract of employment between SITEL and me, but rather is intended to foster a better working atmosphere while the employee/employer relationship exists. I also understand that I may be subject to drug and alcohol testing as a condition of employment.

I, the undersigned have gone thru the new hire orientation and the following were covered during the induction.

1. Management Introduction
  - Interaction with
  - Finance Administration
  - & Transport Training
  - Operations
  - Employee Relations on the following:
2. e-HR
3. Career Path
4. Leave Policy
5. Dress Code
6. CAP Policy
7. PACMan
8. SITEL University
9. Rewards & Recognition Program
10. SITEL India best practice
11. SITEL Tour

**Employee Signature**

DocuSigned by:  
  
ABBBE76FDE29482...

Date: **May 30, 2022**

Location: **Hyderabad**

**New Form No.-II — Declaration Form**  
(To be retained by the employer for future reference)

**EMPLOYEES' PROVIDENT FUND ORGANISATION**  
Employees' Provident Funds Scheme, 1952 (Paragraph 34 & 57) &  
Employees' Pension Scheme, 1995 (Paragraph 24)

(Declaration by a person taking up employment in any establishment on which EPF Scheme, 1952 and/or EPS, 1995 is applicable)

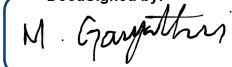
1	Name of the member	<b>Molleti Gayathri</b>
2	<b>Father's Name / Spouse's Name</b> (Please tick whichever is applicable)	<b>M.Narayana Rao</b>
3	Date of Birth: (DD / MM / YYYY)	<b>12/10/1997</b>
4	Gender: (Male/Female/Transgender)	<b>Female</b>
5	Marital Status: (Married/Unmarried/Widow/Widower/Divorce)	<b>Unmarried</b>
6	(a) Email ID:	<b>gayatrim966@gmail.com</b>
	(b) Mobile No:	<b>9182112348</b>
7	Whether earlier a member of Employees' Provident Fund Scheme, 1952	<b>NA</b>
8	Whether earlier a member of Employees' Pension Scheme,	<b>NA</b>
9	<b>Previous employment details: [if Yes to 7 AND/OR 8 above]</b>	<b>NA</b>
	a) Universal Account Number:	<b>NA</b>
	b) Previous PF Account Number:	
	c) Date of exit from previous employment: (DD/MM/YYYY)	<b>19/03/2022</b>
	d) Scheme Certificate No. (if issued)	
10	e) Pension Payment Order (PPO) No. (if issued)	
	a) International Worker:	<b>Na</b>
	b) If yes; state country of origin (India/Name of other country)	
	c) Passport No.	
11	d) Validity of passport [(DÖÄMM/YYYY) to (DD/MM/YYYY)]	
	<b>KYC Details: (attach self-attested copies of following KYCs)</b>	
	a) Bank Account: No. & IFS Code	
	b) AADHAR Number	<b>436054393670</b>
	c) Permanent Account Number (PAN), if available	<b>FOBPM2925E</b>

**UNDERTAKING**

- 1) Certified that the particulars are true to the best of my knowledge.
- 2) I authorize EPFC) to use my Aadhar 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 P.E. Account.  
(The transfer would be possible only if the identified KYC detail approved by previous employer has been verified by present employer using his Digital Signature Certificate)
- 4) In case of changes in above details, the same will be intimated to employer at the earliest.

Date: **May 30, 2022**

Place: **Hyderabad**

DocuSigned by:  
  
ABBBE76FDE29482...  
Signature of Member

**[Format of Consumer Instructions to be collected by the Company]**

To,  
**TransUnion CIBIL Limited**  
**[Formerly known as Credit Information Bureau (India) Limited]**  
One Indiabulls building ,Unit No 1901 – 1905,  
19th Floor, Tower 2A-2B, Jupiter Mill compound,  
Senapati Bapat Marg, Lower Parel, Mumbai 400 013

**Sub: Grant of Consent**

Dear Sirs,

In connection with submission of the application for my credit information (“Consumer Credit Information”) offered by TransUnion CIBIL Limited (“TUCL”) through [Insert: Name of the Company] Pinkerton (referred to as the “Company”) and SITEL [ Insert : Name of the Client(s)] and delivery of the Consumer Credit Information to the Company, I hereby acknowledge and agree to the following:

- A. The Company is my lawfully appointed agent and he / it has agreed to be my agent for the purposes, including, without limitation, to receive the Consumer Credit Information from TUCL on my behalf and use it in the manner consistent with the Agreement entered into between the Company and TUCL, and the Company has granted its consent for being appointed for the aforesaid purpose.
- B. I grant my unconditional consent to the Company to receive the Consumer Credit Information from TUCL on my behalf and use it in the manner consistent with the consistent with the Agreement entered into between the Company and TUCL, as the case may be, and the Company has granted its consent for being appointed for the aforesaid purpose. I hereby represent and acknowledge that: (a) I have carefully read the terms and conditions of the Agreement entered into between the Company and TUCL understood the same; or (b) the Terms of Understanding in relation to the use of the Consumer Credit Information has been agreed between me and the Company.
- C. I hereby expressly grant unconditional consent to, and direct, TUCL to deliver and / or transfer my Consumer Credit Information to the Company on my behalf.
- D. I shall not hold TUCL responsible or liable for any loss, claim, liability, or damage of any kind resulting from, arising out of, or in any way related to: (a) delivery of my Consumer Credit Information to the Company ; (b) any use, modification or disclosure by the Company of the contents, in whole or in part, of my Consumer Credit Information , whether authorized or not; (c) any breach of confidentiality or privacy in relation to delivery of my Consumer Credit Information to the Company ; (d) for any use made by the Company which is contrary to the Agreement entered into between the Company and TUCL
- E. I acknowledge and accept that: (a) TUCL has not made any promises or representations to me in order to induce me to provide my Consumer Credit Information or seek any consent or authorization in this regard; and (b) the implementation of the Agreement between TUCL and the Company is solely the responsibility of the Company.
- F. I agree that I may be required to record my consent / provide instructions electronically and in all such cases I understand that by clicking on the "I Accept" button below, I am providing "written instructions" to [COMPANY] authorizing [COMPANY] to obtain my Consumer Credit Information from my personal credit profile from TransUnion CIBIL LIMITED, [formerly known as Credit Information Bureau (India) Limited]]. I further authorize [COMPANY] to obtain such information solely to confirm my identity and display my Consumer Credit Information to me. Further in all such cases “By checking this box and clicking on the ‘Authorize button, I agree to the terms and conditions, acknowledge receipt of TUCL

privacy policy and agree to its terms, and confirm my authorization for [COMPANY] to obtain my Consumer Credit Information .

- G. I understand that in order to deliver the product to me, I hereby authorize [COMPANY], to obtain my Consumer Credit Information from TUCL.
- H. I understand that under India law I am entitled to one free credit report and credit score per year. More information on this right can be found at <https://www.cibil.com/freecibilscore>
- I. I am aware that in case I wish to dispute any information on the TUCL credit report, I can contact TransUnion CIBIL directly by going to <https://www.cibil.com/resolve-report-inaccuracies> or writing to TransUnion CIBIL at TransUnion CIBIL Limited, One Indiabulls Centre, Tower 2A, 19th Floor, Senapati Bapat Marg, Lower Parel, Mumbai - 400 013.
- J. By submitting this registration form, I understand that I am providing express written instructions for [COMPANY] to request and receive information about me from TUCL, including but not limited to a copy of my consumer credit report and score from consumer reporting agencies, at any time for so long as I have an active [COMPANY] account. I further authorize [COMPANY] to retain a copy of my information for use in accordance with [COMPANY'S] Terms of Use and Privacy Policy.
- K. I UNDERSTAND THAT THE PRODUCT IS PROVIDED ON AN "AS-IS", "AS AVAILABLE" BASIS AND TUCL EXPRESSLY DISCLAIMS ALL WARRANTIES, INCLUDING THE WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND NON-INFRINGEMENT.
- L. I shall not sue or otherwise make or present any demand or claim, and I irrevocably, unconditionally and entirely release, waive and forever discharge TUCL , its officers, directors, employees, agents, licensees, affiliates, successors and assigns, jointly and individually (hereinafter "**Releasee**"), from any and all manner of liabilities, claims, demands, losses, claims, suits, costs and expenses (including court costs and reasonable attorney fees) ("**Losses**"), whatsoever, in law or equity, whether known or unknown, which I ever had, now have, or in the future may have against the Releasee with respect to the submission of my Consumer Credit Information and / or my decision to provide TUCL L with the authority to deliver my Consumer Credit Information to the Company . I agree to defend, indemnify, and hold harmless the Releasee from and against any and all Losses resulting from claims made against TUCL L by third parties arising from and in connection with this letter.
- M. I agree that the terms of this confirmation letter shall be governed by the laws of India and shall be subject to the exclusive jurisdiction of the courts located in Mumbai in regard to any dispute arising hereof. TUCL is entitled to assign its rights hereunder to any third person without taking my prior written consent.

Yours faithfully,

DocuSigned by:

M. Gayathri

Signature : \_\_\_\_\_

Name : Molleti Gayathri

Address : ~~Plot 150 , H.No 2-31/150, vinayak nagar, Gachibowli, Hyderabad 500032~~

CC: [Name of Company]

Address

site1 india pvt ltd

Cyber pearl, Hyderabad

SITEL

## APPLICATION FORM

Please fill in the details with utmost attention, as these shall be verified by SITEL and/ or by its authorized representatives.

All details are compulsory.

Please Affix Your  
Passport Size  
Photograph

PERSONAL DETAILS		
LAST NAME: molleti	MIDDLE NAME:	FIRST NAME: Gayathri
DATE OF BIRTH (DD/MM/YY): 12/10/1997	PLACE OF BIRTH: Visakhapatnam	
GENDER: Female	NATIONALITY: Indian	
FATHER'S NAME: M.Narayana Rao	PASSPORT NO.: NA	
HOME PHONE: 7997011874	EMAIL: gayatrim966@gmail.com	MOBILE: 9182112348

## RESIDENTIAL ADDRESSES

PERMANENT ADDRESS: 31-23-29/4, Bharat nagar, kurmannapalem, visakhapatnam-530046		
CITY: Visakhapatnam	STATE: Andhra Pradesh	
PIN: 530046	PHONE NO.: 9182112348	
DURATION OF STAY: FROM (MM/YY) 05/2010 TO (MM/YY)		NATURE OF LOCATION: <input checked="" type="checkbox"/> Rented <input type="checkbox"/> Own <input type="checkbox"/> Other (Specify)

CURRENT ADDRESS: Plot - 150, vinayak nagar, Gachibowli, Hyderabad 500032		
CITY:	STATE:	
PIN:	PHONE NO.:	
DURATION OF STAY: FROM (MM/YY) TO (MM/YY)		NATURE OF LOCATION: <input type="checkbox"/> Rented <input type="checkbox"/> Own <input type="checkbox"/> Other (Specify)



EDUCATION DETAILS							
QUALIFICATION TYPE (PLEASE MENTIONED COURSE NAME)	NAME & ADDRESS OF SCHOOL / COLLEGE / INSTITUTE	NAME & ADDRESS OF BOARD / UNIVERSITY TO WHICH THE SCHOOL / COLLEGE / INSTITUTE IS AFFILIATED TO	COURSE ATTENDED (MORNING / EVENING / CORRESPONDENCE)	MARKS (%) CGPA & CLASS	DATES ATTENDED		ROLL NUMBER / REGISTRATION NUMBER / EXAM SEAT NUMBER
					YEAR OF ENROLMENT (MM/YY)	YEAR PASSED (MM/YY)	
<b>GRADUATION</b>							
<b>DEGREE:</b>							
<b>DISCIPLINE:</b>							
<b>POST-GRADUATION</b>							
<b>DEGREE:</b>							
<b>DISCIPLINE:</b>							
<b>ANY OTHER</b>	Narayana junior college	Board of intermediate	MPC	77.9	2013	2015	1

REASONS FOR BREAKS IN EDUCATION (REQUIRES IN CASE OF ANY GAP BETWEEN EDUCATION CHECK):

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<b>EMPLOYMENT RECORD:</b> STARTING WITH YOUR PRESENT OR MOST RECENT EMPLOYER, PLEASE LIST LAST 3 EMPLOYMENTS. WHEN LISTING CONSULTING OR TEMPORARY ASSIGNMENTS, UNDER "EMPLOYER", STATE THE NAME OF THE CONSULTING OR TEMPORARY AGENCY THAT PLACED YOU AT THE CLIENT SITE. COMPLETE AND ACCURATE DATES (DATE/MONTH/YEAR) MUST BE PROVIDED.				
<b>PREVIOUS EMPLOYER:</b> WNS		<b>EMPLOYEE ID:</b>	<b>FROM (DD/MM/DD):</b>	<b>TO (DD/MM/YY):</b>
<b>STREET ADDRESS:</b>		<b>EMPLOYER'S PHONE No.:</b>		<b>FAX No.:</b>
<b>CITY:</b>	<b>STATE:</b>	<b>COUNTRY:</b>	<b>POSTAL CODE:</b>	
<b>JOB TITLE (DESIGNATION):</b>		<b>REASON FOR LEAVING:</b>		
<b>EMPLOYMENT STATUS:</b> (PLEASE CHECK THE RELEVANT BOX)  <input type="checkbox"/> Full Time <input type="checkbox"/> Contract /Through Outsourcing Agency  <b>OUTSOURCING AGENCY DETAILS:</b> NAME: ADDRESS:  TEL No.:		<b>SUPERVISOR'S DETAILS:</b>		
		<b>NAME:</b>		
		<b>TITLE:</b>		
		<b>PHONE No.:</b>		
		<b>E-MAIL ID:</b> (PREFERABLY OFFICIAL)		
		<b>HR MANAGER'S DETAILS:</b>		
<b>NAME:</b>				
<b>DESCRIPTION OF DUTIES:</b>		<b>PHONE No.:</b>		
		<b>E-MAIL ID:</b> (PREFERABLY OFFICIAL)		

<b>INFORMATION RELEASE AUTHORIZATION</b>	
<p>I certify that the statements made in this application are valid and complete to the best of my knowledge. I understand that false or misleading information may disqualify me from employment and /or result in termination of employment.</p> <p>I understand that <b>SITEL</b> may request a verification of information provided by me and /or background check from an agency hired by <b>SITEL</b> for this purpose.</p> <p>I further understand that the results of verification and checks and any records made out of that information will be used for employment purposes only and will not be given to unauthorized persons.</p> <p>I authorize <b>SITEL</b> and/or its agents <b>Pinkerton India Pvt. Ltd.</b> to conduct a verification and background check including but not limited to the verification and check of information and references stated by me in this application for the consideration of <b>SITEL</b> to be used only for my employment purposes.</p> <p>I also authorize all the concerned persons, authorities, organizations, their employees, agents or authorized representatives, whether named in the application or not, to release the information in their knowledge / possession / records relevant to my employment.</p> <p>In the event that <b>SITEL</b> and /or its agents are unable to verify any information and references stated in this application, it is my responsibility to furnish the necessary documentation in support of that information.</p> <p>I fully understand that my personal information would move out of the geographical boundaries of the country I am a resident of, in order to carry on with my verification process.</p> <p>I fully understand that this application or subsequent employment does not create a contract of employment nor guarantee employment for any definite period of time and my employment decision will always be at the sole discretion of <b>SITEL</b>.</p> <p>I have read, understood, and by my signature consent to these statements. . I am further approving and agreeing for <b>Pinkerton India Pvt. Ltd.</b> to conduct background verification on behalf of the <b>SITEL</b> and by my signature consent to these statements.</p> <p>The above consent may be - Physically signed or digitally signed or electronically transferred via email and can be considered as valid consent.</p> <p>I authorize <b>SITEL</b> to contact my present employer.    <input type="checkbox"/> Yes                      <input type="checkbox"/> No</p>	
<p><b>SIGNATURE</b> (PLEASE TAKE PRINTOUT FOR MANUAL SIGNATURE):</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> <p style="font-size: small; margin: 0;">DocuSigned by:</p> <p style="font-size: small; margin: 0;">M. Gayathri</p> <p style="font-size: x-small; margin: 0;">-ABBBE76FDE29482...</p> </div>	<p><b>DATE:</b>      May 30, 2022</p>
<p><b>FULL NAME</b> (IN BLOCK LETTERS): Molleti Gayathri</p>	



# PCI Associate Cardholder Data Declaration

**Document Version: Issue 1.1**

**Date: December 2014**

## Contents

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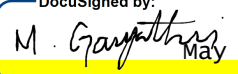
## Document Control Page

Title	PCI Associate Cardholder Data Declaration		
Version:	1.0	Creation Date:	20 Jan 2014

Authored by:	Kerry Brine	Effective Date:	20 Jan 2014
Authorised by:	Jon Staniforth	Effective Date:	20 Jan 2014

Version	Date	Author	Description
0.9	18/12/2008	Tony Lucas	Draft
1.0	23/12/2008	Tony Lucas	Final
1.1	20 Jan 2014	Kerry Brine	Final

Signature of Employee

DocuSigned by:  
  
 May 30, 2022  
 ABBBE76FDE29482...

## 2 INTRODUCTION

### 2.1 Purpose

To ensure that authorized associates only obtain from customers or process customer payment card information within defined applications and tools or in accordance with defined processes. Associates authorized to undertake such activity are required to sign the attached declaration by way of compliance.

### 2.2 Scope

This declaration covers all associates working within an operational area, where payment card information is processed, who are defined as being responsible for the processing of payment card information as part of their role.

## 3 INSTRUCTION

It is the responsibility of the Operations Manager within each client program to ensure that all declarations are completed by all authorized associates. It shall be a condition that this declaration is signed and returned to the Operations Manager in advance of completing training. Once signed the declaration shall be retained in the employees personnel file.

Operations Managers shall be responsible to maintain a summary record of all associates within their client program detailing the name and date of signing of each associate declaration. Records shall be maintained and made available for audit upon request.

## 4 COMPLIANCE

Compliance with this instruction is mandatory and is subject to independent review by both internal and external parties. Violations of this policy will be subject to disciplinary action and/or governing contract in the case of 3<sup>rd</sup> parties. Violations will be investigated and may result in enforcement of relevant contractual terms, disciplinary action, up to and including termination.

## 5 EXCEPTIONS

Cases for exceptions to this instruction may be made upon application. A documented exception will only be considered for a specific operational or functional area and for a defined timeframe. All exceptions will require completion of a risk assessment and formal risk acceptance by relevant and impacted management.

Any approved exception, shall be documented and appropriately authorized in accordance with the defined and authorized exception process.

Signature of Employee \_\_\_\_\_

DocuSigned by:  
M. Gantner  
May 30, 2022  
ABBBE76FDE29482...

## 6 DECLARATION

I Molleti Gayathri (print full name) confirm my understanding of the defined processes and procedures, applications and tools provided to fulfil my role as an Technical support professional within the HP client program and within my responsibilities, understand that I shall only request, view, store, process, transmit or destroy customer payment card information, in accordance with defined processes and that I shall make no attempt to use the tools and permissions assigned to me for anything other than authorized purposes.

I understand and agree that any unauthorized activity relating to the use of login accounts for client or Sitel applications/tools issued to me or the unauthorized removal or destruction of information will constitute an unauthorized act.

Compliance with this instruction shall remain in place unless formal written authorization from the Operations Manager of the HP client program or a change of role that formally removes the need for this instruction to be in place.

I acknowledge that if I break this agreement, or any operational procedure without written authorization, I will be subject to disciplinary action and this may lead to termination of employment and/or legal action.

I confirm that I understand my responsibilities with respect to the applications and tools that I use and the procedures and processes that I am requested to follow.

DocuSigned by:  
M. Gayathri  
Signed ABBBE76FDE29482...

Molleti Gayathri

Name (Print): \_\_\_\_\_

Date: May 30, 2022

Client Program: HP

Location: Hyderabad

**ADDRESS DETAILS OF LAST 10 YEARS**

10/05/2010

Date: \_\_\_\_\_ (dd/mm/yyyy)

**PERSONAL DETAILS**

Employee Name Molleti Gayathri

Fathers Name Molleti Gayathri

Contact number 9182112348

Alternate Contact number - Mandatory 7997011874

Home Phone No:

Note: Please inform the residents of the current address and respective security/society about the address check that will be conducted at all the addresses mentioned below

**RESIDENTIAL ADDRESSES**

ADDRESS: 31-23-29/4, Bharat Nagar, kurmannapalem, visakhapatnam- 530046

Duration of Stay: From (mm/yy) ~~2019~~ To (mm/yy) ~~2022~~Nature of location:  Rented  Own  Other (Specify)

Name of the Owner: Molleti Gayathri

Contact Number (Mandatory): 9182112348

Document submitted

ADDRESS:

Duration of Stay: From (mm/yy) To (mm/yy)

Nature of location:  Rented  Own  Other (Specify)

Name of the Owner: Molleti Gayathri

Contact Number (Mandatory): 9182112348

Document submitted

ADDRESS:

Duration of Stay: From (mm/yy) To (mm/yy)

Nature of location:  Rented  Own  Other (Specify)

Name of the Owner:

Contact Number (Mandatory):

Document submitted




ADDRESS:	
<b>Duration of Stay: From</b> (mm/yy) <b>To</b> (mm/yy)	Nature of location: <input type="checkbox"/> Rented <input type="checkbox"/> Own <input type="checkbox"/> Other (Specify)
<b>Name of the Owner:</b>	<b>Contact Number (Mandatory):</b>
<b>Document submitted</b>	

ADDRESS:	
<b>Duration of Stay: From</b> (mm/yy) <b>To</b> (mm/yy)	Nature of location: <input type="checkbox"/> Rented <input type="checkbox"/> Own <input type="checkbox"/> Other (Specify)
<b>Name of the Owner:</b>	<b>Contact Number (Mandatory):</b>
<b>Document submitted</b>	

ADDRESS:	
<b>Duration of Stay: From</b> (mm/yy) <b>To</b> (mm/yy)	Nature of location: <input type="checkbox"/> Rented <input type="checkbox"/> Own <input type="checkbox"/> Other (Specify)
<b>Name of the Owner:</b>	<b>Contact Number (Mandatory):</b>
<b>Document submitted</b>	

ADDRESS:	
<b>Duration of Stay: From</b> (mm/yy) <b>To</b> (mm/yy)	Nature of location: <input type="checkbox"/> Rented <input type="checkbox"/> Own <input type="checkbox"/> Other (Specify)
<b>Name of the Owner:</b>	<b>Contact Number (Mandatory):</b>
<b>Document submitted</b>	

**Declaration:** I certify that the details provided above in this document are valid and complete to the best of my knowledge. I understand that false or misleading information may disqualify me from employment and /or result in termination of employment.

DocuSigned by:  ABBBE76FDE294470 NAME (IN BLOCK LETTERS): M. Gayathri	DATE: May 30, 2022
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<b>Components</b>	<b>Amount (INR PM)</b>	<b>Amount (INR PA)</b>
Basic	9,584	1,15,008
HRA	4,792	57,504
Customer Handling Allowance	4,791	57,492
<b>Total Guaranteed Pay</b>	<b>19,167</b>	<b>2,30,004</b>
Performance Incentive	1,917	23,004
Provident Fund - Employer Contribution	1,725	20,700
ESIC - Employer Contribution	623	7,476
Advance statutory bonus	2,147	25,764
Insurance	-	-
Gratuity	461	5,532
<b>Target Total Compensation</b>	<b>26,040</b>	<b>3,12,480</b>

**For SITEL India Pvt Ltd**



**Date:**



31<sup>st</sup> May 2022

**PRIVATE & CONFIDENTIAL**

To,

**Molleti Gayathri,**

Plot no - 150, House no - 2-31/150,  
Vinayak nagar , Gachibowli,  
Hyderabad- 500032

Dear **Molleti Gayathri,**

**Sub: Offer cum Appointment letter - TSP**

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of “Technical Support Professional” on following conditions:

Upon your joining on or before **31<sup>st</sup> May 2022**, you will be appointed as “**Technical Support Professional**” in the regular employment of SITEL. Your annual Base compensation (Total Guaranteed Pay) will be **INR 2,30,004 per annum**. Details of your overall compensation and other benefits is placed at Annexure-1. You will be assessed on attendance, performance against targets set and or any other parameters that may be communicated or may be applicable to your role.

1. In the initial period of appointment, you may be put into **Training** wherein you will be provided necessary upskilling to perform the job to the satisfaction and you will be assessed about your capability on time to time during and after the training. Your successfully completing various phases of training is a pre-condition to your continued employment with Sitel. if it is found during the said training your performance is not satisfactory or not up to the mark then you will stand automatically disqualified for appointment in the organization and your services shall stand automatically terminated.
2. Your initial appointment will be at Hyderabad but your services are liable to be transferred to any establishments which the Company opens from time to time; your services are also liable to be transferred from one department to another department; from one project to another and to the sister concerns/associated companies and subsidiary companies. Upon transfer, you will be governed by the terms and conditions of service applicable to the said establishment.
3. You will be subject to the Code of Conduct and other general rules of employment pertaining to holidays, leave rules and hours of work etc. prevailing in the Company or may be stipulated from time to time.



4. The code of conduct and other general rules of employment shall be communicated to you in the induction and would be deemed understood and accepted upon your signing the undertaking.
5. You will -
  - a. Diligently, faithfully and to the best of your skill and ability serve the Company and perform all the duties entrusted to you from time to time.
  - b. Obey and comply with all orders and directions given to you by the Company or any Officer duly authorized in that behalf and faithfully observe all the rules, regulation and arrangements of the Company for the time being in force for the management of the Company's property or for the control and good conduct of the Company's employees.
  - c. Throughout the continuance of your employment give and devote the whole of your duties with the Company and while serving the Company will not, without the prior consent in writing of the Company, engage yourself directly or indirectly with or without remuneration in any trade, business occupation, employment, service or calling nor shall be during the term of this employment directly or indirectly take up any employment of service or carry on any business either in partnership with others or on your own account similar to or in any way competitive with the business of the Company.
  - d. Not at any time either during the continuance of this employment or any time thereafter except by the prior direction in writing of the Company use for yourself or divulge or disclose either directly or indirectly to any persons, firm or body, corporate any know-how, knowledge or information or any trade secret of financial matter which you may acquire during the course of or as incidental to your employment concerning the business of any of its affiliated or transaction in which the Company may have been concerned or interested whether directly or indirectly.
6. In case, during the continuance of your employment, you are incapacitated by reasons of illness or accident or any other cause beyond your control from attending to your duties for a period of 3 consecutive months or for periods amounting in the aggregate to 3 months in any one year, the Company may in its discretion terminate your employment without any notice or payment in lieu of notice.
7. Background Verification-

Your appointment and further continued employment is subject to your clearing to the satisfaction of Sitel management of background verification which may cover but not limited to employment, education, address proof, criminal and antecedent etc. In addition the Company may send you for medical examination (including Drug test) from time to time to gauge your fitness to continue to work for the Company.



The opinion of the Company's approved Medical Practitioner or any Medical Practitioner/Hospital of the choice of the Company shall be final and binding. By signing this contract you also undertake to acknowledge this and provide your unconditional consent to the company to conduct above verification.

#### 8. Confidentiality and Non-Disclosure of Trade Secrets-

Any information relating to your personal circumstances shall remain confidential. However, it is understood that you hereby grant to the Company the authority to disclose such personal information to appropriate officers or authorities when so required by law and/or judicial authority; or to the Company's clients when required by the latter under circumstances and conditions made known to you in advance; or to information verifiers in relation to employee background check purposes under circumstances and conditions made known to you in advance. You understand and agree that your consent shall be requested by Company prior to the disclosure to third parties of any of your sensitive personal information which includes information: (1) about your race, ethnic origin, marital status, age, color, and religious, philosophical or political affiliations; (2) about your health, education, genetic or sexual life, or your criminal history; and (3) issued by government agencies such as your social security number, health records, licenses, and tax returns. Your consent will not be required for the disclosure of your sensitive personal information if it is necessary for the protection of life and health, for medical treatment, for court proceedings, or when provided to the government.

You shall not disclose your compensation package and other contents of this employment contract to other employees in the Company.

You shall not disclose or utilize directly or indirectly, other than on behalf of the Company, its subsidiaries and associated companies, and shall keep confidential, during and after your employment, all confidential or proprietary information which may come to your knowledge concerning the business or affairs of the Company, its subsidiaries and any associated company, and their respective customer, clients, principals, and agents.

During or after your employment with the Company, you shall not, remove from the premises any client list, client information, database of any description, whether on hard copy, digital copy, computer disk or computer tape, other than that which may be required during your employment, for the conduct of the business of the Company.

You shall not remove or make copies of any Sitel records, reports, documents and/or database of any description without prior management approval.

#### **Special condition stipulated while working from home**

While working from home arrangement, you are advised to ensure:



- Unless you are provided with computer and other peripherals by the company, you shall ensure that all electronic instruments needed to work (Computer, Internet, headset etc) are in line with specification provided by Sitel. All software (including virus protection) and operating system are not pirated.
- To prevent shoulder surfacing/ or someone looking over your shoulder to see your desktop and client end Point screens.
  - Not to take pictures or video, by any method, of your desktop and client end point screen
- You will not take notes by any method (paper, screenshot, or any other method) of Confidential Information
- You will only work at your home environment( and not outside home)
- You will ensure your desktop, to include the client end point / screens are not viewable thru windows or doors
- You are the ONLY authorized user allowed to access client end point and screens. You will ensure no one else uses the desktop for any purpose
- You understand that your work activity must be performed in a quiet location, without any background noise
- You will ensure your desktop and client end point screens are locked prior to walking away for any reason
- You will NOT use ANY USB devices that have not been provided as part of your work at home equipment
- You will ensure your equipment is wired into the local access router, Wi-Fi is not approved.

Sitel will actively and aggressively investigate and pursue any instances of breaches of client confidentiality or fraudulent behavior, and will take disciplinary action and pursue criminal charges where applicable.

You shall maintain and comply with all Indian and international data privacy norms as may be applicable to company or the client I serve, and any violation will be treated gross negligence of duty besides attracting any other applicable action under Indian or international data privacy law.

While you working from home, all conditions related to confidentiality, data privacy and any other clauses of prohibition as per this contract or as may be notified or announced from time to time, are automatically extended to your home office environment and I undertake to continue to abide by them.

Upon your separation from the Company, you shall forthwith deliver to the Company all books, documents, papers, materials, equipment and any other property of the Company, which may have, come to, and/or are under your possession or control, without need of any demand.



Your failure to comply to above, will unconditionally allow the company to withhold any settlement or payment that may be due to you till you comply to above condition.

By signing a copy of this contract, you acknowledge, agree and accept above conditions, voluntarily.

9. Misconducts: in addition to misconducts described in the Standing Order and other rules and regulations applicable to you the following acts on your part will be treated as misconduct liable for disciplinary action:
- i. Unauthorized absence from work
  - ii. Absconding from work
  - iii. Insubordination
  - iv. Demonstrative / hostile behavior within office premises.
  - v. Late reporting to work
  - vi. Deliberate misinterpretation of rules
  - vii. Non adherence to work schedule.
  - viii. Non adherence to work rules.
  - ix. Sexual harassment
  - x. Drug abuse / Alcohol
  - xi. Viewing and downloading prohibited sites
  - xii. Theft
  - xiii. Manipulation of data/ systems/ data integrity
  - xiv. Charging expenses from the company which is not allowable.
  - xv. Violence at work place
  - xvi. Unfair means used during tests.
  - xvii. Misuse of IPLC / STD lines.
  - xviii. Not reporting known or suspected violations of integrity
  - xix. Breach of confidentiality.
10. If you are found involved or committed any theft, misappropriation of funds, fraud in connection with employment of Company in or outside the premises of the Company or involved in moral turpitude, the Company reserves its right to terminate the services forthwith without assigning any reasons without issuing charge sheet or holding any enquiry.
11. If you remain absent, you are required to intimate to the Company about the same within 24 hours. If you continue your absence without intimation for consecutive three days, the Company will call upon to resume the duties and fulfill the contract of employment, and if you fail to resume the duties, it will be deemed that you are not interested in the employment and Company will reserve its right to terminate your contract of employment without any notice.
12. If you commit any misconduct in connection with employment/organization of the Company whether it is inside or outside the premises will be treated as misconduct for the purpose of disciplinary action.



13. Termination of Employment- The above employment contract is terminable mutually by either parties giving full notice (or compensation in lieu of) of 30 days (Thirty days). The Company shall be entitled to terminate your employment at any time without assigning any reason on giving a '**Thirty days**' notice. Similarly If you wish to resign or leave the Company, you should give '**Thirty days**' clear notice to the Company or pay **applicable** salary in lieu of notice period, purely on operational considerations and management discretion. However your relieving earlier than the stipulated period of **Thirty** days is at sole discretion of management.
14. The Company shall be entitled notwithstanding anything to the contrary contained herein, to terminate employment at any time without any notice or payment in lieu of notice and without assigning any reason in case of any act of disobedience, insubordination, breach of trust or loss of confidence, dishonesty or other serious misconducts or negligence, incompetence or inefficiency in discharge of your duties or breach of any of the terms and stipulations contained in this letter to be observed or performed on your part. In addition, the company will have liberty to take any remedy that's available in the law to safeguard its interest up to and including approaching law enforcement agencies, courts of law etc.
15. Upon the termination of your services, you will hand over your charge to such person nominated for this purpose by the Company and shall deliver all such articles, effects papers and property of the Company as may be in your possession including without prejudice to the generality for the foregoing statement of accounts, books of accounts, diaries, notes, note-books and all other correspondence either addressed to you or by the Company or received by you for and on behalf of the Company.
16. Without prejudice to any other rights or remedies that the Company may have against you, the Company shall be entitled to deduct from any sums payable to you, the amount of any loss or damage the Company may have sustained in consequence of your actions.
17. The Date of Birth furnished by you at the time of appointment will be treated as final and no representation will be entertained to correct the date of birth subsequently.
18. You will keep the Company informed about any change in the residential address given by you and all the correspondence will be entered into on the last known address as per the record of the Company.
19. If any of the information furnished by you at the time of appointment, on the basis of which the contract of employment is entered with you, is found subsequently incorrect or false, or if you are found willingly and/or deliberately suppressed any material or information, you will be liable to be removed from the service of the Company without any notice or compensation.





20. You will retire from the services of the Company upon completion of 58 years of your age.
21. The breakup of the compensation is enclosed as per the Annexure I attached herewith.
22. You are requested to furnish the following documents / Information at the time of joining :
  - a. Original/Copy of the relieving cum experience letter from the previous employer.
  - b. Original/Copy of the latest salary certificate.
  - c. Original/Copy of the last education Marksheet.
  - d. Original/Copy of the date of birth certificate.
  - e. 4 passport size photographs. **(with white background)**
  - f. Passport Copy/ Ration Card copy for proof of address/Rent Agreement copy/Utility Bills
  - g. Blood Group Type.
23. **Non-Compete Clause**

During your employment with the Company and for one year after your separation from the Company for whatever reason or cause, and within the cities or municipalities where the Company or any of its branches operate, you will not, either individually or in partnership or jointly or in conjunction with any other person, as principal, agent, shareholder, consultant, employee or in any other capacity whatsoever, directly or indirectly carry on or be engaged in or concerned with or have any ownership or other interest in, or advise, lend money to, guarantee the debts or obligations of, or permit your name or any part thereof to be used or employed by or associated with, any Competitive Business; provided that nothing contained herein shall prevent you from owning not more than 1% of any publicly traded class of shares of any company or from acting in any capacity on behalf of the Company or any of its subsidiaries. "Competitive Business" means any business or other enterprise providing or offering business process outsourcing services or products similar to those offered by the Company including, but not limited to, inbound and outbound telephone, mail, and electronic based services; back office and item processing services; collections, insurance, or other financial services; risk management services; and customer interaction, maintenance, and marketing services in any geographic region in which the Company conducts business and in which you either worked or represented the Company, either in person or virtually (defined broadly to include all forms of communication other than in person), during the one-year period prior to the end of your employment with the Company.



#### 24. Stipulation against Conflict of Interest, Disparagement and Non-Solicitation Clause

- I. You shall not take improper advantage of your position in the Company and you will at all times be faithful to the Company's interest. During or after your employment with the Company, you shall not, directly or indirectly, whether on a personal level, or as an officer, employee or consultant of another enterprise, or any other capacity whatsoever:
- II. a). Enter into any consultancy, employment or business arrangement which conflicts or tends to conflict with the Company's business or interests or your obligations under this Contract; or
- III. b). Otherwise act contrary to the interests of the Company. Furthermore, during your employment with the Company and for one year after your separation from the Company for whatever reason or cause, you shall not solicit, encourage, or influence (a) any employee, contractor, or other service provider of the Company to leave employment or cease providing services to the Company or (b) any individual or business that is a Customer of the Company or its current or future affiliates to decrease or discontinue its business with the Company. You also agree that for a period of one year following your separation from the Company for whatever reason or cause, you will not, without the advance written consent of the Company, directly or indirectly, for yourself or as an agent, employee, consultant, member, owner, partner, stockholder, or otherwise of others contact any Customer for the purpose of marketing, selling, or providing to any Customer any product or service similar to that offered by the Company or accept as a customer any Customer for such purpose. "Customer" means any person or entity (i) who was or is a client or prospective client of the Company and (ii) about whom you learned Confidential Information or with whom you had dealings or contact in the course of your employment with the Company.
- IV. During your employment with the Company and for one year after your separation from the Company for whatever reason or cause, you will not involve in any act that may directly or indirectly affects the brand and other interest of the Company, its employees, shareholders, Clients and client's customers in any form, event and media ( including social media).

You are also required declare before joining Sitel , all information related to any past or existing pending criminal / legal proceeding against you in any judicial or other investigating authority in India or abroad. Non declaration of this information will be assumed as no information to provide. In the event during the course of background verification, if this information is found to be incorrect or noted that you did not disclose or suppressed any information, such act will be liable for disciplinary action up to and including termination of your services



### Security and IT compliance

During your employment with Sitel, you are required to remain compliant at all times on various Security and IT standards as may be communicated or existing from time to time. You are also mandated to complete desired security awareness trainings within first 30 days and continue to remain compliant on future refresher trainings as may be needed from time to time. Sitel practices zero tolerance on any kind of security and IT policy non compliances and associate services are liable to be terminated if found guilty.

By signing this contract, you guarantee that- you are not prevented or restricted from entering into any employment relationship with the Company, or restricted or limited in the scope of services that you can perform on behalf of the Company by any agreement, judgment, decree, order, or other restraint; and that you agree to indemnify and hold the company free and harmless from any and all expenses, losses or damages it may incur, including, but not limited to all expenses of defense and attorneys' fees, caused by reason of your breach of covenants contained in this paragraph.

25. **Pan Card and Aadhar Card** or any other government mandatory identification or certification that may be necessary for the company to be compliant on its use and implementation, to be produced at the time of Joining and submit copies thereof. In case you don't have these documents, but have filed for the same, submit an acknowledgement receipt as a proof of your application. You are expected to submit the copies of these documents immediately on receipt to the company.

Please confirm your acceptance of the terms and conditions mentioned in the above letter by signing the duplicate copy of this letter and return it to us immediately

We welcome you to SITEL India and wish you a rewarding career with us.

Thanking You,

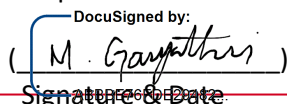
**For SITEL India Pvt Ltd**



**Pranita Balgujar**  
**(Senior HR Generalist)**

**Date:** May 30, 2022

I accept the above terms and conditions

DocuSigned by:  


Signature & Date



### Annexure

Components	Amount (INR PM)	Amount (INR PA)
Basic	9,584	1,15,008
HRA	4,792	57,504
Customer Handling Allowance	4,791	57,492
<b>Total Guaranteed Pay</b>	<b>19,167</b>	<b>2,30,004</b>

#### Performance linked discretionary Variable incentive

- You will be enrolled into the applicable Performance Based discretionary variable pay programme at a target of 10% of your annual Base pay. The administration and payout of the programme is as per applicable policy and at sole discretion of the Sitel Management

#### Benefits:

- Medical Insurance ( or the ESIC coverage) as the case may be, for employee and dependents as per existing applicable policy or statutory provisions
- Personal Accident Insurance for employee as per the current insurance policies.
- Gratuity payable as per Payment of Gratuity Act 1972.
- Enrollment to PF as per existing statutory provision / Sitel policy.
- Advanced statutory Bonus – Applicable basis role and statutory base pay threshold guidelines. Payment would be however aligned to govt declared min wages and allied provisions from time to time.

#### Guidelines:

- Tax exemption on eligible allowance in accordance with prevailing Income Tax rules, subject to submission required documents etc.

The employment terms contained in this document are subject to company policy as applicable from time to time.

  
**Pranita Balgajar**  
 (Senior HR Generalist)

Received and accepted.

DocuSigned by:  
  
 May 30, 2022  
 ABBBE76FDE29482...  
 Signature and Date

**EMPLOYMENT OFFER LETTER**

Capgemini Ref: 2348997/1247356,

03/14/2022,  
Nagavarapu Venkata Sai Umesh.

19-483/1, Kota street Chodavaram  
Visakhapatnam, Andhra Pradesh  
India.

**Confidential**

**Dear Nagavarapu Venkata Sai Umesh,**

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 **03/17/2022** (or such other date as may be communicated to you by the Company), as per details given below.

- A) Your current designation will be **Analyst/A4**.
- B) You will be required to work at the Company's offices in **Bangalore**.
- C) You have to report by 8:30 am at **Bangalore** office, for joining formalities and contact security at the main gate for your entry pass at:

Address  
164-165, EPIP Phase II,  
EPIP Industrial Area, Whitefield, Bengaluru 560066

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 300,002.00 (Rupees Three Lakh And Two Only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives/skill based allowance as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source and any other applicable taxes at the time of making payment.

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

Analyst

Total Cost to Company (CTC).

Rs.300,002.00

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

**Notes:**

1. The payroll processing will be as per Company policy notified from time to time.
  2. 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.
  3. 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.
  4. The Company reserves the right to change the compensation structure and/or the compensation components from time to time.
- \* 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.

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

1. Provident Fund- You will be covered under the Caggemini 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.

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 (prior to joining Capgemini).
  - g. Your background verification check (including address, academics, employment, criminal etc. as applicable) conducted by the Company is cleared; and
  - h. You represent that you have not been involved in any fraud, unethical and/or immoral acts, departmental inquiry in your previous employment(s) and/or been part of any pending investigation (whether judicial, quasi-judicial or otherwise) which you have not disclosed from the Company prior to your joining.
  - i. Your employment shall be subjected to the below-mentioned additional terms and conditions.
    - a. You should clear the final degree examination and submit your Highest Degree/Provisional Certificate/Consolidated marksheet and/or Final year Mark sheet, as a proof of passing. In the event you fail to clear the final examination in the first attempt or fail to submit the proof of the same by 05/16/2022(for current year pass outs), our Offer shall stand automatically revoked or otherwise your employment with the Company shall cease immediately without any further obligation or liability upon the Company.
    - b. You will be required to clear the mandatory Entry Level Certification Training Test of the Company in the first attempt. The details of the mandatory certification and the test will be communicated to you upon your joining the Company. If you do not successfully clear such test, your employment with the Company shall cease immediately without any further obligation or liability upon the Company.
    - c. As a condition of your employment with the Company, you will be required to undergo certain specialized training, certification and/or skill up gradation, at the cost, resource and expense of the Company. In consideration thereof, you shall be required to sign a training agreement or service agreement with the Company, and inter alia provide a commitment to work for the Company for 24 months, failing which there would be certain monetary liabilities that you would need to bear. Prior to acceptance of our Offer, you may request HR Department for more details in this respect including draft of such an agreement, for your review. You fill the complete Back ground verification link given along with the welcome mail of the offer.
  - j. That you have obtained / scored a minimum percentile in all semesters of your graduation course, as per the eligibility criteria specified to you during the hiring process.
  - k. You will join our Fresher training and for successful completion of training you will be evaluated upon defined parameters and will be required to score a minimum percentage. Details pertaining to fresher training will be provided to you separately at the time of on-boarding.
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, fabricated or forged information (including documentation) for securing employment with the Company or otherwise, the Company reserves the right to take disciplinary action against you, including, but not limited to, right to terminate your employment without notice and your employment with the Company will be void ab-initio.



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

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

For Capgemini Technology Services India Limited



Anilkumar Singh

Head - Talent Acquisition & Resourcing

Acceptance

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

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

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Name: **Nagavarapu Venkata Sai Umesh**

Date: **03/14/2022**

## 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 Capgemini prides itself as a company with the highest order of ethical conduct in its dealings with employees, customers, service provider, agents, governments or any other third party. It is important that you fully understand this philosophy and the relevant policies. If at 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 Capgemini entities other than the salary and benefits specified in the Employment Letter and/or the salary and benefits that may be determined by Capgemini and communicated to you in writing.

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

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

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

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

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

5.15 You hereby represent to the Company that:

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

**6. CONFIDENTIALITY:**

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

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

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

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

- a) maintain in confidence all such Confidential Information and will not use such Confidential Information other than as necessary to carry out the purpose for which it was shared with you.
- b) not disclose, divulge, display, publish, or disseminate any such Confidential Information to any person except with the Company's prior written consent.
- c) treat all such Confidential Information with the same degree of care that you accord to your own confidential information, but in no case less than reasonable care.
- d) prevent the unauthorized use, dissemination or publication of such Confidential Information.
- e) not copy or reproduce any such Confidential Information except as is reasonably necessary for the purpose for which it was shared with you.
- f) not share such Confidential Information with any third party (specifically those 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 Caggemini '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 labour laws and/or in the Company policies.
- (iv) In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any authorized officer of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice and with no obligation to pay you any compensation.
- (v) In case you absent yourself from duty continuously, without prior authorization, for ten (10) consecutive calendar days or more you shall be deemed to have left and relinquished the service on your own accord and such relinquishment of service shall be deemed as a repudiation of your employment. In such circumstances, the Company will have the discretion of (a) adjusting salary against the notice period of such abandonment and recover any outstanding dues towards payable to the Company; and (b) presume that you have voluntarily abandoned the services of the Company and strike off your name from the Company's payroll.

c.) Effects of Cessation of Employment

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

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

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

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

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

**11. MISCELLANEOUS:**

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

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

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

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

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

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

11.6 Integration: This Letter 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 a complete set of original and photocopied documents (2 sets) as specified below.

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

## 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 (Graduation/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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May 6, 2022

Patnala Sai Leela Ravi Teja  
Bangalore

## Offer of Employment

Dear Patnala Sai Leela Ravi Teja,

### **Congratulations!**

Subsequent to your interest in seeking placement with our organization, we are pleased to offer you the position of **Application Support Engineer** at Foray Software Pvt Ltd. (hereinafter "**Foray**" or "**Company**") and the joining date would be on or before **11-May-2022**.

Your employment will be based at **Bangalore**, however, based on the position's requirements, you may be required to work anywhere in India and this offer of employment will take effect from the date of your reporting. This offer is valid up to **11-May-2022** subject to your joining Foray on or before the given joining date.

Your Annual Compensation (CTC) is **INR 3,21,000/- (Rupees Three Lakhs And Twenty One Thousand Only)** and the salary components are detailed in Annexure 1 and will be subjected to statutory deductions viz. TDS, ESIC, Provident Fund and Professional Tax as applicable.

Your compensation details are strictly confidential and you may discuss it only with the authorized personnel of HR in case of any clarification. It is our hope that your acceptance of this offer will be just the beginning of a mutually rewarding relationship.

Your employment with Foray Software Pvt Ltd will be governed by the following **terms and conditions**. You will also be governed by current Foray's rules, regulations, internal policies and practices which are subject to change from time to time.

### **1. Location of work**

Your employment will be based in Bangalore and the company reserves the right to Transfer your services to anywhere in India and Overseas or utilize your expertise to any of our projects based in India and Overseas. Relocation or Compensatory allowance applicable to a specific Project / location as per Company's policy will be paid to you.

### **2. Duties and Responsibilities**

The Company reserves the right, at any time during your employment, with reasonable notice, to require you to undertake any reasonable, alternative duties which are within your capabilities. You shall not indulge actively/or cause any act likely to affect the discipline that is expected from every employee of this organization or associate with any such activity which may amount to an act subversive of discipline.

**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

Strictly Private and Confidential

**Date:20-May-2021**

**Pentakota Jayasree Lakshmi  
C9528303**

**D2 405,nova apartments , mahindra world city ,near paranur railway station, Tamil nadu.**

**9100218899**

Dear **Pentakota Jayasree Lakshmi,**

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company") in our Advanced Technology Center, India as per the below terms and conditions:

**Job Profile - Application Development Associate**

**Management Level - 12**

**Job Family Group- 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". 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% and above or 6.5 CGPA and above in the current degree 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 2.1 (Feb 2021)

1

candidate's Signature

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

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 foregoing 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 on-line, 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.

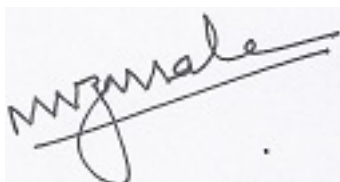
In case you have any feedback/ suggestion or have any query, feel free to write an e-mail to:

<https://indiacampus.accenture.com/candidate>

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:



Mahesh Vasudeo Zurale

Senior Managing Director

Lead, Advanced Technology Center, India

[ Insert full legal name]

## ANNEXURE 1

### COMPENSATION & BENEFITS

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

<b>Total Cash Compensation Elements</b>	
	<b>Annual (INR)</b>
<b>(A) Annual Fixed Compensation</b>	383000
<b>(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)</b>	32500
<b>Maximum Annual Total earning potential (A+B)</b>	415500
<b>Joining Bonus (Refer to the Section C)</b>	25,000
<b>(D) Additional Benefits</b>	
<b>Gratuity as per law<sup>#</sup></b>	9500
<b>Insurance Premium(notional value)</b>	
<b>Total Cash Compensation + Total Additional Benefits (A+B+C+D)</b>	450000

#### (A) Annual Fixed Compensation

• Your annual fixed compensation is INR 383000. 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.

TDS is deducted as applicable from your income.

#### (B) Local Variable Bonus (LVB)

•As part of your annual total cash compensation, you will be eligible to participate in the FY21 Local Variable Bonus programme (LVB). Your indicative pay-out can range from 0% to 8.5% of the prorated fixed pay in the Fiscal year, subject to the overall terms and conditions of the LVB, including but not limited to your individual performance achievements and the Company's performance. In addition to these two components, your LVB is also linked to your Individual Utilization. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the LVB programme guidelines The LVB will be paid out subject to you being on the roles of the Company on the date of disbursement of these pay outs and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

(C) Joining Bonus

You are also eligible for a joining bonus and an additional bonus as per the terms mentioned below.

- Joining Bonus: of INR 25,000 payable upon joining the organization and will be paid out along with salary of the month of joining or succeeding pay month. In case you leave, or your services are separated from the Company (except for ramp down or redundancies by the Company) before completion of 1 year from the date of joining, then this whole amount shall be recovered from you.

**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.

Benefits applicable for current 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, parent's 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, parent's 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 amount is an approximation of your eligibility and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, as per the Company policy.
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. Original marksheet of all semester (PG/UG).
3. Original provisional degree certificate or convocation degree certificate.
4. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
5. Copy of Degree/PG/Diploma (as applicable) certificates.
6. Passport copy, if available (if not please apply immediately).
7. Pan Card
8. Copy of Aadhaar Card or copy of receipt of Aadhaar enrolment number which we request you to voluntarily provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC and others. Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications.

**OFFER LETTER**

To  
 Neeraja Pentakota  
 3-6-133/1, High School road, Gajuwaka, Visakhapatnam

17-11-2021

Dear Neeraja,

We are pleased to offer you a position as **Junior Engineer-ITES** in our Company. Your total CTC to the company is Rs. 171581 (One Lac Seventy One Thousand Five Hundred and Eighty One Only). Here is the compensation stack.

Compensation Stack		
Components	Monthly	Annual
(+) Basic Salary		
(+) Flexible Benefits Pay (HRA, LTA, medical Allowance, & conveyance)	5293	63520
(+) Special Travel Allowance -VSEZ	6940	83280
<b>Gross Salary</b>	1000	12000
	<b>13233</b>	<b>158800</b>
(-) Employee Contribution to PF ( 12% of Basic Salary)	635	7620
(-) Employee Contribution ESI ( 0.75% of the Salary)	99	1191
<b>Possible Take Home salary (Subject to Tax Deductions, if any)</b>	<b>12499</b>	<b>149987</b>
(+) Company Contribution ESI ( 3.25% of the Salary)	430	5161
(+) Company Contribution to EPF ( 12% of Basic Salary)	635	7620
<b>Total Cost To Company ( CTC)</b>	<b>14298</b>	<b>171581</b>

Your first day of employment would be **22nd November 2021**. 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.



Mrudula Sanapala -HR Manager

**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: **PENTAKOTA NEERAJA**Signature: **P. Neeraja**Date: **17 - Nov - 2021**

CST/2021/VSEZ/998

Page 1/3

**Kofax India Private Limited**  
The V, Capella Block, 6th Floor,  
Plot No 17, Software Units Layout,  
Madhapur,  
Hyderabad, 500 081, India.

Tel: +91 40 4545 9949  
Fax: +91 40 4545 9922  
**www.kofax.com**  
mailbox.in@kofax.com

**KOFAX**

**Private & Confidential**

**06<sup>th</sup> September 2021**

**Bindu Sree Sanga**

Hyderabad  
India

Dear **Bindu Sree**,

**LETTER OF APPOINTMENT**

We are pleased to offer you employment with Kofax India Private Limited subject to the following terms and conditions:

1. You will be employed as **Associate Software Engineer** effective **04<sup>th</sup> October 2021** on a full-time basis.
2. Your remuneration package (CTC) will be **INR 8,03,618 /-** per annum of which **INR 7,50,000 /-** is gross while **INR 53,618 /-** is additional benefits provided by the company.  
A breakdown of the salary structure is attached for your information.
3. We will provide health insurance coverage of INR 5 Lakhs for you and your family (maximum of 5 dependents including spouse, children and parents). You will be also covered under the Group Personal Accident insurance with coverage of INR 3 Lakhs and Group Term Life Insurance with coverage of 3 times your gross CTC.
4. Your normal working hours are 9:00 AM to 5:30 PM, Monday to Friday. You may be required to work outside these hours. Your salary takes into account the requirement to work overtime.
5. You are required to undergo a probationary period of six (6) months to enable the Company to ascertain whether you are suitable for permanent employment. The period of probation may be extended subject to your performance.
6. At any time during your probationary period or on expiry thereof, your employment with the Company may be terminated by either party with two weeks' notice or salary in lieu of notice and without any reason being assigned for such termination. On confirmation of employment the period of notice shall be two months or two month's pay in lieu of notice from either party. Payment in lieu of notice is at the discretion of the Company.
7. The company may dismiss you without notice if you are guilty of serious misconduct such as, but not limited to, theft, intoxication, serious neglect of duties, conflict of interest, and failure to obey a lawful and reasonable command. Non-compliance with a company procedure or policy may constitute grounds for dismissal.

**Kofax India Private Limited**

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Madhapur,  
Hyderabad, 500 081, India.

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Fax: +91 40 4545 9922  
**www.kofax.com**  
mailbox.in@kofax.com

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8. You are entitled to twenty-five (25) days or part thereof paid annual leave per year. The time of taking leave needs to fit in with the demands upon the company and must be pre-approved by your manager. Five (5) annual leave can be carried forward to the next year.
9. While serving the Company, you shall give and devote the whole of your work day exclusively to your duties with the Company and shall not engage yourself, directly or indirectly without prior consent in writing of the Company with or without remuneration in any trade, business, occupation, employment, service or calling which is similar to or the same as that carried out by the Company nor shall you undertake any activities which are contrary to or inconsistent either with your duties and obligations under this appointment or with the Company's interest.
10. You shall not accept any kind of presents or donations which are directly or indirectly offered to you or your relatives by our suppliers, competitors or customers of the Company which could affect the activities to be carried out by you. You shall immediately inform your manager about such offers.
11. Your employment with the Company is also governed by strict compliance of Company rules, regulations and policies either expressed or implied which may be issued from time to time by the Company.
12. All other fringe benefits not stated in this letter of appointment shall be in accordance with existing company policies.
13. In consideration of the Company offering you this position, you shall irrevocably and unconditionally undertake without limit in point of time as follows to the Company and to each of the Company's associates and subsidiaries ("the Group"):
  - A. That you shall not, by yourself or through any other parties, use or attempt to use any confidential information or trade secrets which you shall come into possession in the course of your employment with the Company or anything commercial or whatsoever which may cause or be calculated to cause injury or loss to the Group and shall not use the information so obtained for your own benefit or the benefit of anyone else other than the Group;
  - B. That you shall keep secret and confidential and shall not, directly or indirectly, disclose to any person, corporation, organization, or any institution, without the Company's prior written consent, any information, data, plans schedules, specifications, drafts, reports, accounts, figures or other documents and things supplied and made available by whatsoever means, whether direct or indirect, by the Group to you, or any other information relating to the business affairs, accounts, works, financial documents and operations or management or otherwise of any of the companies of the Group and you shall take or cause to be taken such reasonable precaution as may be necessary to maintain utmost secrecy, confidentiality and prevent disclosure of the same.

Work Like Tomorrow.<sup>TM</sup>

**Kofax India Private Limited**

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Hyderabad, 500 081, India.

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mailbox.in@kofax.com

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14. You shall not during the continuance of your employment, except with the knowledge and consent of the company, embark, engage or interest yourself whether for reward or gratuitously in any activity which would interfere with the performance of your duties with the Company or which to your knowledge would constitute a conflict of interest with the business of the Company.

15. Furthermore, by accepting employment with Kofax, you certify that there are no restrictive covenants or any other legal obligations which would be breached as a result of your acceptance of this employment offer by Kofax.

If you are agreeable to the above terms and conditions, please acknowledge your acceptance of this offer of employment by returning a signed copy to the Company.

Yours sincerely



**Suvarna Avvari**  
**HR Head - India**

Signed and accepted by:



**Name:**

**Date:**

1. Annexure A – Salary Structure
2. Annexure B – Reply Slip
3. Annexure C – List of Documents

*Work like Tomorrow.*

### Annexure A – Salary Structure

Salary Components	INR Per Month	INR per Annum
Basic Pay	25,000	3,00,000
HRA	10,000	1,20,000
PF Employer	3,000	36,000
Child Education Allowance	200	2,400
Telephone Allowance*	2,000	24,000
Food Coupons	2,000	24,000
Leave Travel Allowance*	5,000	60,000
Special allowance	15,300	1,83,600
<b>Gross Salary</b>	<b>62,500</b>	<b>7,50,000</b>
Associate benefits**		53,618
<b>Total Cost to Company</b>		<b>8,03,618</b>

\* Salary components are taxable in case the appropriate bills are not submitted

### Associate Benefits

Gratuity	14,430
Insurance Premium – Group Medclaim	35,452
Insurance Premium – Group Personal Accident	230
Insurance Premium – Group Term Life	3,506
<b>Total Associate Benefits Per Annum</b>	<b>53,618</b>

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mailbox.in@kofax.com



## Annexure B

### REPLY SLIP

Please complete one section only:

#### Section A - Offer Acceptance

I, **Bindu Sree Sanga**, accept this offer of employment as **Associate Software Engineer** subject to the conditions above.

Tick here if you accept the specified start date

If not, nominate a suitable start date here

Signed: S. Bindu sree Date: 9/9/2021

#### Section B - Offer Rejection

I, \_\_\_\_\_ (**BLOCK CAPITALS**), decline this offer of employment.

Signed: ..... Date: .....

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**Kofax India Private Limited**

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

[mailbox.in@kofax.com](mailto:mailbox.in@kofax.com)

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## **Documents List**

**You are required to submit the following documents at the time of joining**

- a) All Educational (mark sheets) Certificate copies.
- b) Previous Work Experience/Service certificates.
- c) Relieving letter from your current employer.
- d) Latest 3 months pay slip from current employer.
- e) ID proof – PAN Card (3 Copies).
- f) Address Proof – Aadhar Card (3 Copies).
- g) Four passport size photographs with white background (not more than 6 months old).
- h) 3 Copies of Passport (If you have).
- i) Recent Bank Statement (Linked to your current PF account).

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**26-Feb-2019**

Dear Srilekha Sriganolapu,  
B.Tech/B.E., CS  
Computer Science & Engineering

**Candidate ID – 12970119**

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.338,005/-**. This includes an annual incentive indication of **Rs.20,000/-** as well as Cognizant's contribution of **Rs.21,005/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.383,755/-**. This includes an annual incentive indication of **Rs.20,000/-** as well as Cognizant's contribution of **Rs.21,755/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

- Please note
- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
  - Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,  
**For Cognizant Technology Solutions India Pvt. Ltd.,**



Suresh Bethavandu  
**Global Head-Talent Acquisition**

I have read the offer, understood and accept the above mentioned terms and conditions.

**Signature :**

**Date:**



Date: 16/05/2022

Yasaswini Alla  
Hyderabad,

**STRICTLY PRIVATE & CONFIDENTIAL**

## **LETTER OF APPOINTMENT**

With reference to your application, interview and subsequent to the discussion which we had with you, we are pleased to appoint you to the position of “**ENGINEER**”, **Grade P2** in (“Carrier Technologies India Limited (formerly known as UTC Fire & Security India Ltd), 9th (Part), 10th, 11th Floor in Building 12 C, M/s. Sundew Properties Ltd. (IT/ITES SEZ), Madhapur Village, Serilingampally Mandal, Ranga Reddy District, Hyderabad–500 081). The appointment comes to an effect from the date of your joining (“**30/05/2022**”).

The key terms & conditions of your employment are summarized as follows:

### **1. Job Reporting & Duties**

Your reporting and duties shall be based on your assignment which the Company will designate from time to time. Should the need arise you may be assigned to other duties either within the same or in any other department from time to time.

### **2. Hours of Work**

You shall work as per the Company’s standard working hours based on guidelines given from time to time. The working hours are subject to change when business situation requires, under such circumstances you will be notified in advance by your supervisor and/or the Company.

### **3. Probation & Confirmation**

Your employment is subject to a probationary period of 6 (six) months from the Joining Date. Your probation period is subject to extension at the sole discretion of the Company. During the period of probation, your employment is liable for termination with or without notice or without assigning any reason whatsoever. Upon completion of 6 months unless your probation period is extended by HR in writing your employments shall be deemed to be confirmed by the company. In case you wish to resign from the services of the Company during the probation period, you will be required to give 1 (one) months’ notice or one month’s basic salary shall be deducted in lieu of notice thereof.

### **4. Background Verification**

4.1 This letter of appointment is subject to submitting copies of all your scholastic / academic and extra-curricular achievements along with your proof of age and proof of last drawn salary. The records / documents that are needed to be submitted at the time of joining are appended in **Annexure - B**. You are also requested to bring all your original documents / certificates on the date of joining for verification. All the credentials declared by you during the recruitment and selection process are assumed to be true and correct in good faith and expectation.

4.2 Before the commencement of your employment, reference checks of your previous employment may be carried out. This letter of appointment is conditional to the satisfactory completion of all regulatory / background checks. Please note that failure to clear any one of the above will lead to the immediate withdrawal of this appointment letter and / or termination of employment from the Company without any further enquiry at any point of time.



4.3 In the event your services are terminated by virtue of this clause, there will be no notice period required and the Company shall be entitled to recover such expense as borne during your selection and recruitment process.

## **5. Place of Work**

5.1 You will be placed at our Carrier Technologies India Limited (formerly known as UTC Fire & Security India Ltd), 9th (Part), 10th, 11th Floor in Building 12 C, M/s. Sundew Properties Ltd. (IT/ITES SEZ), Madhapur Village, Serilingampally Mandal, Ranga Reddy District, Hyderabad– 500 081 office. However, the Company has the right to relocate you to another Company location as may be necessary from time to time due to business requirements.

5.2 The Company reserves the right to send you on training / deputation / secondment / transfer / assignments to its affiliated companies, associate companies, clients locations or third parties whether in India or abroad.

## **6. Remuneration**

6.1 Details of your remuneration are mentioned in the **Annexure - A** of this appointment letter and are subject to all deductions under the various statutes applicable under law.

6.2 The Company shall make deductions and withholdings of tax or otherwise as may be mandated or required under applicable law from the remuneration. Any tax liability other than withholding taxes arising in respect of the remuneration or income earned by you shall be borne solely by you.

6.3 You are requested to maintain strict confidentiality of the details of your remuneration.

### **Income Tax & Other Statutory Contributions or Deductions**

Although the Company will make required tax deductions monthly, you are responsible for the declaration of all statutory tax returns in connection with your employment whether in India (or otherwise) and are responsible for all personal income tax liabilities.

## **7. Other Benefits and Insurance Scheme:**

### **7.1 Provident Fund**

Both the Company and you shall contribute to your provident fund account in accordance with the prevailing statutory requirements and law as applicable.

### **7.2 Company Insurance**

You are covered under the Company's group medical insurance scheme, Company's personal accident insurance scheme and Company's term life insurance scheme. All exclusions and limits (including pre-existing illness coverage) in accordance with the insurance plans will apply. Details of these plans may be obtained from the HR Department if required.

### **7.3 Gratuity**

You are eligible for payment of gratuity in accordance with the statutory provisions in this respect.



## **8. Public Holidays, Annual Leave and Other Leave**

### **8.1 Public Holiday**

You are entitled to Public Holidays with full pay as per the list of holidays declared.

### **8.2 Annual Leave**

You shall be entitled to holidays and leave in accordance with the Company's employee policies and the rules and regulations of the Company.

### **8.3 Other Eligible Leaves**

The other eligible leave entitlements are in accordance with the labour laws and/or the Company's Leave Policy. The scope and details of these entitlements are available from the HR Department, if applicable.

## **9. Termination of Employment**

9.1 Either party may terminate the employment by giving the other party an advance notice in writing of 30 (thirty) days during the probationary period or 90 (Ninety) days after the probationary period. Company reserves the right to recover basic salary in lieu of the notice period.

9.2 Notwithstanding anything contained herein above, the final relieving shall be subject to the exigencies of the job requirement and as such the notice period may vary. The decision of the management and the concerned Department Head shall be final and binding in this regard and the condition of payment in lieu of the notice period as mentioned above shall not be applicable in such case. Further, the Company may, at its discretion, relieve you from such date, as it may deem fit, even prior to the expiry of the notice period.

9.3 Your employment will be suspended/terminated by the Company immediately and without compensation if you commit, repeat or continue any serious breach of your obligations hereunder or are guilty of conduct tending to bring yourself or any Company in the group into disrepute or any misconduct in terms of the Company's rules and regulations including ethics violations. In case you leave your employment without notice, Company shall have the right to deduct as liquidated damages an amount equivalent to two months basic salary from any money or monies that may be due to you.

9.4 Annual Leave cannot be used to offset the notice period in any way unless specially agreed by the Company so as to allow for a smooth and effective transition of responsibilities.

9.5 You acknowledge and agree that the notice prescribed herein (or payment in lieu thereof) is reasonable notice of termination and no other notice requirements express or implied shall apply.

9.6 Before you leave the Company, you are required to complete the Exit /clearance procedure and follow through the separation process as may be specified in the rules and regulations of the Company.

9.7 All Company property must be returned to the company including but not limited to office keys, building pass, security card, cabinet keys, corporate/membership cards, laptop/computer, all records and documents, including copies thereof, and any other properties which have been provided to you by the Company.



## 10. Voluntary Abandonment

If you remain absent without sanctioned leave or beyond the period of leave originally granted or subsequently extended, for more than 7 (seven) calendar days, you shall lose your lien on the appointment unless:

- (a) you report to/contact your reporting manager/HR within 3 (three) working days pursuant to receipt of notice, giving you 7 (seven) calendar days to do so, from Company, sent through speed post with acknowledgement due and/or on personal email id as furnished to HR; and
- (b) explain to the satisfaction of the reporting manager/HR the reason of your absence or your inability to return on the expiry of the leave, as the case may be.

In case you fail to comply with (a) and (b) within the requisite period provided above, you shall be deemed to have automatically abandoned the services and lost your lien on your appointment. Pursuantly, HR shall complete the full and final settlement, subject to applicable deductions as per statute and company policy and communicate the same to you. In case there is any recovery to be made from you, the amount needs to be settled within 15 (fifteen) days from the date of dispatch of notice / mail and in the event of failure of the employee to make the payment in favor of the Company, the Company shall be entitled to take appropriate action under the law.

## 11. Retirement Age

Your retirement age from the Company's employment will be 60 (sixty) years in accordance with the Company policy. You are required to submit copy of your birth certificate/ matriculation certificate/ PAN card and/or any other statutory document of like nature as a proof of your birth date to the HR Department.

## 12. Environment, Health & Safety at Work

The Company places the greatest importance on the health and safety of our employees. Both the Company and you are at all times required to adhere to all the local statutory and the Company's Environment, Health and Safety Policy and Regulations by making the workplace free from hazards and unsafe actions and eliminating bodily injuries.

Should any accident/incident/injury occur involves you whilst on duty, you must report it to the HR Department through your superior within 24 (twenty four) hours of the incident.

## 13. Company Information & Confidentiality

13.1 To clarify your responsibility to the Company with regard to how you use and disclose Company information that you gain in the course of your work, you are requested to sign a separate Deed of Undertaking attached with this Letter of Employment.

13.2 "**Confidential Information**" means all information which is designated or treated as confidential by the Company or which by reason of its nature or value is of a confidential nature or which an employee knows or should reasonably have known to be of a confidential nature and includes:-

- a) all information concerning the Company, its related and/or associated companies, and/or relating to or concerning their respective businesses financial conditions, assets, operations, affairs and other conditions;
- b) all information relating to or concerning technology, research and development, clients, customers, suppliers, distributors or business contacts of or persons having business dealings with the Company, its related and/or associated companies.



13.3 You will be responsible for the safe custody of all information whether of a technical, commercial, personal or financial or otherwise relating in any manner to the business or affairs of the Company, documents, manuals and kits and other property belonging to the management that may be entrusted to and / or placed in your possession by virtue of and / or during the course of your employment with the management.

13.4 You shall not, except as authorized or required by your obligations in terms hereof, reveal to any person or entity any of the trade secrets, secret or confidential information, information contained in any manuals or dealings or any information concerning the organization, assignments/ projects, finances, technology, research and development, transactions or affairs of the management, information about costs, profits, markets, sales, research and development, contracts and list of customers, and distributors, business in which the Company is engaged, or contemplates engaging, marketing and strategic plans, forecasts, unpublished financial information, budgets, projects and customer identities, characteristics and agreements, employee personal files and compensation information in any form whatever, tangible or intangible, pertaining in any manner to the business of the Company or any of its affiliates, or its employees clients or business associates, etc., any information pertaining to any third party which has been disclosed by such third party to the Company and in respect of which the Company is bound by the confidentiality obligations and all information of which authorized disclosure could be detrimental to the interest of the Company whether or not such information is identified as confidential information by the Company, but excluding any information. This restriction shall survive termination of your employment with the management without limit in point of time but shall cease to apply to information or knowledge which may come into the public domain without any of fault on your part.

However, the same will not be applicable if the said information is divulged:

- (i) Pursuant to Court Order, summons or any other legal process or
- (ii) With a prior written consent of the management.

13.5 You shall not, during the term of your employment or at any time thereafter, use or permit to be used any information, notes or memoranda relating to the business and/ or transactions of the management and/or its affiliates/associates which may come to your knowledge and/ or possession by virtue of employment with the management for any purpose other than for the benefit of the management.

13.6 You acknowledge that the breach of any of the provisions of hereinabove will cause irreparable loss and harm to the management which cannot be reasonably or adequately compensated by damages in an action at law, and accordingly, the management will be entitled, to injunctive and other equitable relief to prevent or cure any breach or threatened breach thereof, but no action for any such relief shall be deemed to waive the right of the management to an action for damages.

13.7 The termination of your employment will not affect the rights and remedies of either party against the other in respect of any previous breach of its provisions nor will it affect the continuing obligations of either party under any provision of your employment terms which may be applicable after your employment has been terminated.

#### **14. Intellectual Property protection**

14.1 You shall disclose to us forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall belong absolutely to and be the sole property of the Company. If and when required to do so by the Company, you shall at the Company's expense take or apply for Letters of Patent, Licenses or other



rights privileges or protections as may be directed by us in respect of any such discovery, invention, process or improvement so that the benefits there of shall accrue to us and you shall execute and do all instruments, acts, deeds, and things which may be required by us for assigning, transferring or otherwise vesting the same for all benefits arising in respect thereof in our favor or in favor of such other person or persons, firms or companies, as we may direct as the sole beneficiary thereof.

14.2 The work product generated by you while performing the services during the term of your employment, including all electronic data, pictures, graphics, papers, worksheets, logs, records, reports, documents, training material and any know-how, inventions, discoveries, improvements or enhancements or any intellectual property rights or any other materials developed or prepared by you, shall be the sole and exclusive property of the management / Company. Without limiting the generality of the foregoing, the management will own all intellectual property rights in any work, invention, discovery, improvement or design, which you make or conceive:

- i. While employed by the management and in connection with the projects/ assignments of the management.
- ii. By using the resources, facilities, or confidential information of the management or its affiliates/associates.

For the purposes of this clause, intellectual property rights include, but are not limited to, rights in relation to or arising from patents, design registrations, trademarks and copyright. You undertake to execute necessary documents and do all such acts, at the request of the management that may also be required to give further effect to this provision. You shall return to the management such materials upon the termination of your employment or at the request of the management at any time during the term of your employment.

## **15. Company Policies & Regulations**

You must comply with all directions given by the Company and observe all existing rules, regulations, policies, procedures, practices and arrangements pertaining to the management of the Company's properties, works, business and the conduct of the Company's employees.

## **16. Compliance with Carrier Policies & Code of Ethics**

You are required to observe all relevant corporate policies and regulations which are now in force, or from time to time, published or laid down by the Company. Situations that have not been envisaged could arise and the Company reserves the right to modify, revoke, suspend, terminate or change in whole or in part, at any time, with or without notice any information in relation to these policies.

Carrier has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of Carrier in dealing with the suppliers, customers and all other organizations or individuals doing or seeking to do business with Carrier and companies under Carrier.

Compliance with the Carrier Code of Ethics and policy on conflict of interest is a condition for continued employment. Therefore, your acknowledgment that you have read, understood and continue to abide by the Carrier Code of Ethics and policy of conflict of interest is requested upon entering this employment. You should note that no gifts in cash or in kind may be offered to or accepted from any person in the employment of, or connected with, any of the Company's employees, clients or the public. The Carrier Code of Ethics is available for your information on the Company's intranet site or from the HR Department, if required. You shall not take any decisions which gives primacy to personal and/or vested interests against the interests of **Carrier Technologies India Limited (formerly known as UTC Fire & Security**





**India Ltd).** By signing the duplicate copy of this appointment letter, you declare that there is no 'Conflict of Interest' in your employment with **Carrier Technologies India Limited (formerly known as UTC Fire & Security India Ltd)**. If any conflict arises in the future, you undertake to promptly inform your supervisor of the same.

## **17. Company's Rights**

The Company reserves the right to amend, add or delete any of the employment terms including remuneration due to change in Company policy from time to time. Changes in Company policy of this nature will be announced in writing and circulated as internal memoranda or displayed on notice boards.

## **18. Other Terms & Conditions of Employment**

### **18.1 Outside Employment**

In accepting this employment you shall not enter into any outside employment or engage in private business activities, whether alone or jointly with another, through or on behalf of any person, firm or entity, be directly or indirectly employed, without the written consent from the Company. Any contravention of this clause may lead to immediate termination without any compensation.

18.2 You are not party to or bound by any employment agreement, non-competition agreement or confidentiality agreement with any person or entity other than the Company.

## **19. Governing Law**

This letter of employment and the rights, duties and liabilities of the parties hereto shall be construed in accordance with and be governed by the laws of India. Disputes between the Company and the Employee shall first be sought to be resolved amicably in accordance with the rules and regulations of the Company. Any disputes that cannot be resolved through amicable discussions shall be subject to the jurisdiction of courts in **Unit No. 8, 1st Floor, The Centrium, Lal Bahadur Shastri Marg, Kurla West, Mumbai-400070, India.**

## **20. Non-competition**

You acknowledge and undertake that you will not violate any non-competition agreement or contract between you and your previous employer by working for this Company and signing this appointment letter. If any act in breach of this clause occurs, you shall be obligated to bear all the losses, and the Company shall not be liable.

## **21. Disclosures**

The employee represents and warrants that as on date of signing of this letter of appointment there is no lawsuits, criminal / civil actions or administrative, arbitration or other proceedings or governmental investigations pending or threatened against or relating to the employee and if anything arises or comes to the knowledge of employee after signing of this letter of appointment, employee shall make relevant disclosures immediately to the Company.

## **22. Relocation Reimbursement**

In the case where employee leaves the services of the Company before completion of 18 months service from the date of joining, the amounts paid to the employee towards relocation expenses will be recovered in full from the employee as specified in the employee relocation policy of the Company.



**23. Privacy**

During your employment with the company, **Carrier Technologies India Limited (formerly known as UTC Fire & Security India Ltd)**, collects and stores your Personal Information (PI) for internal purposes. We recognize the need to maintain the confidentiality of PI collected and also understand the need to protect your PI with utmost importance as such information is unique to each individual. However, in certain circumstances such information that the company holds and processes needs to be shared for the purpose of administration, management of its employees and businesses, and for compliance with applicable procedures, laws, and regulations with:

- a) Governmental Agency or Courts or Regulators or Third-party by order as required under the applicable law;
- b) Any agent, contractor, third party or service provider in connection with the Company's businesses; and
- c) Any other person under a duty of confidentiality to the Company.

By signing this Agreement, you acknowledge and agree that the Company is permitted to hold, process (both electronically and manually) and share your personal information for the aforementioned purposes

If you are agreeable to the above, please acknowledge your acceptance of this letter of employment, and its terms and conditions, by signing the enclosed duplicate copy and returning it to the HR Department within 1 (one) working week from the date of receipt of this letter.

We welcome you as a member of the team and look forward to your contributions to our success. We believe you will find your career both challenging and rewarding. We look forward to years of fruitful cooperation and success. We wish you the best of luck in your new post.

Yours sincerely,  
Sd/-

**Vasanthi Narayana**  
**Head HR & India GPS Leader**

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Encl:

- 1- Annexure – A (CTC Break-up)
- 2- Annexure – B (Check list of documents to be submitted on Day 1)

I, Yasaswini Alla, have read and understood the terms and conditions of offer stated herein and confirmed my acceptance of the employment and its conditions.

Signature: \_\_\_\_\_

Place: \_\_\_\_\_

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

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



**Annexure A**

<b>Name</b>	: Yasaswini Alla
<b>Title</b>	: ENGINEER
<b>Career Grade</b>	: P2

<b>A</b>	<b>Fixed Component</b>	<b>Monthly (INR)</b>	<b>Annual (INR)</b>
	Basic Salary	38436	461234
	Employers Provident Fund(12% of Basic)	4612	55348
	Gratuity(as per Gratuity Act)	1849	22185
	<b>Sub Total</b>	<b>44897</b>	<b>538767</b>

<b>B</b>	<b>Flexible Component</b>	<b>Monthly (INR)</b>	<b>Annual (INR)</b>
		38436	461233
	<b>Sub Total</b>	<b>38436</b>	<b>461233</b>

<b>Fixed CTC (A+B)</b>	<b>83333</b>	<b>1000000</b>
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<b>Benefits</b>		
Group Term Life Insurance (3 times Fixed CTC)		3000000
GPA Insurance		4500000
Group Medical Insurance		300000

<b>* Note on Flexible Components</b>	
The components and the permissible limits of the flexible component are as follows	
<b><u>Components</u></b>	<b><u>Limit</u></b>
House Rent Allowance	:40% of Basic
Leave Travel Allowance	:INR 0 to Balance
ICICI Meal Card	:INR 0/- to 18000/- per annum
Special Allowance	:Balance Amount
<b>Leave Travel Allowance:</b> Reimbursement can be claimed in accordance with the Income Tax rules. Unclaimed planned amount if any at the end of the financial year will be taxed and credited to Employee account	
<b>Variable pay:</b> will be paid basis company, individual performance, pro-rated from DOJ, payment subject to management policy/ discretion	



## Annexure B

### **DOCUMENTS FOR SUBMISSION:**

You are request to send us the following documents within 2 days of receipt of this letter of appointment.

- 1) Aadhar Card
- 2) PAN Card
- 3) Cancelled Cheque Copy
- 4) Passport Size Photograph
- 5) Resignation Letter

Kindly carry the following documents in hard copy on your date of joining:

- 1) Proof of Academic Credentials(10<sup>th</sup>, 12<sup>th</sup>, Degree and PG)
- 2) Experience Letter with the previous employers
- 3) ID Proof (ID Card/ Driving License/Passport Copy)
- 4) Form 16

\* Your letter of appointment 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 letter of appointment.



## Offer Letter

To: B Pradeep Chandu

Date: 03rd Feb 2022

We would like to have you on board.

Dear Chandu ,

We are delighted to appoint you as “ **Software Developer** ” at **Maren Solutions Private Limited**, you will be part of a fast-paced, dedicated team working together to build one of the most aspirational ventures in the region. We welcome your commitment to deliver outstanding results and to lead the ownership and accountability.

As per our discussion your starting date of employment will be **7th Feb 2022**. And you would need to report at 10.00AM.

In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential. We believe our employees form the basis of our success and are therefore our most valued assets.

-All of the benefits were fined in the **Maren Solutions Private Limited** handbook.

- Your CTC will be **4.2 LPA** and the breakup sheet will be shared with you on your date of joining.

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.

Kindly confirm your acceptance of this offer through the mail within 3 working days of receiving the mail. After you accept this offer, you will be getting your appointment letter with the work agreement on your date of joining.

I would like to take this opportunity to welcome you to our team and wish you every success in your new role.

If you accept the offer please sign and send a copy back to us for the acknowledgement.

Name:

Signature:

Regards,

**K A Suri**



28-MAR-2022

Letter Of Appointment

To,  
Mr. Dangeti Sai Manoj  
TCS - Hyderabad

Dear Mr. Dangeti,

This has reference to our Offer of Employment in TATA Consultancy Services Limited vide TCSL/EP2021IR337426/- Hyderabad/1795049 dated 24-Feb-2022 and your completing joining formalities as per TCSLs policy.

On the terms and conditions detailed in our Offer of Employment accepted by you, we are happy to appoint you as Systems Engineer in Grade C1 with effect from 28-MAR-2022.

Your Associate number is 2338170.

I take this opportunity to extend you a warm welcome to the TCSL Family!

Yours sincerely,  
For TATA Consultancy Services Limited

**OFFER CUM APPOINTMENT LETTER**

D Apoorva Bindu Priya  
58-11-30, Ramalayam Street, Old Karasa  
Visakhapatnam  
530009  
IN

Dear D Apoorva,

On behalf of **Amazon Development Centre (India) Private Limited**, a company incorporated under the laws of India, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Offer cum Appointment Letter for the position of **Automation Analyst** at **Bengaluru**, India.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter and the terms and conditions set forth hereinbelow. If you wish to accept employment with the Company, please convey your acceptance in the manner provided for by the Company. The offer of employment contained in this Offer cum Appointment Letter will expire if you have not accepted the same on or before **10 business days**.

Upon your acceptance of the offer herein, this Offer cum Appointment Letter shall form the employment contract that is a valid and binding agreement of employment between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

**1. Date of Commencement**

Your employment with Amazon India will commence on **07-Sep-2020**.

**2. Probation**

You shall be on probation for a period of 3 months ("Probation Period") from the date of joining. Your performance will be reviewed and evaluated at regular intervals during the Probation Period. Depending on the outcome of such evaluation/s, the Company may, at its sole discretion, either (a) if your performance is found satisfactory, confirm your appointment; or (b) if your performance is found to be unsatisfactory, extend, in writing, the Probation Period by a further period of 3 more months or terminate your employment with Amazon India with



Ch Dinesh, CSE &lt;dinesh@diet.edu.in&gt;

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**Fwd: Offer Letter -Patra India.**

2 messages

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**divya ganivada** <divyaganivada2@gmail.com>  
To: dinesh@diet.edu.in

Mon, Jun 13, 2022 at 7:16 PM

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

From: **James** <James.joseph@patracorp.net>

Date: Tue, 19 Nov 2019, 10:31 am

Subject: Offer Letter -Patra India.

To: &lt;james.joseph@patracorp.net&gt;

Congratulations!,

With reference to your Job application & Interview with us ,we are extremely pleased to offer you a position as “**Trainee - Process Executive**” with CTC of Rs “**1,18,140 Per Annum**” on terms & conditions as per company policy.

You will be under Training period /Probation for 3 months from the Date of Joining & Your services will be regularized Subject to your performance during training period. Your Date of joining is on **18/11/2019**.

You will need to send Scan copies of the below documents to hrindia@patracorp.net by **20/11/2019** simultaneously also please carry all your Original certificates along with (1) set of Xerox copies.

- SSC/10<sup>th</sup> Marks Memo to your Highest Qualification Degree and Updated Resume.
- PAN Card.
- Self Aadhaar Card \ Parents Aadhaar Card copy (Xerox Copy) (**Please get your latest Aadhaar Card copy which shows your Name, DOB ,Fathers name.**)
- Experience / Relieving letter ( If applicable) only.
- Family Photograph (Post Card size) for purpose of ESI Smart Card. (If you have already a member of ESIC Scheme, the details need to be furnished along with copies).
- Updated Passport Size photos (3) for Bank A/c purpose.  
Blood Group. (Confirmation is Mandatory for ID Card)



James Joseph

**SR Executive Human Resource**zoom id [james.joseph@patracorp.net](https://www.zoom.us/j/james.joseph@patracorp.net)



office Vizag: [08 9125 50325](tel:08912550325)

web [www.PatraIndia.com](http://www.PatraIndia.com)

***Powering Insurance Processes Leveraging People and Technology***

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**2 attachments**

**PATRA™** image001.png  
5K

**PATRA™** image001.png  
5K

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**Ch Dinesh, CSE** <dinesh@diet.edu.in>  
To: divya ganivada <divyaganivada2@gmail.com>

Mon, Jun 13, 2022 at 7:32 PM

Thank u ma..received  
[Quoted text hidden]



29-APR-2021

Letter Of Appointment

Mr. Sagarsaisaran Kandregula  
TCS - Hyderabad

Dear Mr. Sagarsaisaran,

Further to your acceptance of our offer letter vide TCSL/DT20217612107/- Hyderabad dated 12-Apr-2021 we are pleased to appoint you in our organisation in grade Y as A.S.E-Trainee.

Your emoluments are already communicated to you vide our aforesaid offer letter.

You will be on Training for a period of 12 months from the date of your joining i.e. 29-APR-2021 and will be confirmed thereafter, if found suitable, in a regular grade.

Your appointment will be governed by the policies, rules, regulations, benefits and terms & conditions of TCSL as applicable to you and the changes therein from time to time.

Your Associate number is 2008768.

Yours sincerely,  
For TATA Consultancy Services Limited

GIRISH V NANDIMATH  
Global Head - Talent Acquisition

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

TCS House Raveline Street Fort Mumbai 400 001 Maharashtra India

Tel 91 22 6778 9999 Fax 91 22 6778 9000 website www.tcs.com

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

# Ghost Concepts Software Services Pvt Ltd

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## Offer Letter

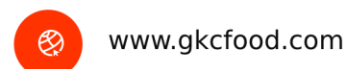
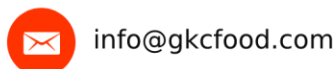
Date: 25/11/2020,  
Station: Hyderabad,  
Ref/HR-EOL/HYD/18/1-21

To,  
Mr. **M.Saptagiri**,  
Address: Hyderabad.

Dear **Mr. M.Saptagiri**,

We are pleased to inform you that, after careful consideration, Ghost Concepts Software Services Pvt Ltd have decided to extend the following full-time employment offer to you as **Operations Executive** the following terms and conditions.

1. You will be given CTC of 4,20,000/- (Four Lakh Twenty thousand only) per annum. TDS, if any, PF, ESI & PT will be deducted as per Rules and allowances will be as per terms.
2. Your base location would be Hyderabad Validity of this offer is for 1 month.
3. You will be on probation for a period of 6 months from the date of your joining and your performance would be under observation
4. You will be required to maintain utmost secrecy in respect of company's policies & Trade Mark and company's Human assets profile.
5. You will be required to comply with all such rules and regulations as the Company may frame from time to time.
6. During the probation period company may terminate the service with giving 15 days notice period. In the event of your leaving/ resignation also 15 days notice or salary in lieu thereof will be considered. After confirmation of your service, company may terminate the appointment by giving 30 days notice or salary in lieu thereof. After confirmation choice of resignation from service by your end must be duly giving one month's notice or salary in lieu thereof.



# Ghost Concepts Software Services Pvt Ltd

7. If at any time in our opinion, which is final in this matter you are found non- performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.
8. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with the company and if you are offered any, you should immediately report the same to the Management.
9. This offer is based on the information furnished in your application for employment. If, at any time in future, it comes to light that any of the information is incorrect or any relevant information has been withheld, then the company reserves the right to terminate your employment without notice.
10. Please note to submit your last 2 months salary slip of your Previous Employment, Relieving & Service letters along with two passport size photographs, Address proof and photocopies of Academic certificates at the time of joining for our record.

If you accept the terms and conditions above mentioned, please sign the declaration in the duplicate and return to us. The original shall be retained by you.

We welcome you to **Ghost Concepts Software Services Pvt Ltd.**, family and look forward to a fruitful collaboration With best wishes,


**Ghost Concepts Software Services Pvt Ltd.**


*Samarth sindhi*

**Samarth Sindhi**  
**Director**

I agree to accept Employment on the terms and conditions above mentioned. The original of this letter is in my possession.

Place : \_\_\_\_\_ Name : \_\_\_\_\_  
Date : \_\_\_\_\_ Sign : \_\_\_\_\_

 info@gkcfood.com

 CIN U72900TG2020PTC147063

 www.gkcfood.com

# Ghost Concepts Software Services Pvt Ltd

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final in this matter you are found non- performer or guilty of fraud,



info@gkcfood.com



U72900TG2020PTC147063



www.gkcfood.com

March 23, 2022

HRD/3T/1002221702/21-22

Ms. Ayancha Anjani  
Hno:2-4-74,Kotturu,Narsingaraopeta,  
Anakapalli Mandal,  
Visakhapatnam-531019  
India

Ph: +91-9505584223

Dear Ayancha,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

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

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2022.03.23 14:28:12 IST  
Reason: Digitally Signed  
Location: Bangalore

INFOSYS LIMITED  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

HRD/1002221702/21-22

March 23, 2022

Ms. Ayancha Anjani  
Hno:2-4-74,Kotturu,Narsingaraopeta,  
Anakapalli Mandal,  
Visakhapatnam-531019  
India

Ph: +91-9505584223

Dear Ayancha,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer** .

Here are the terms and conditions of our offer:

### **Definition**

The following terms shall have the following meanings for the purpose of this Offer of Employment ( "**Offer Letter**" hereinafter).

"**Affiliates**" means any entity that controls, is controlled by, or is under common control with the Company.

"**Company**" refers to Infosys Limited.

"**Control**" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"**Training**" shall mean and include all the training that shall be imparted to you on joining the Company.

### **Joining**

Your scheduled date of joining the employment of the Company will be **25-Apr-2022**.

### **Location**

Your location for employment is **MYSORE, India** .

You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

## **Training**

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

## **Terms and Conditions during Training**

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company` s pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:



- a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;
- b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.
- c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

### **Probation and Confirmation**

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

### **Leave**

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

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

### **Increments and Promotions**

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

### **Transfer**

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

## Compensation and Benefits

### Salary

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure -I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

### Performance- linked Incentive

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

### Ex - Gratia / Bonus

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

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.

### **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

### **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

### **Passport & Driving License**

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

### **Notice Period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

## **Background Checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

## **Other Terms and Conditions**

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

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company`s discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet `Sparsh`. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

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

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_  
Print your full Name

\_\_\_\_\_  
Location

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2022.03.23 14:28:12 IST  
Reason: Digitally Signed  
Location: Bangalore

INFOSYS LIMITED  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
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askus@infosys.com  
www.infosys.com

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

<b>COMPENSATION DETAILS</b> (All figures in INR per month)				
NAME	Ms. Ayancha Anjani			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
<b>MONTHLY GROSS SALARY</b>				<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>25,000</b>
<b>TOTAL GROSS SALARY</b>				<b>25,000</b>
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

**ANNEXURE - II**  
(Compensation post successful completion of six months)

<b>COMPENSATION DETAILS</b> (All figures in INR per month)	
NAME	Ms. Ayancha Anjani
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

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

<b>4. INCENTIVE COMPONENTS</b>	<b>At an indicative Payout of 5%</b>	<b>At indicative Payout of 10%</b>	<b>At indicative Payout of 20%</b>
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>	<b>26,250</b>		
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>	<b>27,500</b>		
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>	<b>30,000</b>		

<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act



HRD/3T/1002045155/21-22

September 19, 2021

Ms. Prathyusha Nalam

1-134, Kotthuru, Vaddadi, Butcheyyapeta

1-134, Kotthuru, Vaddadi, Butcheyyapeta

Vishakaphatanam-531026

India

Ph: +91-9392434576

Dear Prathyusha,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**

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

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2021.09.19 21:49:14 IST  
Reason: Digitally Signed  
Location: Bangalore

INFOSYS LIMITED

CIN: L85110KA1981PLC013115

44, Infosys Avenue

Electronics City, Hosur Road

Bangalore 560 100, India

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HRD/1002045155/21-22

September 19, 2021

Ms. Prathyusha Nalam  
1-134, Kotthuru, Vaddadi, Butcheyyapeta  
1-134, Kotthuru, Vaddadi, Butcheyyapeta  
Vishakaphatanam-531026  
India

Ph: +91-9392434576

Dear Prathyusha,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer** .

Here are the terms and conditions of our offer:

### **Joining**

Your scheduled date of employment with us will be **27-Sep-2021**.

### **Location**

Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

*\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

### **Training**

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

## **Probation and Confirmation**

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

## **Leave**

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

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

## **Agreement**

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

## **Compensation and Benefits**

### **Salary**

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

### **Training Performance - linked Incentive**

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

### **Ex - Gratia / Bonus**

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

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### **Basket of Allowances (BOA)**

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

### **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

### **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250** .

The details of the Scheme would be available to you when you join the Company.

## **Notice Period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

## **Background Checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

## **Other Terms and Conditions**

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

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

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

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_                      \_\_\_\_\_  
Print your full Name                      Location

Signature Not Verified  
Digitally signed by Richard Lobo  
Date: 2021.09.19 21:49:14 IST  
Reason: Digitally Signed  
Location: Bangalore

INFOSYS LIMITED  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
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askus@infosys.com  
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**ANNEXURE - I**  
(Compensation during the Training)

<b>COMPENSATION DETAILS</b> (All figures in INR per month)				
NAME	<b>Ms. Prathyusha Nalam</b>			
ROLE	<b>Systems Engineer</b>			
ROLE DESIGNATION	<b>Systems Engineer Trainee</b>			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
<b>MONTHLY GROSS SALARY</b>				<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>25,000</b>
<b>TOTAL GROSS SALARY</b>				<b>25,000</b>
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				



**ANNEXURE - II**  
(Compensation post Unit allocation)

<b>COMPENSATION DETAILS</b> (All figures in INR per month)	
NAME	<b>Ms. Prathyusha Nalam</b>
ROLE	<b>Systems Engineer</b>
ROLE DESIGNATION	<b>Systems Engineer Trainee</b>
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

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

<b>4. INCENTIVE COMPONENTS</b>	<b>At an indicative Payout of 5%</b>	<b>At indicative Payout of 10%</b>	<b>At indicative Payout of 20%</b>
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>	<b>26,250</b>		
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>	<b>27,500</b>		
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>	<b>30,000</b>		

<b>OTHER BENEFITS</b>				
<b>Scheme</b>	<b>Eligible Amount In INR</b>	<b>Interest</b>	<b>Monthly Instalments</b>	<b>Margin Money (To be borne by the employee)</b>
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

**Date: 1st Sep 2021**

**Mr/Mrs Rajeswari Gottipalli**

6-40-36, TVN colony, Old Gajuwaka, Visakhapatnam,  
Andhra pradesh-530026

### **Appointment Letter**

**Dear Rajeswari Gottipalli**

Congratulations!!

We are pleased to offer you an Employment in our organization as Software engineer based on the interview discussions you had with us and your application submitted to us. Details of the terms and conditions of offer are as under:

- 1) Your appointment will initially be for a period of 3 months' probation from the date of your joining during which period your services may be terminable without any notice and without assigning any reason whatsoever.
- 2) On satisfactory completion of the probationary period your appointment will be confirmed in writing. After confirmation, your services may be terminated at any time by giving two months' notice in writing by either side. In case you leave our employment without any notice, we shall have the right to deduct as liquidated damages an amount equivalent to two months' notice from any money or moneys that may be due.
- 3) You will be entitled to leave as per the Company's rules and regulations.
- 4) You will promote and expand the business of the Company and not directly or indirectly and either solely or jointly be engaged in any service or other business or profession whether during or after the hours of employment.
- 5) You undertake that you will not disclose the information or knowledge relating or any part thereof disclosed to you or gained by you by reason of your employment. This obligation shall continue to remain in force even after your leaving the service of the Company.
- 6) You will devote your whole time and attention and abilities to the business of the Company and shall serve the Company honestly and faithfully carry out all lawful directions and orders of the company in discharge of your duties. The Company shall be entitled in its absolute discretion to change your designation.
- 7) You will not in any way pledge the credit of the Company or expose the Company to any Pecuniary liabilities or obligations nor shall you advance moneys or give credit to any person without the prior written consent of the Company.

8) If at any time, in our opinion, which is final in this matter you are insolvent or found guilty of dishonesty disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to our interest or violation of one or more terms of this letter, your services may be terminated without notice.

9) You will abide by the staff rules and regulations applicable to you which are in force for the time being or may be framed from time to time.

10) Your appointment is on the clear understanding that the information furnished by you in your employment application form is correct and the certificates and references produced by you are genuine and bonafide.

11) As per discussion, your Net Salary will be 12000/- per month

Wishing you the best and thanking you,

**Bizzflo India Private Limited**



Hari Seeta Rama Raju P  
HR Manager

Kindly confirm your acceptance of the above terms and conditions by returning the duplicate copy of this letter duly signed by you.

I shall report for duty on .....

I agree to the above terms and conditions

SIGNATURE & DATE

**Details of Salary Structure**

Name **Rajeswari Gottipalli**  
Designation **Software engineer**  
CTC 144000.00  
Location Hyderabad

**Salary and other Perks**

<b>Salary Component</b>	<b>Rupees Per Month</b>	<b>Per Annum</b>
Basic Salary	4800.00	57600.00
HRA	2400.00	28800.00
Conveyance Allowance	1600.00	19200.00
Special Allowance	3200.00	38400.00
Gross Pay	12000.00	144000.00
Professional Tax	0.00	0.00
Net Pay	12000.00	144000.00

\*\*You are expected to maintain confidentiality as regards your salary and perks

HRD/3T/1002045155/21-22

September 19, 2021

Ms. Prathyusha Nalam

1-134, Kotthuru, Vaddadi, Butcheyyapeta

1-134, Kotthuru, Vaddadi, Butcheyyapeta

Vishakaphatanam-531026

India

Ph: +91-9392434576

Dear Prathyusha,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**

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

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2021.09.19 21:49:14 IST  
Reason: Digitally Signed  
Location: Bangalore

INFOSYS LIMITED

CIN: L85110KA1981PLC013115

44, Infosys Avenue

Electronics City, Hosur Road

Bangalore 560 100, India

T 91 80 2852 0261

F 91 80 2852 0362

askus@infosys.com

www.infosys.com

HRD/1002045155/21-22

September 19, 2021

Ms. Prathyusha Nalam  
1-134, Kotthuru, Vaddadi, Butcheyyapeta  
1-134, Kotthuru, Vaddadi, Butcheyyapeta  
Vishakaphatanam-531026  
India

Ph: +91-9392434576

Dear Prathyusha,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer** .

Here are the terms and conditions of our offer:

### **Joining**

Your scheduled date of employment with us will be **27-Sep-2021**.

### **Location**

Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

*\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

### **Training**

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

## **Probation and Confirmation**

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

## **Leave**

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

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

## **Agreement**

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

## **Compensation and Benefits**

### **Salary**

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month** . The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

### **Training Performance - linked Incentive**

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

### **Ex - Gratia / Bonus**

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

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### **Basket of Allowances (BOA)**

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

### **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

### **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250** .

The details of the Scheme would be available to you when you join the Company.



## **Notice Period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

## **Background Checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

## **Other Terms and Conditions**

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

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

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

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_  
Print your full Name                      Location

**Signature Not Verified**  
Digitally signed by Richard Lobo  
Date: 2021.09.19 21:49:14 IST  
Reason: Digitally Signed  
Location: Bangalore

INFOSYS LIMITED  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

**ANNEXURE - I**  
(Compensation during the Training)

<b>COMPENSATION DETAILS</b> (All figures in INR per month)				
NAME	<b>Ms. Prathyusha Nalam</b>			
ROLE	<b>Systems Engineer</b>			
ROLE DESIGNATION	<b>Systems Engineer Trainee</b>			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
<b>MONTHLY GROSS SALARY</b>				<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>25,000</b>
<b>TOTAL GROSS SALARY</b>				<b>25,000</b>
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

**ANNEXURE - II**  
(Compensation post Unit allocation)

<b>COMPENSATION DETAILS</b> (All figures in INR per month)				
NAME	<b>Ms. Prathyusha Nalam</b>			
ROLE	<b>Systems Engineer</b>			
ROLE DESIGNATION	<b>Systems Engineer Trainee</b>			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
<b>MONTHLY GROSS SALARY</b>				<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>25,000</b>
<b>4. INCENTIVE COMPONENTS</b>				
		<b>At an indicative Payout of 5%</b>	<b>At indicative Payout of 10%</b>	<b>At indicative Payout of 20%</b>
<b>TRAINING PERFORMANCE LINKED INCENTIVE (TPI)</b>		1,250	2,500	5,000
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>				<b>26,250</b>
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>				<b>27,500</b>
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>				<b>30,000</b>
<b>OTHER BENEFITS</b>				
<b>Scheme</b>	<b>Eligible Amount In INR</b>	<b>Interest</b>	<b>Monthly Instalments</b>	<b>Margin Money (To be borne by the employee)</b>
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				



**Muthoot Finance Limited**  
Corporate Office-Kochi

Ref No: PO/07/19

Dated: 15/02/2019

To

**Mr. P. Roopa Ravindra Babu**  
D.no:14-214/1,Water Works,Gandhi Nagar,  
Anakapalli,Visakhapatnam-531001.

Dear P. Roopa Ravindra Babu

**PROVISIONAL OFFER LETTER**

We complement you on your excellent performance in our selection process and are pleased to issue a provisional offer of appointment as Probationary Officer.

During the Training period of One Year, you will be placed as Probationary Officer and will be offered CTC per annum based on the Centre of posting as Indicated below.

Centre of Posting	Monthly CTC (with PF option)
Non-Corporation	2,51,532 per annum
Corporation	2,66,616 per annum
Metro	3,03,072 per annum

You are requested to submit the documents as mentioned below within 15 days from the date of Offer. If the documents are not submitted within the stipulated time, this provisional offer will be stand cancelled: -

1. Copy of certificates proving Age / Qualification / Experience
2. Copy of Aadhaar card
3. Copy of ID proof given in the Employment Application
4. Proof of address given in the Employment Application Form
5. Service Bond to be executed in the prescribed format. (Format will be shared)
6. Character & Conduct Certificate from a dignitary
7. Recent passport size Photograph.
8. Original SSLC/ Other educational Qualifications/ Experience Certificate (For verification purpose only)

Please confirm your acceptance of this provisional offer by acknowledge the letter

Thanking You,

*P. Phani Surya*  
For Muthoot Finance Limited

**PHANI SURYA. U**  
MF 41372, Regional Manager  
RO : VISAKHAPATNAM-9022  
Mob. : 7989285784, 9567699620  
Authorised Signatory

Name & Designation

I, P. Roopa Ravindra Babu Having read and understood the terms & Conditions in the Provisional Offer, hereby accept the Provisional Offer on these terms and conditions and confirm that I shall be joining work on 07/03/2019

Candidate Name

P.R. Ravindra Babu

Signature

P.R. Ravindra Babu



# NSK Techno

## OFFER LETTER

REF NO: NSK/ENG/030418/25265  
28-03-2019

MR. P ROOPA RAVINDRA BABU  
DRNO: 14-214/L, WATER WORKS  
ANAKAPALLI, VISAKHAPATNAM

Dear MR. RAVINDRA,

We are pleased to offer you the position of **HR RECRUITER** in our **NSK TECHNO** based at **VISAKHAPATNAM, ANDHRA PRADESH.**

Your immediate supervisor will be **NSK TECHNO.** We trust that your knowledge, skills and experience will be among our most valuable assets.

As discussed and agreed with you, you will be eligible to receive the following beginning on your joining date:

- **Salary:** Annual gross starting salary of Rs. 1,44,000.00, subject to tax and other statutory deductions
- **Business Travel allowance and reimbursements** as per company policy.

This offer letter is valid till **01-05-2019.** Please send a signed copy of this letter indicating your acceptance to join and resignation acceptance letter from your current employer to our HR.

Your Appointment Letter will be issued on the date of joining. The joining formalities and induction will be carried out in our **NSK TECHNO.**

Please submit the following documents to HR at the time of your joining: (1) photocopies of your degree certificates, (2) certifications, if any, (3) experience/ relieving letters (4) two color passport-size photos, (5) latest salary slip from your previous organization and (6) proof of address.

We look forward to welcome you aboard.

Sincerely,

NSK TECHNO  
MANAGING DIRECTOR

NSK TECHNO, TPT COLONY, SEETAMADHARA, VISAKHAPATNAM, ANDHRA PRADESH, 530013  
LIN: AP-03-84-011-0521450



**Muthoot Finance Limited**  
Corporate Office-Kochi

Ref No: PO/07/19

Dated: 15/02/2019

To

**Mr. Bala Murali Krishna**  
14-12-9/1,Reddy Adinarayana Street,  
Gavarapalem,Anakapalli,Visakhapatnam, AP-531001

Dear Bala Murali Krishna

**PROVISIONAL OFFER LETTER**

We complement you on your excellent performance in our selection process and are pleased to issue a provisional offer of appointment as Probationary Officer.

During the Training period of One Year, you will be placed as Probationary Officer and will be offered CTC per annum based on the Centre of posting as Indicated below.


Centre of Posting	Monthly CTC (with PF option)
Non-Corporation	2,51,532 per annum
Corporation	2,66,616 per annum
Metro	3,03,072 per annum

You are requested to submit the documents as mentioned below with in 15 days from the date of Offer. If the documents are not submitted within the stipulated time, this provisional offer will be stand cancelled: -

1. Copy of certificates proving Age / Qualification / Experience
2. Copy of Aadhaar card
3. Copy of ID proof given in the Employment Application
4. Proof of address given in the Employment Application Form
5. Service Bond to be executed in the prescribed format. (Format will be shared)
6. Character & Conduct Certificate from a dignitary
7. Recent passport size Photograph.
8. Original SSLC/ Other educational Qualifications/ Experience Certificate (For verification purpose only)

Please confirm your acceptance of this provisional offer by acknowledge the letter

Thanking You,

  
For Muthoot Finance Limited

**PHANI SURYA. U**  
MF 41372, Regional Manager  
RO : VISAKHAPATNAM-9022  
Mob. : 7989285784, 9567699620

Authorised Signatory

Name & Designation

I, K.BALA MURALI, Having read and understood the terms & Conditions in the Provisional Offer, hereby accept the Provisional Offer on these terms and conditions and confirm that I shall be joining work on 07, March 2019.

K.BALA MURALI  
Candidate Name

K.B. Tareaji  
Signature





PRIVATE AND CONFIDENTIAL

**Reference No. - 1383841602**

**Applicant ID - 3746374**

27-May-2019

Bala Murali Kandregula

Dear Bala,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : adishree.kulkarni@icicibank.com

Telephone No. :

Yours sincerely,

Adishree Kulkarni

**ICICI Bank Limited**

ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel. (91 22) 2653 1414  
Fax (91 22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN - L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.



PRIVATE AND CONFIDENTIAL

Reference No. - 1383841602

Applicant ID - 3746374

27-May-2019

Bala Murali Kandregula

Dear Bala,

We are pleased to make you an offer of appointment as Assistant Manager in ICICI Bank. You will be placed in Branch Banking at VISAKHAPATNAM.

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

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 26-Jun-2019.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- a) **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- b) **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

:2:

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India

Tel : (91-22) 2653 1414  
Fax : (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN : L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.



Reference No. - 1383841602

Bala Murali Kandregula

- **Notice Period:** In case you decide to leave the Bank's services during probation period, you will be required to give forty-five days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

In case you decide to leave the Bank's services after confirmation, you will be required to give ninety days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving ninety days' notice or on payment of ninety days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

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Reference No. - 1383841602

:3:

Bala Murali Kandregula

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period
  - At any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - c) Suppression of any material information by you.
    - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

:4:

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Reference No. - 1383841602

Bala Murali Kandregula

• **General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.

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

Yours sincerely,

Anirudh Cherakuwada

Digitally signed by ANIRUDH G  
CHERAKUWADA  
Date: 2019.05.27 16:13:05 +05:30  
Reason: Offer Letter  
Location: Mumbai

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

  
Signature of Applicant

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**Reference No. - 1383841602**

Bala Murali Kandregula

**Annexure:**

**Remuneration:**

- Your Base Salary will be Rs. 1,08,000/- (Rupees One Lakh Eight Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. Bonus/variable pay (including payment deferred for subsequent payouts) would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and/or is serving notice period.

**Supplementary Allowances:**

- You will be eligible for a Supplementary Allowance of Rs. 1,62,000/- (Rupees One Lakh Sixty Two Thousand only) per annum. Supplementary allowance will include – HRA, Additional HRA, Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

**Superannuation Allowances:**

- You will be eligible for a Superannuation Allowance of Rs. 16,200/- (Rupees Sixteen Thousand Two Hundred only) per annum.

**Reference No. - 1383841602**

Bala Murali Kandregula

**Benefits:**

- Comprehensive Medclaim Coverage for you and your immediate family up to Rs.400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children. You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Digitally signed by ANIRUDH G  
CHERAKUWADA  
Date: 2019.05.27 16:13:05 +05:30  
Reason: Offer Letter  
Location: Mumbai

  
Signature of Applicant

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### JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XI<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organization
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.



Remuneration Details

**Name :** Bala Murali Kandregula  
**Position:** Assistant Manager  
**Group:** RETAIL BANKING GROUP

	Assistant Manager	
	Monthly	Annual
Basic	9000	1,08,000
Supplementary Allowance *	13,500	1,62,000
Superannuation Allowance **	1350	16,200
<b>Total</b>	<b>23,850</b>	<b>2,86,200</b>
Retirals		
Retirals (PF, Gratuity) ***	1,830	21,960
<b>Total CTC</b>	<b>25,680</b>	<b>3,08,160</b>
Performance Linked Retention Pay #	2,250	27,000
<b>Total (incl PLRP)</b>	<b>27,930</b>	<b>3,35,160</b>

\* Supplementary allowance will include HRA, Additional HRA, Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

\*\*\* Company contribution towards PF is 12% and Gratuity is 8.33%

#Please note that there is no guaranteed performance bonus, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

Date: 27-May-2019

Digitally signed by ANIRUDH G CHERAKUWADA  
Date: 2019.05.27 16:13:05 +05:30  
Reason: Offer Letter  
Location: Mumbai

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**Muthoot Finance Limited**  
Corporate Office-Kochi

Ref No: PO/07/19

Dated: 15/02/2019

To

**Mr. Bala Murali Krishna**  
14-12-9/1, Reddy Adinarayana Street,  
Gavarapalem, Anakapalli, Visakhapatnam, AP-531001

Dear **Bala Murali Krishna**

**PROVISIONAL OFFER LETTER**

We complement you on your excellent performance in our selection process and are pleased to issue a provisional offer of appointment as Probationary Officer.

During the Training period of One Year, you will be placed as Probationary Officer and will be offered CTC per annum based on the Centre of posting as Indicated below.

Centre of Posting	Monthly CTC (with PF option)
Non-Corporation	2,51,532 per annum
Corporation	2,66,616 per annum
Metro	3,03,072 per annum

You are requested to submit the documents as mentioned below within in 15 days from the date of Offer. If the documents are not submitted within the stipulated time, this provisional offer will be stand cancelled: -

1. Copy of certificates proving Age / Qualification / Experience
2. Copy of Aadhaar card
3. Copy of ID proof given in the Employment Application
4. Proof of address given in the Employment Application Form
5. Service Bond to be executed in the prescribed format. (Format will be shared)
6. Character & Conduct Certificate from a dignitary
7. Recent passport size Photograph.
8. Original SSLC/ Other educational Qualifications/ Experience Certificate (For verification purpose only)

Please confirm your acceptance of this provisional offer by acknowledge the letter

Thanking You,

*G. Hari Siva*  
For Muthoot Finance Limited

**PHANI SURYA. U**  
MF 41372, Regional Manager  
RO : VISAKHAPATNAM-9022  
Mob. : 7989285784, 9567699620

Authorised Signatory

Name & Designation

I, K. BALA MURALI, Having read and understood the terms & Conditions in the Provisional Offer, hereby accept the Provisional Offer on these terms and conditions and confirm that I shall be joining work on 07, March 2019.

K. BALA MURALI  
Candidate Name

*K. B. Murali*  
Signature



**Muthoot Finance Limited**  
Corporate Office-Kochi

Dated: 15/02/2019

Ref No: PO/07/19

To

**Mr. Mahammad Shahid**  
D.no:17-97/1,Peyakaraopeta(M),  
Visakhapatnam-531126.

Dear Mahammad Shahid

**PROVISIONAL OFFER LETTER**

We complement you on your excellent performance in our selection process and are pleased to issue a provisional offer of appointment as Probationary Officer.

During the Training period of One Year, you will be placed as Probationary Officer and will be offered CTC per annum based on the Centre of posting as indicated below.

Centre of Posting	Monthly CTC (with PF option)
Non-Corporation	2,51,532 per annum
Corporation	2,66,616 per annum
Metro	3,03,072 per annum

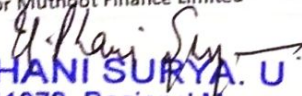
You are requested to submit the documents as mentioned below with in 15 days from the date of Offer. If the documents are not submitted within the stipulated time, this provisional offer will stand cancelled: -

1. Copy of certificates proving Age / Qualification / Experience
2. Copy of Aadhaar card
3. Copy of ID proof given in the Employment Application
4. Proof of address given in the Employment Application Form
5. Service Bond to be executed in the prescribed format. (Format will be shared)
6. Character & Conduct Certificate from a dignitary
7. Recent passport size Photograph.
8. Original SSLC/ Other educational Qualifications/ Experience Certificate (For verification purpose only)

Please confirm your acceptance of this provisional offer by acknowledge the letter

Thanking You,

For Muthoot Finance Limited

  
**PHANI SURYA. U**  
MF 41372, Regional Manager  
RO : VISAKHAPATNAM-9022  
Mob. : 7989285784, 9567699620  
Authorized Signatory

Name & Designation

I, md. shahid Having read and understood the terms & Conditions in the Provisional Offer, hereby accept the Provisional Offer on these terms and conditions and confirm that I shall be joining work on 07/3/2019.

md. shahid  
Candidate Name

md. shahid  
Signature



**Muthoot Finance Limited**  
Corporate Office-Kochi

Ref No: PQ/07/19

Dated: 15/02/2019

To

**Mr. Jami.Leela Krishna**  
D.no:6-12-9, Velpula Street,  
Anakapalli,Visakhapatnam-531001.

Dear **Jami.Leela Krishna**

**PROVISIONAL OFFER LETTER**

We complement you on your excellent performance in our selection process and are pleased to issue a provisional offer of appointment as Probationary Officer.

During the Training period of One Year, you will be placed as Probationary Officer and will be offered CTC per annum based on the Centre of posting as Indicated below.

Centre of Posting	Monthly CTC (with PF option)
Non-Corporation	2,51,532 per annum
Corporation	2,66,616 per annum
Metro	3,03,072 per annum

You are requested to submit the documents as mentioned below within 15 days from the date of Offer. If the documents are not submitted within the stipulated time, this provisional offer will be stand cancelled: -

1. Copy of certificates proving Age / Qualification / Experience
2. Copy of Aadhaar card
3. Copy of ID proof given in the Employment Application
4. Proof of address given in the Employment Application Form
5. Service Bond to be executed in the prescribed format. (Format will be shared)
6. Character & Conduct Certificate from a dignitary
7. Recent passport size Photograph.
8. Original SSLC/ Other educational Qualifications/ Experience Certificate (For verification purpose only)

Please confirm your acceptance of this provisional offer by acknowledge the letter

Thanking You,

For Muthoot Finance Limited  
**PHANI SURYA. U**  
MF 41372, Regional Manager  
RO : VISAKHAPATNAM-9022  
Mob. : 7989285784, 9567699620

Authorised Signatory

Name & Designation

**JAMI LEELEAKRISHNA**

Having read and understood the terms & Conditions in the Provisional Offer, hereby accept the Provisional Offer on these terms and conditions and confirm that I shall be joining work on 07/08/2019.

**J. Leela Krishna**  
Candidate Name

**J. Leelakrishna**  
Signature

d



## OFFER LETTER

MS. MATHI BHARGAVI SAI HINDHUJA  
6-4-5/3A, OLD GAJUWAKA,  
VISAKHAPATNAM

REF NO: NSK/ENG/030418/25261  
28-03-2019

Dear MS. HINDHUJA,

We are pleased to offer you the position of **HR EXECUTIVE** in our **NSK TECHNO** based at **VISAKHAPATNAM, ANDHRA PRADESH**.

Your immediate supervisor will be **NSK TECHNO**. We trust that your knowledge, skills and experience will be among our most valuable assets.

As discussed and agreed with you, you will be eligible to receive the following beginning on your joining date:

- **Salary:** Annual gross starting salary of **Rs. 1,44,000.00**, subject to tax and other statutory deductions
- Business Travel allowance and reimbursements as per company policy.

This offer letter is valid till **01-05-2019**. Please send a signed copy of this letter indicating your acceptance to join and resignation acceptance letter from your current employer to our HR.

Your Appointment Letter will be issued on the date of joining. The joining formalities and induction will be carried out in our **NSK TECHNO**.

Please submit the following documents to HR at the time of your joining: (1) photocopies of your degree certificates, (2) certifications, if any, (3) experience/ relieving letters (4) two color passport-size photos, (5) latest salary slip from your previous organization and (6) proof of address.

We look forward to welcome you aboard.

Sincerely,

FOR NSK TECHNO  
MANAGING DIRECTOR

NSK TECHNO, TPT COLONY, SEETAMADHARA, VISAKHAPATNAM, ANDHRA PRADESH, 530013

LIN: AP-03-84 011-0521450



PRIVATE AND CONFIDENTIAL

Reference No. - 1383841610

Applicant ID - 3747413

01-Jun-2019

T Surya Kala

Dear T,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : tanwar.deepika@icicibank.com

Telephone No. : 04061062182

Yours sincerely,

Deepika Tanwar

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Vadodara 390 007, India.



PRIVATE AND CONFIDENTIAL

Reference No. - 1383841610

Applicant ID - 3747413

01-Jun-2019

T Surya Kala

Dear T,

We are pleased to make you an offer of appointment as Assistant Manager in ICICI Bank. You will be placed in Branch Banking at Hyderabad.

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

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 10-Jun-2019.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- a) **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- b) **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

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Reference No. - 1383841610

T Surya Kala

- **Notice Period:** In case you decide to leave the Bank's services during probation period, you will be required to give forty-five days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

In case you decide to leave the Bank's services after confirmation, you will be required to give ninety days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving ninety days' notice or on payment of ninety days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

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**Reference No. - 1383841610**

T Surya Kala

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period
  - At any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - c) Suppression of any material information by you.
    - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.



Reference No. - 1383841610

T Surya Kala

• **General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.

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

Yours sincerely,

Anirudh Cherakuwada

Digitally signed by ANIRUDH G  
CHERAKUWADA  
Date: 2019.06.01 19:16:30 +05:30  
Reason: Offer Letter  
Location: Mumbai

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

*T. Suryakala*  
Signature of Applicant

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.

**Reference No. - 1383841610**

T Surya Kala

**Annexure:**

## Remuneration:

- Your Base Salary will be Rs. 84,000/- (Rupees Eighty Four Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. Bonus/variable pay (including payment deferred for subsequent payouts) would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and/or is serving notice period.

## Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of Rs. 1,62,000/- (Rupees One Lakh Sixty Two Thousand only) per annum. Supplementary allowance will include – HRA, Additional HRA, Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

## Superannuation Allowances:

- You will be eligible for a Superannuation Allowance of Rs. 12,600/- (Rupees Twelve Thousand Six Hundred only) per annum.

**Reference No. - 1383841610**

T Surya Kala

**Benefits:**

- Comprehensive Medclaim Coverage for you and your immediate family up to Rs.400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children. You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Digitally signed by ANIRUDH G  
CHERAKUWADA  
Date: 2019.06.01 19:16:30 +05:30  
Reason: Offer Letter  
Location: Mumbai

*T. Suryakala*  
Signature of Applicant



## JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheet (X<sup>th</sup>/XII<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organization
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
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CIN: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.

**Remuneration Details**
**Name :** T Surya Kala

**Position:** Assistant Manager

**Group:** RETAIL BANKING GROUP

	Assistant Manager	
	Monthly	Annual
Basic	7000	84,000
Supplementary Allowance *	13,500	1,62,000
Superannuation Allowance **	1050	12,600
<b>Total</b>	<b>21,550</b>	<b>2,58,600</b>
Retirals		
Retirals (PF, Gratuity) ***	1,423	17,076
<b>Total CTC</b>	<b>22,973</b>	<b>2,75,676</b>
Performance Linked Retention Pay #	2,250	27,000
<b>Total (incl PLRP)</b>	<b>25,223</b>	<b>3,02,676</b>

\* Supplementary allowance will include HRA, Additional HRA, Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

\*\*\* Company contribution towards PF is 12% and Gratuity is 8.33%

#Please note that there is no guaranteed performance bonus, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

**Date:** 01-Jun-2019

Digitally signed by ANIRUDH G CHERAKUWADA

Date: 2019.06.01 19:16:30 +05:30

Reason: Offer Letter

Location: Mumbai

**ICICI Bank Limited**

ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

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Fax: (91-22) 2653 1122

Website [www.icicibank.com](http://www.icicibank.com)

CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,

Near Chakli Circle,

Old Padra Road,

Vadodara 390 007, India.



PRIVATE AND CONFIDENTIAL

**Reference No. - 1383841615**  
**Applicant ID - 3745941**

03-Jun-2019

Ch Vineetha

Dear Ch,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : tanwar.deepika@icicibank.com

Telephone No. : 04061062182

Yours sincerely,

Deepika Tanwar

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

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Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.



PRIVATE AND CONFIDENTIAL

Reference No. - 1383841615  
Applicant ID - 3745941

03-Jun-2019

Ch Vineetha

Dear Ch,

We are pleased to make you an offer of appointment as Assistant Manager in ICICI Bank. You will be placed in Branch Banking at Hyderabad.

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

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 12-Jun-2019.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

:2.

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.





Reference No. - 1383641615

Ch Vineetha

- **Notice Period:** In case you decide to leave the Bank's services during probation period, you will be required to give forty-five days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

In case you decide to leave the Bank's services after confirmation, you will be required to give ninety days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving ninety days' notice or on payment of ninety days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination. Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other persons, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

**ICICI Bank Limited**

ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel: (91-22) 2653 1414

Fax: (91-22) 2653 1122

Website [www.icicibank.com](http://www.icicibank.com)

CIN : L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,

Near Chakli Circle,

Old Padra Road,

Vadodara 390 007, India.



Reference No. - 1383841615  
Ch Vneetha

3:

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal cases/ instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issues relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interests in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its officials for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period
  - At any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - c) Suppression of any material information by you.
    - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

4:

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel: (91-22) 2653 1414  
Fax (91-22) 2653 1122  
Website: www.icicibank.com  
CIN: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.



Reference No. - 1383841615  
Ch Vneetha

• **General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.

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

Yours sincerely,

Anirudh Cherakuwada

Digitally signed by ANIRUDH G  
CHERAKUWADA  
Date: 2019.06.03 12:12:33 +05:30  
Reason: Offer Letter  
Location: Mumbai

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

  
Signature of Applicant

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Pedra Road,  
Vadodara 390 007, India.



5.

**Reference No. - 1383841615**  
Ch Vineetha

**Annexure :**

Remuneration:

- Your Base Salary will be Rs. 84,000/- (Rupees Eighty Four Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. Bonus/variable pay (including payment deferred for subsequent payouts) would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and/or is serving notice period.

**Supplementary Allowances :**

- You will be eligible for a Supplementary Allowance of Rs. 1,62,000/- (Rupees One Lakh Sixty Two Thousand only) per annum. Supplementary allowance will include – HRA, Additional HRA, Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

**Superannuation Allowances:**

- You will be eligible for a Superannuation Allowance of Rs. 12,600/- (Rupees Twelve Thousand Six Hundred only) per annum.

**ICICI Bank Limited**  
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Bandra-Kurla Complex  
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Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodra 390 007, India.



:6:

Reference No. - 1383841615  
Ch Vmneetha

**Benefits:**

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's Intranet which will be accessible upon joining the Bank.

Digitally signed by ANIRUDH G  
CHERAKUMADA  
Date: 2019.06.03 12:12:33 +05:30  
Reason: Offer Letter  
Location: Mumbai

*An Vmneetha*  
Signature of Applicant

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

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Old Padra Road,  
Vadodara 390 007, India.



## JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username :** Registered email id or Applicant id

**Password :** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XII<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organization
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (4Banker) on your date of joining. You shall be communicated about the date, time and venue for Induction program (4Banker) by your Recruitment Manager.

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India

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Fax: (91-22) 2653 1122  
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CIN: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.



### Remuneration Details

**Name :** Ch Vineetha  
**Position:** Assistant Manager  
**Group:** RETAIL BANKING GROUP

	Assistant Manager	
	Monthly	Annual
Basic	7000	84,000
Supplementary Allowance *	13,500	1,62,000
Superannuation Allowance **	1050	12,600
<b>Total</b>	<b>21,550</b>	<b>2,58,600</b>
Retirals		
Retirals (PF, Gratuity) ***	1,423	17,076
<b>Total CTC</b>	<b>22,973</b>	<b>2,75,676</b>
Performance Linked Retention Pay #	2,250	27,000
<b>Total (incl PLRP)</b>	<b>25,223</b>	<b>3,02,676</b>

\* Supplementary allowance will include HRA, Additional HRA, Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

\*\*\* Company contribution towards PF is 12% and Gratuity is 8.33%

#Please note that there is no guaranteed performance bonus, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

**Date:** 03-Jun-2019

Digitally signed by ANIRUDH G CHERAKUWADA  
Date: 2019.06.03 12:12:33 +05:30  
Reason: Offer Letter  
Location: Mumbai

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
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Vadodara 390 007, India.



PRIVATE AND CONFIDENTIAL

Reference No. - 1383840910

Applicant ID - 3747440

03-Jun-2019

Chandrakala S

Dear Chandrakala,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : tanwar.deepika@icicibank.com

Telephone No. : 04061062182

Yours sincerely,

Deepika Tanwar

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

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Fax: (91-22) 2653 1122  
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Regd. Office : ICICI Bank Tower,  
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Old Padra Road,  
Vadodara 390 007, India.





PRIVATE AND CONFIDENTIAL

Reference No. - 1383840910

Applicant ID - 3747440

03-Jun-2019

Chandrakala S

Dear Chandrakala,

We are pleased to make you an offer of appointment as Assistant Manager in ICICI Bank. You will be placed in Branch Banking at SAJJAPURAM TANUKU\_BR.

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

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 10-Jun-2019.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

:2:

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

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Fax: (91-22) 2653 1122  
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CIN.: L65190GJ1994PLC021012

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Old Padra Road,  
Vadodara 390 007, India.



Reference No. - 1383840910

Chandrakala S

- **Notice Period:** In case you decide to leave the Bank's services during probation period, you will be required to give forty-five days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

In case you decide to leave the Bank's services after confirmation, you will be required to give ninety days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving ninety days' notice or on payment of ninety days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.

**Reference No. - 1383840910**

Chandrakala S

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period
  - At any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - c) Suppression of any material information by you.
    - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.



Reference No. - 1383840910

Chandrakala S

• **General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.

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

Yours sincerely,

Anirudh Cherakuwada

Digitally signed by ANIRUDH G  
CHERAKUWADA  
Date: 2019.06.03 18:24:09 +05:30  
Reason: Offer Letter  
Location: Mumbai

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

*S. Chandrakala*  
Signature of Applicant

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

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CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.

**Reference No. - 1383840910**

Chandrakala S

**Annexure:**

**Remuneration:**

- Your Base Salary will be Rs. 84,000/- (Rupees Eighty Four Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. Bonus/variable pay (including payment deferred for subsequent payouts) would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and/or is serving notice period.

**Supplementary Allowances:**

- You will be eligible for a Supplementary Allowance of Rs. 1,62,000/- (Rupees One Lakh Sixty Two Thousand only) per annum. Supplementary allowance will include – HRA, Additional HRA, Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

**Superannuation Allowances:**

- You will be eligible for a Superannuation Allowance of Rs. 12,600/- (Rupees Twelve Thousand Six Hundred only) per annum.

**Reference No. - 1383840910**

Chandrakala S

**Benefits:**

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children. You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

*S. Chandrakala*

Signature of Applicant

Digitally signed by ANIRUDH G  
CHERAKUWADA  
Date: 2019.06.03 18:24:09 +05:30  
Reason: Offer Letter  
Location: Mumbai



## JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XII<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organization
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

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Old Padra Road,  
Vadodara 390 007, India.

**Remuneration Details**
**Name :** Chandrakala S

**Position:** Assistant Manager

**Group:** RETAIL BANKING GROUP

	Assistant Manager	
	Monthly	Annual
Basic	7000	84,000
Supplementary Allowance *	13,500	1,62,000
Superannuation Allowance **	1050	12,600
<b>Total</b>	<b>21,550</b>	<b>2,58,600</b>
Retirals		
Retirals (PF, Gratuity) ***	1,423	17,076
<b>Total CTC</b>	<b>22,973</b>	<b>2,75,676</b>
Performance Linked Retention Pay #	2,250	27,000
<b>Total (incl PLRP)</b>	<b>25,223</b>	<b>3,02,676</b>

\* Supplementary allowance will include HRA, Additional HRA, Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

\*\*\* Company contribution towards PF is 12% and Gratuity is 8.33%

#Please note that there is no guaranteed performance bonus, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

**Date:** 03-Jun-2019

Digitally signed by ANIRUDH G CHERAKUWADA

Date: 2019.06.03 18:24:09 +05:30

Reason: Offer Letter

Location: Mumbai





PRIVATE AND CONFIDENTIAL

Reference No. - 1383828849

Applicant ID - 3747142

01-Jun-2019

Baliboyina Sarojini

Dear Baliboyina,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : tripathi.bhavna@icicibank.com

Telephone No. : 4041062185

Yours sincerely,

Bhavna Tripathi

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PRIVATE AND CONFIDENTIAL

Reference No. - 1383828849  
Applicant ID - 3747142

01-Jun-2019

Baliboyina Sarojini

Dear Baliboyina,

We are pleased to make you an offer of appointment as Assistant Manager in ICICI Bank. You will be placed in SHARED SERVICES at HYDERABAD - GACHIBOWLI\_RO.

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

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 30-Jun-2019.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- a) **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- b) **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

:2:

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
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Reference No. - 1383828849  
Baliboyina Sarojini

- **Notice Period:** In case you decide to leave the Bank's services during probation period, you will be required to give forty-five days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

In case you decide to leave the Bank's services after confirmation, you will be required to give ninety days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving ninety days' notice or on payment of ninety days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

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**Reference No. - 1383828849**

Baliboyina Sarojini

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period
  - At any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - c) Suppression of any material information by you.
    - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.



Reference No. - 1383828849

Baliboyina Sarojini

• **General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.

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

Yours sincerely,

Anirudh Cherakuwada

Digitally signed by ANIRUDH G  
CHERAKUWADA  
Date: 2019.06.01 18:39:38 +05:30  
Reason: Offer Letter  
Location: Mumbai

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

*B. Sarojini*

Signature of Applicant

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
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CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.



:5:

**Reference No. - 1383828849**

Baliboyina Sarojini

**Annexure:**

**Remuneration:**

- Your Base Salary will be Rs. 84,000/- (Rupees Eighty Four Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. Bonus/variable pay (including payment deferred for subsequent payouts) would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and/or is serving notice period.

**Supplementary Allowances:**

- You will be eligible for a Supplementary Allowance of Rs. 1,86,000/- (Rupees One Lakh Eighty Six Thousand only) per annum. Supplementary allowance will include – HRA, Additional HRA, Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

**Superannuation Allowances:**

- You will be eligible for a Superannuation Allowance of Rs. 12,600/- (Rupees Twelve Thousand Six Hundred only) per annum.

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Old Padra Road,  
Vadodara 390 007, India.



:6:

**Reference No. - 1383828849**

Baliboyina Sarojini

**Benefits:**

- Comprehensive Medclaim Coverage for you and your immediate family up to Rs.400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children. You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

*B. Sarojini*

Signature of Applicant

Digitally signed by ANIRUDH G  
CHERAKUWADA  
Date: 2019.06.01 18:39:38 +05:30  
Reason: Offer Letter  
Location: Mumbai

**ICICI Bank Limited**  
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CIN.: L65190GJ1994PLC021012

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Vadodara 390 007, India.



### JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XII<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organization
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

**ICICI Bank Limited**  
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Regd. Office : ICICI Bank Tower,  
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Old Padra Road,  
Vadodara 390 007, India.





### Remuneration Details

**Name :** Baliboyina Sarojini  
**Position:** Assistant Manager  
**Group:** RSPPG

	Assistant Manager	
	Monthly	Annual
Basic	7000	84,000
Supplementary Allowance *	15,500	1,86,000
Superannuation Allowance **	1050	12,600
<b>Total</b>	<b>23,550</b>	<b>2,82,600</b>
Retirals		
Retirals (PF, Gratuity) ***	1,423	17,076
<b>Total CTC</b>	<b>24,973</b>	<b>2,99,676</b>
Performance Linked Retention Pay #	2,250	27,000
<b>Total (incl PLRP)</b>	<b>27,223</b>	<b>3,26,676</b>

\* Supplementary allowance will include HRA, Additional HRA, Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

\*\*\* Company contribution towards PF is 12% and Gratuity is 8.33%

#Please note that there is no guaranteed performance bonus, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

**Date:** 01-Jun-2019

Digitally signed by ANIRUDH G CHERAKUWADA  
Date: 2019.06.01 18:39:38 +05:30  
Reason: Offer Letter  
Location: Mumbai

**ICICI Bank Limited**  
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Vadodara 390 007, India.



PRIVATE AND CONFIDENTIAL

Reference No. - 1383847014  
Applicant ID - 3746776

03-Jun-2019

BHAMIDIMARRI SRINVAS

Dear BHAMIDIMARRI,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : tanwar.deepika@icicibank.com

Telephone No. : 04061062182

Yours sincerely,

Deepika Tanwar



PRIVATE AND CONFIDENTIAL

Reference No. - 1383847014  
Applicant ID - 3746776

03-Jun-2019

BHAMIDIMARRI SRINIVAS

Dear BHAMIDIMARRI,

We are pleased to make you an offer of appointment as Assistant Manager in ICICI Bank. You will be placed in Branch Banking at SURYAPET\_BR.

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

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 19-Jun-2019.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- a) **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- b) **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

:2:

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Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021C12

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodra 390 007, India.



Reference No. - 1383847014

BHAMIDIMARRI SRINIVAS

- **Notice Period:** In case you decide to leave the Bank's services during probation period, you will be required to give forty-five days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

In case you decide to leave the Bank's services after confirmation, you will be required to give ninety days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving ninety days' notice or on payment of ninety days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Bandra Road,  
Mumbai - 400 007, India



Reference No. - 1383847014  
BHAMIDMARRI SRINIVAS

- Reference of your services*
- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause service due to any reason whatsoever. As such please note that any attempt to bring any notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
  - The Bank expects resolution of issues relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interests in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
  - Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its officials for or on behalf of any external bodies/political outfits - either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
  - **Termination of Employment:** Your services with the Bank are liable to be terminated:
    - Without assigning any reason and without giving any notice during probation period
    - At any time during your services with the Bank in the event of
      - a) Any breach of the conditions mentioned in this letter on your part
      - b) Any incorrect information furnished by you like:
        - Mismatch in your previous employment data even for a day
        - Mismatch in your previous pay slip
        - Mismatch in your previous certificates etc; and
        - Fake qualification certificates by you.
      - c) Suppression of any material information by the Bank as applicable/may be made
      - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made

:4:

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India

Tel: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website: www.icicibank.com  
E-MAIL: L65190GJ1994PLC021012

Regd. Office - ICICI Bank Tower,  
Near Chhatrapati  
Old Park  
Vadodra - 390 007 India



Reference No. - 1383847014

BHAMDIMARRI SRINIVAS

**General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.
- You will keep us informed of any change in your residential address.

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

Yours sincerely,

Anirudh Cherakuwada

Digitally signed by ANIRUDH G

CHERAKUWADA

Date: 2019.06.03 12:16:22 +05:30

Reason: Offer Letter

Location: Mumbai

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

  
Signature of Applicant

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel: (91 22) 2653 1414  
Fax: (91 22) 2653 1122  
E-mail: [www.icicibank.com](mailto:www.icicibank.com)  
Customer Care: 190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle  
Old Padra Road  
Vadodara 390 015, India.



Reference No. - 1383847014  
BHAMIDIMARRI SRINIVAS

**Annexure :**

**Remuneration:**

- Your Base Salary will be Rs. 84,000/- (Rupees Eighty Four Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. Bonus/variable pay (including payment deferred for subsequent payouts) would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and/or is serving notice period.

**Supplementary Allowances:**

- You will be eligible for a Supplementary Allowance of Rs. 1,62,000/- (Rupees One Lakh Sixty Two Thousand only) per annum. Supplementary allowance will include – HRA, Additional HRA, Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

**Superannuation Allowances:**

- You will be eligible for a Superannuation Allowance of Rs. 12,600/- (Rupees Twelve Thousand Six Hundred only) per annum.

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India

Tel : (91 22) 2653 1414  
Fax : (91 22) 2653 1122  
Web : [www.icicibank.com](http://www.icicibank.com)  
CIN : L26502MH1994PLC021012

Regd. Office : ICICI Bank Tower  
Near Chakli Circle,  
Old Padra Road  
Vadodara 390 007, India



:6:

Reference No. - 1383847014  
BHAMIDIMARRI SRINIVAS

**Benefits:**

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children. You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

*Ish. Satya Srinivas*  
Signature of Applicant

Digitally signed by ANIRUDH G  
CHERAKUWADA  
Date: 2019.06.03 12:16:22 +05:30  
Reason: Offer Letter  
Location: Mumbai

**ICICI Bank Limited**  
ICICI Bank Towers  
Pavitra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.





## JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

URL: <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

Username: Registered email id or Applicant id

Password: Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XI<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organization
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

**ICICI Bank Limited**  
ICICI Bank Towers  
Banipalika Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN: L65190GJ1994PLC021017

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.



Remuneration Details

Name : BHAMIDIMARRI SRINIVAS  
 Position: Assistant Manager  
 Group: RETAIL BANKING GROUP

	Assistant Manager	
	Monthly	Annual
Basic	7000	84,000
Supplementary Allowance *	13,500	1,62,000
Superannuation Allowance **	1050	12,600
<b>Total</b>	<b>21,550</b>	<b>2,58,600</b>
Retirals		17,076
Retirals (PF, Gratuity) ***	1,423	
<b>Total CTC</b>	<b>22,973</b>	<b>2,75,676</b>
Performance Linked Retention Pay #	2,250	27,000
<b>Total (incl PLRP)</b>	<b>25,223</b>	<b>3,02,676</b>

\* Supplementary allowance will include HRA, Additional HRA, Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

\*\*\* Company contribution towards PF is 12% and Gratuity is 8.33%

#Please note that there is no guaranteed performance bonus, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

Date: 03-Jun-2019

Digitally signed by ANIRUDH G CHERAKUWADA  
 Date: 2019.06.03 12:16:22 +05:30  
 Reason: Offer Letter  
 Location: Mumbai

ICICI Bank Limited  
 ICICI Bank Towers  
 Bandra-Kurla Complex  
 Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
 Fax: (91-22) 2653 1122  
 Website www.icicibank.com  
 CIN: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
 Near Chakli Circle,  
 Off Fadra Road,  
 Andhera West 400 052, India.



PRIVATE AND CONFIDENTIAL

**Reference No. - 1383841622**

**Applicant ID - 3747098**

01-Jun-2019

Madisa Venkatesh

Dear Madisa,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : tanwar.deepika@icicibank.com

Telephone No. : 04061062182

Yours sincerely,

Deepika Tanwar

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.



PRIVATE AND CONFIDENTIAL

Reference No. - 1383841622

Applicant ID - 3747098

01-Jun-2019

Madisa Venkatesh

Dear Madisa,

We are pleased to make you an offer of appointment as Assistant Manager in ICICI Bank. You will be placed in Branch Banking at Hyderabad.

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

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 15-Jun-2019.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

:2:

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.



Reference No. - 1383841622

Madisa Venkatesh

- **Notice Period:** In case you decide to leave the Bank's services during probation period, you will be required to give forty-five days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

In case you decide to leave the Bank's services after confirmation, you will be required to give ninety days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving ninety days' notice or on payment of ninety days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.

**Reference No. - 1383841622**

Madisa Venkatesh

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period
  - At any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - c) Suppression of any material information by you.
    - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

Reference No. - 1383841622

Madisa Venkatesh

• **General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.

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

Yours sincerely,

Anirudh Cherakuwada

Digitally signed by ANIRUDH G  
CHERAKUWADA  
Date: 2019.06.01 19:11:08 +05:30  
Reason: Offer Letter  
Location: Mumbai

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

  
Signature of Applicant

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.

**Reference No. - 1383841622**

Madisa Venkatesh

**Annexure:**

## Remuneration:

- Your Base Salary will be Rs. 84,000/- (Rupees Eighty Four Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. Bonus/variable pay (including payment deferred for subsequent payouts) would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and/or is serving notice period.

## Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of Rs. 1,62,000/- (Rupees One Lakh Sixty Two Thousand only) per annum. Supplementary allowance will include – HRA, Additional HRA, Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

## Superannuation Allowances:

- You will be eligible for a Superannuation Allowance of Rs. 12,600/- (Rupees Twelve Thousand Six Hundred only) per annum.

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.



**Reference No. - 1383841622**

Madisa Venkatesh

**Benefits:**

- Comprehensive Medclaim Coverage for you and your immediate family up to Rs.400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children. You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.



Signature of Applicant

Digitally signed by ANIRUDH G  
CHERAKUWADA  
Date: 2019.06.01 19:11:08 +05:30  
Reason: Offer Letter  
Location: Mumbai



## **JOINING FORMALITIES**

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XI<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organization
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.

**Remuneration Details**
**Name :** Madisa Venkatesh

**Position:** Assistant Manager

**Group:** RETAIL BANKING GROUP

	Assistant Manager	
	Monthly	Annual
Basic	7000	84,000
Supplementary Allowance *	13,500	1,62,000
Superannuation Allowance **	1050	12,600
<b>Total</b>	<b>21,550</b>	<b>2,58,600</b>
Retirals		17,076
Retirals (PF, Gratuity) ***	1,423	
<b>Total CTC</b>	<b>22,973</b>	<b>2,75,676</b>
Performance Linked Retention Pay #	2,250	27,000
<b>Total (incl PLRP)</b>	<b>25,223</b>	<b>3,02,676</b>

\* Supplementary allowance will include HRA, Additional HRA, Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

\*\*\* Company contribution towards PF is 12% and Gratuity is 8.33%

#Please note that there is no guaranteed performance bonus, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

**Date:** 01-Jun-2019

Digitally signed by ANIRUDH G CHERAKUWADA  
 Date: 2019.06.01 19:11:08 +05:30  
 Reason: Offer Letter  
 Location: Mumbai



PRIVATE AND CONFIDENTIAL

Reference No. - 1383841621

Applicant ID - 3746677

01-Jun-2019

V Rajesh

Dear V,

We are pleased to make you an offer of appointment as Assistant Manager in ICICI Bank. You will be placed in Branch Banking at Hyderabad.

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

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 15-Jun-2019.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- a) **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- b) **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

:2:

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.

PRIVATE AND CONFIDENTIAL

**Reference No. - 1383841621**  
**Applicant ID - 3746677**

01-Jun-2019

V Rajesh

Dear V,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : tanwar.deepika@icicibank.com

Telephone No. : 04061062182

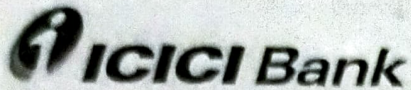
Yours sincerely,

**Deepika Tanwar**

**ICICI Bank Limited**  
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Bandra-Kurla Complex  
Mumbai 400 051, India.

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Vadodara 390 007, India.



Reference No. - 1383841621

V Rajesh

- **Notice Period:** In case you decide to leave the Bank's services during probation period, you will be required to give forty-five days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

In case you decide to leave the Bank's services after confirmation, you will be required to give ninety days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving ninety days' notice or on payment of ninety days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

**ICICI Bank Limited**  
ICICI Bank Towers  
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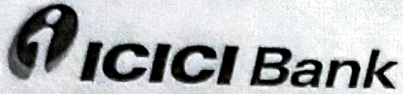
Tel.: (91-22) 2653 1414  
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Vadodara 390 007, India.

**Reference No. - 1383841621**

V Rajesh

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period
  - At any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - c) Suppression of any material information by you.
    - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.



Reference No. - 1383841621

V Rajesh

• **General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.

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

Yours sincerely,

Anirudh Cherakuwada

Digitally signed by ANIRUDH G  
CHERAKUWADA  
Date: 2019.06.01 18:47:10 +05:30  
Reason: Offer Letter  
Location: Mumbai

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

Signature of Applicant

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

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Vadodara 390 007, India.



**Reference No. - 1383841621**

V Rajesh

**Annexure:**

## Remuneration:

- Your Base Salary will be Rs. 84,000/- (Rupees Eighty Four Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. Bonus/variable pay (including payment deferred for subsequent payouts) would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and/or is serving notice period.

## Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of Rs. 1,62,000/- (Rupees One Lakh Sixty Two Thousand only) per annum. Supplementary allowance will include – HRA, Additional HRA, Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

## Superannuation Allowances:

- You will be eligible for a Superannuation Allowance of Rs. 12,600/- (Rupees Twelve Thousand Six Hundred only) per annum.

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Old Padra Road,  
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**Reference No. - 1383841621**

V Rajesh

**Benefits:**

- Comprehensive Medclaim Coverage for you and your immediate family up to Rs.400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children. You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.



Signature of Applicant

Digitally signed by ANIRUDH G  
CHERAKUWADA  
Date: 2019.06.01 18:47:10 +05:30  
Reason: Offer Letter  
Location: Mumbai



## JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XI<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organization
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

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**Remuneration Details**
**Name : V Rajesh**
**Position: Assistant Manager**
**Group: RETAIL BANKING GROUP**

	Assistant Manager	
	Monthly	Annual
Basic	7000	84,000
Supplementary Allowance *	13,500	1,62,000
Superannuation Allowance **	1050	12,600
<b>Total</b>	<b>21,550</b>	<b>2,58,600</b>
Retirals		
Retirals (PF, Gratuity) ***	1,423	17,076
<b>Total CTC</b>	<b>22,973</b>	<b>2,75,676</b>
Performance Linked Retention Pay #	2,250	27,000
<b>Total (incl PLRP)</b>	<b>25,223</b>	<b>3,02,676</b>

\* Supplementary allowance will include HRA, Additional HRA, Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

\*\*\* Company contribution towards PF is 12% and Gratuity is 8.33%

#Please note that there is no guaranteed performance bonus, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

**Date:** 01-Jun-2019

Digitally signed by ANIRUDH G CHERAKUWADA

Date: 2019.06.01 18:47:10 +05:30

Reason: Offer Letter

Location: Mumbai



PRIVATE AND CONFIDENTIAL

**Reference No. - 1383847266**

**Applicant ID - 3746299**

01-Jun-2019

TUMULA PARVATHI

Dear TUMULA,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : tanwar.deepika@icicibank.com

Telephone No. : 04061062182

Yours sincerely,

Deepika Tanwar

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
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Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.



PRIVATE AND CONFIDENTIAL

Reference No. - 1383847266

Applicant ID - 3746299

01-Jun-2019

TUMULA PARVATHI

Dear TUMULA,

We are pleased to make you an offer of appointment as Assistant Manager in ICICI Bank. You will be placed in Branch Banking at HYD\_PRAGATI NAAGR\_BR.

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

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 30-Jun-2019.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- a) **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- b) **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

:2:

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Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
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Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.



Reference No. - 1383847266  
TUMULA PARVATHI

- **Notice Period:** In case you decide to leave the Bank's services during probation period, you will be required to give forty-five days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

In case you decide to leave the Bank's services after confirmation, you will be required to give ninety days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving ninety days' notice or on payment of ninety days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

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Reference No. - 1383847266  
TUMULA PARVATHI

:3:

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period
  - At any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - c) Suppression of any material information by you.
    - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

:4:

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Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
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Vadodara 390 007, India.





Reference No. - 1383847266  
TUMULA PARVATHI

• **General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.

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

Yours sincerely,

Anirudh Cherakuwada

Digitally signed by ANIRUDH G  
CHERAKUWADA  
Date: 2019.06.01 18:13:24 +05:30  
Reason: Offer Letter  
Location: Mumbai

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

Signature of Applicant

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

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Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
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:5:

**Reference No. - 1383847266**  
TUMULA PARVATHI

**Annexure:**

**Remuneration:**

- Your Base Salary will be Rs. 84,000/- (Rupees Eighty Four Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. Bonus/variable pay (including payment deferred for subsequent payouts) would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and/or is serving notice period.

**Supplementary Allowances:**

- You will be eligible for a Supplementary Allowance of Rs. 1,86,000/- (Rupees One Lakh Eighty Six Thousand only) per annum. Supplementary allowance will include – HRA, Additional HRA, Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

**Superannuation Allowances:**

- You will be eligible for a Superannuation Allowance of Rs. 12,600/- (Rupees Twelve Thousand Six Hundred only) per annum.

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:6:

**Reference No. - 1383847266**

TUMULA PARVATHI

**Benefits:**

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children. You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Signature of Applicant

Digitally signed by ANIRUDH G  
CHERAKUWADA  
Date: 2019.06.01 18:13:24 +05:30  
Reason: Offer Letter  
Location: Mumbai

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## JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XII<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organization
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.



### Remuneration Details

**Name :** TUMULA PARVATHI  
**Position:** Assistant Manager  
**Group:** RETAIL BANKING GROUP

	Assistant Manager	
	Monthly	Annual
Basic	7000	84,000
Supplementary Allowance *	15,500	1,86,000
Superannuation Allowance **	1050	12,600
<b>Total</b>	<b>23,550</b>	<b>2,82,600</b>
Retirals		
Retirals (PF, Gratuity) ***	1,423	17,076
<b>Total CTC</b>	<b>24,973</b>	<b>2,99,676</b>
Performance Linked Retention Pay #	2,250	27,000
<b>Total (incl PLRP)</b>	<b>27,223</b>	<b>3,26,676</b>

\* Supplementary allowance will include HRA, Additional HRA, Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

\*\*\* Company contribution towards PF is 12% and Gratuity is 8.33%

#Please note that there is no guaranteed performance bonus, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

**Date:** 01-Jun-2019

Digitally signed by ANIRUDH G CHERAKUWADA  
Date: 2019.06.01 18:13:24 +05:30  
Reason: Offer Letter  
Location: Mumbai

**ICICI Bank Limited**  
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Vadodara 390 007, India.



PRIVATE AND CONFIDENTIAL

**Reference No. - 1383840899**

**Applicant ID - 3674756**

27-May-2019

Pentakota Moulipriyanka

Dear Pentakota,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : tanwar.deepika@icicibank.com

Telephone No. : 04061062182

Yours sincerely,

Deepika Tanwar

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
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PRIVATE AND CONFIDENTIAL

Reference No. - 1383840899

Applicant ID - 3674756

27-May-2019

Pentakota Moulipriyanka

Dear Pentakota,

We are pleased to make you an offer of appointment as Assistant Manager in ICICI Bank. You will be placed in Branch Banking at JULAKALLU\_BR.

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

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 10-Jun-2019.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- a) **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- b) **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

:2:

**ICICI Bank Limited**  
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Bandra-Kurla Complex  
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Regd. Office : ICICI Bank Tower,  
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Old Padra Road,  
Vadodara 390 007, India.



Reference No. - 1383840899

Pentakota Moulipriyanka

- **Notice Period:** In case you decide to leave the Bank's services during probation period, you will be required to give forty-five days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

In case you decide to leave the Bank's services after confirmation, you will be required to give ninety days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving ninety days' notice or on payment of ninety days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

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**Reference No. - 1383840899**  
Pentakota Moulipriyanka

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period
  - At any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - c) Suppression of any material information by you.
    - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.



Reference No. - 1383840899

Pentakota Moulipriyanka

• **General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.

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

Yours sincerely,

Anirudh Cherakuwada

Digitally signed by ANIRUDH G  
CHERAKUWADA  
Date: 2019.05.27 16:09:26 +05:30  
Reason: Offer Letter  
Location: Mumbai

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

*P. moulipriyanka*

Signature of Applicant

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
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Vadodara 390 007, India.

**Reference No. - 1383840899**

Pentakota Moulipriyanka

**Annexure:**

## Remuneration:

- Your Base Salary will be Rs. 84,000/- (Rupees Eighty Four Thousand only) per annum.
- You will be eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. Bonus/variable pay (including payment deferred for subsequent payouts) would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and/or is serving notice period.

## Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of Rs. 1,62,000/- (Rupees One Lakh Sixty Two Thousand only) per annum. Supplementary allowance will include – HRA, Additional HRA, Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

## Superannuation Allowances:

- You will be eligible for a Superannuation Allowance of Rs. 12,800/- (Rupees Twelve Thousand Six Hundred only) per annum.



:6:

**Reference No. - 1383840899**

Pentakota Moulipriyanka

**Benefits:**

- Comprehensive Medclaim Coverage for you and your immediate family up to Rs.400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children. You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

*P. mauli priyanka*

Signature of Applicant

Digitally signed by ANIRUDH G  
CHERAKUWADA  
Date: 2019.05.27 16:09:26 +05:30  
Reason: Offer Letter  
Location: Mumbai

**ICICI Bank Limited**  
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## JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XII<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organization
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

**ICICI Bank Limited**  
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Vadodara 390 007, India.

**Remuneration Details**
**Name :** Pentakota Moulipriyanka

**Position:** Assistant Manager

**Group:** RETAIL BANKING GROUP

	<i>Assistant Manager</i>	
	<i>Monthly</i>	<i>Annual</i>
Basic	7,500	90,000
Supplementary Allowance *	13,500	1,62,000
Superannuation Allowance **	10,500	12,600
<b>Total</b>	<b>21,500</b>	<b>2,58,600</b>
Retirals		
Retirals (PF, Gratuity) ***	1,423	17,076
<b>Total CTC</b>	<b>22,923</b>	<b>2,75,676</b>
Performance Linked Retention Pay #	2,250	27,000
<b>Total (incl PLRP)</b>	<b>25,223</b>	<b>3,02,676</b>

\* Supplementary allowance will include HRA, Additional HRA, Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

\*\*\* Company contribution towards PF is 12% and Gratuity is 8.33%

#Please note that there is no guaranteed performance bonus, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

**Date:** 27-May-2019

Digitally signed by ANIRUDH G CHERAKUWADA

Date: 2019.05.27 16:09:26 +05:30

Reason: Offer Letter

Location: Mumbai



PRIVATE AND CONFIDENTIAL

Reference No. - 1383841603  
Applicant ID - 3746718

27-May-2019

P Lashya

Dear P,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : adishree.kulkarni@icicibank.com

Telephone No. :

Yours sincerely,

Adishree Kulkarni



PRIVATE AND CONFIDENTIAL

Reference No. - 1383841603  
Applicant ID - 3746718

27-May-2019

P Lashya

Dear P,

We are pleased to make you an offer of appointment as Assistant Manager in ICICI Bank. You will be placed in Branch Banking at VJAYAWADA.

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

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 10-Jun-2019.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- a) **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- b) **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instances of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

:2:

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Vadodara 390 007, India.





Reference No. - 1383841603

p Lashya

- **Notice Period:** In case you decide to leave the Bank's services during probation period, you will be required to give forty-five days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

In case you decide to leave the Bank's services after confirmation, you will be required to give ninety days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving ninety days' notice or on payment of ninety days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

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Reference No. - 1383841603

P Lashya

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority. as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period
  - At any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - c) Suppression of any material information by you.
    - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

:4:

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Reference No. - 1383841603

P Lashya

• **General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.

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

Yours sincerely,

Anirudh Cherakuwada

Digitally signed by ANIRUDH G

CHERAKUWADA

Date: 2019.05.27 17:32:40 +05:30

Reason: Offer Letter

Location: Mumbai

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

*P. Lashya.*

Signature of Applicant

**ICICI Bank Limited**

ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

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Fax: (91-22) 2653 1122

Website [www.icicibank.com](http://www.icicibank.com)

CIN: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,

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Reference No. - 1383841603

P Lashya

Annexure:

Remuneration:

- Your Base Salary will be Rs. 84,000/- (Rupees Eighty Four Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. Bonus/variable pay (including payment deferred for subsequent payouts) would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and/or is serving notice period.

Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of Rs. 1,62,000/- (Rupees One Lakh Sixty Two Thousand only) per annum. Supplementary allowance will include – HRA, Additional HRA, Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

Superannuation Allowances:

- You will be eligible for a Superannuation Allowance of Rs. 12,600/- (Rupees Twelve Thousand Six Hundred only) per annum.

**ICICI Bank Limited**  
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Mumbai 400 051, India.

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Fax: (91-22) 2653 1122  
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CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.

Reference No. - 1383841603

Sushritha

benefits:

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children. You will also be eligible for Retirement Benefits of the Bank, namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.

- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.

- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Signature of Applicant

*P. Lakshya.*

Digitally signed by ANIRUDH G

CHERAKUWADA

Date: 2019.05.27 17:32:40 +05:30

Reason: Offer Letter

Location: Mumbai

Regd. Office : ICICI Bank Tower,

Near Chakli Circle,

Old Padra Road,

Vadodara 390 007, India.

Tel.: (91-22) 2653 1414

Fax: (91-22) 2653 1122

Website [www.icicibank.com](http://www.icicibank.com)

CIN: L65190GJ1994PLC021012

ICICI Bank Limited

CGO Bank Towers

Bandra-Kurla Complex

Mumbai 400 051, India.



## JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (Xth/Xlth/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organization
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (LBanker) on your date of joining. You shall be communicated about the date, time and venue for induction program (LBanker) by your Recruitment Manager.

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
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CIN: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.

**Remuneration Details**

**Name :** P Lashya  
**Position:** Assistant Manager  
**Group:** RETAIL BANKING GROUP

	Assistant Manager	
	Monthly	Annual
Basic	7000	84,000
Supplementary Allowance *	13,500	1,62,000
Superannuation Allowance **	1050	12,600
<b>Total</b>	<b>21,550</b>	<b>2,58,600</b>
Retirals		
Retirals (PF, Gratuity) ***	1,423	17,076
<b>Total CTC</b>	<b>22,973</b>	<b>2,75,676</b>
Performance Linked Retention Pay #	2,250	27,000
<b>Total (incl PLRP)</b>	<b>25,223</b>	<b>3,02,676</b>

\* Supplementary allowance will include HRA, Additional HRA, Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

\*\*\* Company contribution towards PF is 12% and Gratuity is 8.33%

#Please note that there is no guaranteed performance bonus, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

**Date:** 27-May-2019

Digitally signed by ANIRUDH G CHERAKUWADA

Date: 2019.05.27 17:32:40 +05:30

Reason: Offer Letter

Location: Mumbai

**ICICI Bank Limited**  
 ICICI Bank Towers  
 Bandra-Kurfa Complex  
 Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
 Fax: (91-22) 2653 1122  
 Website www.icicibank.com  
 CIN: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
 Near Chakli Circle,  
 Old Padra Road,  
 Vadodara 390 007, India



PRIVATE AND CONFIDENTIAL

**Reference No. - 1383847264**

**Applicant ID - 3746270**

03-Jun-2019

Jampa Priyanka

Dear Jampa,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : tanwar.deepika@icicibank.com

Telephone No. : 04061062182

Yours sincerely,

Deepika Tanwar

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Bandra-Kurla Complex  
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CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
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Old Padra Road,  
Vadodara 390 007, India.





PRIVATE AND CONFIDENTIAL

Reference No. - 1383847264

Applicant ID - 3746270

03-Jun-2019

Jampa Priyanka

Dear Jampa,

We are pleased to make you an offer of appointment as Assistant Manager in ICICI Bank. You will be placed in Branch Banking at SECUNDERABAD-GOLNAKA ALWAL\_BR.

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

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 19-Jun-2019.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- a) **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- b) **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

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CIN.: L65190GJ1994PLC021012

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Old Padra Road,  
Vadodara 390 007, India.



Reference No. - 1383847264

Jampa Priyanka

- **Notice Period:** In case you decide to leave the Bank's services during probation period, you will be required to give forty-five days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

In case you decide to leave the Bank's services after confirmation, you will be required to give ninety days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving ninety days' notice or on payment of ninety days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

**ICICI Bank Limited**  
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Bandra-Kurla Complex  
Mumbai 400 051, India.

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CIN.: L65190GJ1994PLC021012

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Old Padra Road,  
Vadodara 390 007, India.



:3:

Reference No. - 1383847264

Jampa Priyanka

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period
  - At any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - c) Suppression of any material information by you.
    - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

:4:

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Reference No. - 1383847264

Jampa Priyanka

• **General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.

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

Yours sincerely,

Anirudh Cherakuwada

Digitally signed by ANIRUDH G  
CHERAKUWADA  
Date: 2019.06.03 12:08:00 +05:30  
Reason: Offer Letter  
Location: Mumbai

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

*J. priyanka*

Signature of Applicant

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

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CIN: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
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Old Padra Road,  
Vadodara 390 007, India.



:5:

**Reference No. - 1383847264**

Jampa Priyanka

**Annexure:**

**Remuneration:**

- Your Base Salary will be Rs. 84,000/- (Rupees Eighty Four Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. Bonus/variable pay (including payment deferred for subsequent payouts) would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and/or is serving notice period.

**Supplementary Allowances:**

- You will be eligible for a Supplementary Allowance of Rs. 1,86,000/- (Rupees One Lakh Eighty Six Thousand only) per annum. Supplementary allowance will include – HRA, Additional HRA, Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

**Superannuation Allowances:**

- You will be eligible for a Superannuation Allowance of Rs. 12,600/- (Rupees Twelve Thousand Six Hundred only) per annum.

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Old Padra Road,  
Vadodara 390 007, India.



:6:

**Reference No. - 1383847264**

Jampa Priyanka

**Benefits:**

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children. You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

*J. priyanka*  
Signature of Applicant

Digitally signed by ANIRUDH G  
CHERAKUWADA  
Date: 2019.06.03 12:08:00 +05:30  
Reason: Offer Letter  
Location: Mumbai

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

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Vadodara 390 007, India.



## JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XII<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organization
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

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CIN.: L65190GJ1994PLC021012

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Old Padra Road,  
Vadodara 390 007, India.



## Remuneration Details

**Name :** Jampa Priyanka

**Position:** Assistant Manager

**Group:** RETAIL BANKING GROUP

	Assistant Manager	
	Monthly	Annual
Basic	7000	84,000
Supplementary Allowance *	15,500	1,86,000
Superannuation Allowance **	1050	12,600
<b>Total</b>	<b>23,550</b>	<b>2,82,600</b>
Retirals		
Retirals (PF, Gratuity) ***	1,423	17,076
<b>Total CTC</b>	<b>24,973</b>	<b>2,99,676</b>
Performance Linked Retention Pay #	2,250	27,000
<b>Total (incl PLRP)</b>	<b>27,223</b>	<b>3,26,676</b>

\* Supplementary allowance will include HRA, Additional HRA, Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

\*\*\* Company contribution towards PF is 12% and Gratuity is 8.33%

#Please note that there is no guaranteed performance bonus, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

**Date:** 03-Jun-2019

Digitally signed by ANIRUDH G CHERAKUWADA

Date: 2019.06.03 12:08:00 +05:30

Reason: Offer Letter

Location: Mumbai

**ICICI Bank Limited**  
ICICI Bank Towers  
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Vadodara 390 007, India.





PRIVATE AND CONFIDENTIAL

**Reference No. - 1383848778**

**Applicant ID - 3746994**

01-Jun-2019

Annapoorna Gollavilli

Dear Annapoorna,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : tripathi.bhavna@icicibank.com

Telephone No. : 4041062185

Yours sincerely,

Bhavna Tripathi

**ICICI Bank Limited**

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Vadodara 390 007, India.



PRIVATE AND CONFIDENTIAL

Reference No. - 1383848778

Applicant ID - 3746994

01-Jun-2019

Annapoorna Gollavilli

Dear Annapoorna,

We are pleased to make you an offer of appointment as Assistant Manager in ICICI Bank. You will be placed in BRANCH BANKING SERVICE at HYDERABAD - GACHIBOWLI\_RO.

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

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 26-Jun-2019.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- a) **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- b) **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

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Reference No. - 1383848778

Annapoorna Gollavilli

- **Notice Period:** In case you decide to leave the Bank's services during probation period, you will be required to give forty-five days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

In case you decide to leave the Bank's services after confirmation, you will be required to give ninety days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving ninety days' notice or on payment of ninety days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

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**Reference No. - 1383848778**

Annapoorna Gollavilli

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period
  - At any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - c) Suppression of any material information by you.
    - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.



Reference No. - 1383848778

Annapoorna Gollavilli

• **General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.

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

Yours sincerely,

Anirudh Cherakuwada

Digitally signed by ANIRUDH G  
CHERAKUWADA  
Date: 2019.06.01 18:26:06 +05:30  
Reason: Offer Letter  
Location: Mumbai

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

*G. Annapoorna*

Signature of Applicant

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.



:5:

**Reference No. - 1383848778**

Annapoorna Gollavilli

**Annexure:**

**Remuneration:**

- Your Base Salary will be Rs. 84,000/- (Rupees Eighty Four Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. Bonus/variable pay (including payment deferred for subsequent payouts) would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and/or is serving notice period.

**Supplementary Allowances:**

- You will be eligible for a Supplementary Allowance of Rs. 1,86,000/- (Rupees One Lakh Eighty Six Thousand only) per annum. Supplementary allowance will include – HRA, Additional HRA, Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

**Superannuation Allowances:**

- You will be eligible for a Superannuation Allowance of Rs. 12,600/- (Rupees Twelve Thousand Six Hundred only) per annum.

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Bandra-Kurla Complex  
Mumbai 400 051, India.

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Old Padra Road,  
Vadodara 390 007, India.



:6:

**Reference No. - 1383848778**

Annapoorna Gollavilli

**Benefits:**

- Comprehensive Medclaim Coverage for you and your immediate family up to Rs.400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children. You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Digitally signed by ANIRUDH G  
CHERAKUWADA  
Date: 2019.06.01 18:26:06 +05:30  
Reason: Offer Letter  
Location: Mumbai

*G. Annapoorna*  
Signature of Applicant

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

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Regd. Office : ICICI Bank Tower,  
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Old Padra Road,  
Vadodara 390 007, India.



### JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XI<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organization
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

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CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.





### Remuneration Details

**Name :** Annapoorna Gollavilli

**Position:** Assistant Manager

**Group:** RSPPG

	Assistant Manager	
	Monthly	Annual
Basic	7000	84,000
Supplementary Allowance *	15,500	1,86,000
Superannuation Allowance **	1050	12,600
<b>Total</b>	<b>23,550</b>	<b>2,82,600</b>
Retirals		
Retirals (PF, Gratuity) ***	1,423	17,076
<b>Total CTC</b>	<b>24,973</b>	<b>2,99,676</b>
Performance Linked Retention Pay #	2,250	27,000
<b>Total (incl PLRP)</b>	<b>27,223</b>	<b>3,26,676</b>

\* Supplementary allowance will include HRA, Additional HRA, Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

\*\*\* Company contribution towards PF is 12% and Gratuity is 8.33%

#Please note that there is no guaranteed performance bonus, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

**Date:** 01-Jun-2019

Digitally signed by ANIRUDH G CHERAKUWADA

Date: 2019.06.01 18:26:06 +05:30

Reason: Offer Letter

Location: Mumbai

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20184636832/Hyderabad**  
**Date: 09/10/2018**

Mr. Vijaya Kumar Reddy Puli  
2-55Near Ramalayam,  
Kandipudi,  
Visakhapatnam-531127,  
Andra Pradesh.  
Tel# 91-9133623485

Dear Vijaya Kumar Reddy Puli,

**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. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, 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 issued a joining letter indicating the details of your joining date and initial place of posting. 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/DT20184636832**

1



## **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 Initial Learning 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 expense-s towards professional membership as per TCSL's policy.

## RETIRALS

### Provident Fund

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

### Gratuity

TCS Confidential

TCSL/DT20184636832

**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)



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 in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination 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. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

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. Disclaimer**

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning 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 10 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 ILP 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**

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/ or performance are not found satisfactory, TCSL may terminate your services by giving





notice as mentioned herein above.

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**

At the time of your joining, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- 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.
- Standard X and XII mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a



- Postgraduate)
- Birth Certificate / Proof of Age
  - Work permit and/or any other documentation as prescribed by Government of India
  - Passport
  - 6 photographs
  - Medical Certificate
  - An affidavit/notarised undertaking 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 release letter from your previous employer

The original documents will be returned to you after verification.

## **20. Initial Learning Programme (ILP)**

On joining TCSL, you will be given the benefit of formal and on the job training (Initial Learning Programme) 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.

If you remain unauthorizedly absent for a consecutive period of 10 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 ILP trainees without any further intimation/separate communication to you.

## **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 TCSL Centres  
Annexure 3: Confidentiality and IP Terms



**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Vijaya Kumar Reddy Puli</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Others</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 Initial Learning Programme.

\*\*The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

\*\*\* 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

### Regional Offices

<p><b>Ahmedabad</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  Infocity, Info Tower 1, 5<sup>th</sup> Floor,  Airport Road, Gandhinagar - 382 009  Tel: 079 - 66712600  Fax: 079 - 66712601</p>	<p><b>Bangalore</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield,  Bangalore – 560 066  Tel: 080 – 67247000  Fax: 080 - 28410114</p>
<p><b>Chennai</b>  <b>Lead- Talent Acquisition</b>  Tata Consultancy Services  415/21-24, Kumaran Nagar,  Sholinganallur, Old Mahabalipuram,  Chennai - 600 119, Tamil Nadu, India  Tel: 044 - 66162222/62194/62195  Fax: 044 - 66162555</p>	<p><b>Delhi</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  5<sup>th</sup> Floor, PTI Building, 4, Parliament Street,  New Delhi - 110 001  Tel: 011 - 66506555  Fax: 011 - 23311735</p>
<p><b>Hyderabad</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Deccan Park, No. 1 software Units Layout,  Madhapur, Hyderabad - 500 081  Tel: 040 - 66672000  Fax: 040 - 66672222</p>	<p><b>Kolkata</b>  <b>Lead-Talent Acquisition</b>  TATA Consultancy Services  ODC 1-K-1, Gitanjali Park,  IT/ITES SEZ, Plot- IIF / 3. Action Area - II, New Town,  Kolkata - 700 156, West Bengal.  Tel: 033 - 6653 0000  Fax : 033 - 6653 0003</p>
<p><b>Lucknow</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  1\1, Vibhuti Khand, Gomti Nagar,  Lucknow - 226 010  Tel: 0522 - 6661001  Fax: 0522 - 6661001</p>	<p><b>Mumbai</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Yantra Park, Opp. Voltas HRD Trg. Center,  Subhash Nagar, Pokhran Road No. 2,  Thane( West), 400601  Tel: 022 - 67782000/2222  Fax: 022 - 67782190</p>
<p><b>Pune</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Niyati Tiara, Ground Floor,  S.No 103/A/1/129, CTS 1995, Nagar Road,  Yerwada, Pune - 411 006  Tel: 020 – 66087777  Fax: 020 - 66087107</p>	<p><b>Thiruvananthapuram</b>  <b>Lead - Talent Acquisition</b>  Tata Consultancy Services  Peepul Park, Technopark Campus  Karyavattom p.o.  Thiruvananthapuram - 695 581.  Tel - 0471- 2519400  Fax - 0471- 2519499</p>



## Confidentiality and IP Terms and Conditions

### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Retainer/Consultant 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 Retainer/Consultant in the course of or in connection with or arising out of the Retainer/Consultant'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 Retainer/Consultant 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 Retainer/Consultant.



## **2. Retainer/Consultant's Obligations**

Retainer/Consultant agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. The Retainer/Consultant 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 Retainer/Consultant-ship, the Retainer/Consultant 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**

The Retainer/Consultant 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 Retainer/Consultant shall have no right title or claim of any nature whatsoever in the Confidential Information. The Retainer/Consultant 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 the Retainer/Consultant 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 the Retainer/Consultant 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, the Retainer/Consultant shall execute from time to time, during or after the termination of his or her Retainer/Consultant-ship, 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 the Retainer/Consultant shall co-ordinate in filing and / or prosecuting any such applications. The Retainer/Consultant hereby expressly waives any "artist's rights" or "moral rights", which the Retainer/Consultant might otherwise have in such intellectual property rights.





#### **4. Prior knowledge**

The Retainer/Consultant 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. The Retainer/Consultant 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**

The Retainer/Consultant 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**

The Retainer/Consultant 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 Retainer/Consultant's Rights**

The Retainer/Consultant 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 engagement 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 the Retainer/Consultant 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 Retainer/Consultant of the Confidential Information.



## 9. Equitable Rights

The Retainer/Consultant acknowledges that any Confidential Information that comes into the possession and / or knowledge of the Retainer/Consultant is of a unique, highly confidential and proprietary nature. It is further acknowledged by the Retainer/Consultant that the disclosure, distribution, dissemination and / or release by the Retainer/Consultant of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by the Retainer/Consultant 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. The Retainer/Consultant 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 the Retainer/Consultant or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of the Retainer/Consultant in terms of this Confidentiality clause shall continue during the term of or in the course of the Retainer/Consultant-ship of the Retainer/Consultant with TCS and shall continue thereafter in perpetuity.

### **11. Non-Compete**

The Retainer/Consultant acknowledges that he/she is required on behalf of TCS to provide service to, or solicit business from various clients of the TCS (each such client herein after referred to as Customer). The Retainer/Consultant agrees that for a period of 6 (Six) months following the expiry or early termination of his/her Retainer/Consultant-ship with the TCS for any reason, will not accept any offer of employment / Retainer / Consultant-ship from any Client or Competitor of TCS, where he/she had worked in a professional capacity with Client projects during the course of his / her Retainer / Consultant-ship with TCS.



**Sri Lakshmi Enterprises**  
BPO Services / Contractors



Avvari Eswara Appalasatyahemantha Saikumar

Emp.No : SLEP027  
Designation : GET  
Location : Atchutapuram, NNE



(Authorized signatory)

Flat No.102,Lavanya Residence,  
N.G.G.O.S.Colony,  
Akkayyapalem,Visakhapatnam- 530016  
Cell: 8008187788/9676547031



**SANJAY TECHNICAL SERVICES PVT. LTD.**

#D-38, Phase IV (Extn) I.D.A., Jeedimetla, Hyderabad-55

Ph : +91-40-23095558, Fax : 040-23091222,

E-mail : sanjaytechnical@gmail.com /

info@sanjaytechnical.in



An ISO 9001-2008 Certified Company



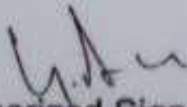
Name : **B BHAVANI PRASAD**

Designation : Engineer

Emp. ID No. : STS/204

D.O.B : 12-07-1998

Blood Group : B-Ve

  
Authorized Signature

[www.sanjaytechnical.in](http://www.sanjaytechnical.in)



## TECHNOMED ELECTRONICS

Plot No.41, Functional Industrial Estate, Perungudi, Chennai - 600 096.  
Tamilnadu, INDIA ☎ : 0091 - 44 - 2496 1854, Telefax : 4202 0060  
E-mail : sales@technomedelectronics.com

Date: 1<sup>st</sup> April 2022

Ref: TME/HR/2022/APT/010

KOLICHINA NEELIMA  
4-3-30, BALAJIDAS STREET  
WOODPETA, ANAKAPALLE  
VISHAKAPATNAM  
ANDHRAPRADESH - 531 001

Sub: - Letter of Appointment

Dear Ms. KOLICHINA NEELIMA

At the outset we welcome you to our Organization and wish you an enriching tenure with us.

With reference to our offer the terms and conditions applicable to your appointment with us is given below.

1. **APPOINTMENT AND REPORTING:**

(a) You would be designated as "**SALES & SERVICE SUPPORT ENGINEER**" and the appointment shall be effective from your date of joining that is "**1<sup>st</sup> April 2022**".

(b) Your Employment code is - "**TE-270**".

(c) You will be reporting to the "**PARTNER**" of the firm. Your reporting is subject to change at the sole discretion of the Organization.

2. **INITIAL POSTING**

Your initial place of posting shall be at Chennai at the under mentioned address. However, during your employment with the Organization, you are liable to be posted / transferred to any of the offices/projects/divisions/ departments/units of the Organization existing, or to be set up at any other location in India and abroad.

3. **EMOLUMENTS**

Your remuneration shall be a **Gross salary of Rs 16,500/- (Rupees Sixteen Thousand Five Hundred only)**.

4. **PROBATION**

You will be on probation for a period of "**SIX**" months. Thereafter subject to your performance we would confirm your services with the organization. Your performance will be analyzed based on the job responsibilities as communicated to you.

5. **RESIGNATION: -**

In the event that you decide to part ways with the Organization, you shall follow the below procedure

(a) **On Probation** - You may resign from your services by giving one month written notice without assigning any reasons.

Page 1 | 6

*Mahesh Vinnathan*

Website: www.omkarplasticindustries.com  
Net Qty



Name CHITRADA DEVIPRASANN

DOB 18 09 1997

Desig DESIGN ENGINEER

Firm L&T R RADIANT ENGINEER



000010009623

Complete


**PATRA**

STRICTLY PRIVATE &amp; CONFIDENTIAL

Date: 13/11/2020

 To,  
 Ms. Dadi Lavanya  
 Email: lavanyae204@gmail.com  
 Visakhapatnam

Dear Dadi Lavanya ,

 We are pleased to offer you the position of "Remote Process Executive Trainee" at Patra India BPO Service Private limited, with a start date of 19<sup>th</sup> -Nov-2020 (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

**Patra India BPO Services Pvt. |**  
 Regd. No CIN U72200AP2007PTC051  
 D.NO: 37-5-88/1, Varun Point, Manchukonda Gari  
 Murali Nagar, Visakhapatnam -531  
 \* Ph. No. +91 891 - 25503

**PATRA**

SALARY ANNEXURE (Benefits Monthly and Yearly)

Particulars		PA	PM





CIN:U29300TG1993PTC016474

## VEM TECHNOLOGIES PVT. LTD.

# 8-48/1, Bachupally Industrial Area, Bachupally Vill. & Mndl.,  
Medchal Dist., Hyderabad-500 090. Telangana State, INDIA.  
Ph.: 0091-40-2304 6633 / 7733 / 8833 / 6666, Fax:0091-40-2304 7755  
E-mail : hrd@vemtechnologies.com; www.vemtechnologies.com

Ref No: VEM/HR/Offer/2022/04/064

12<sup>th</sup> April, 2022

Mr. **L Simhachalam Naidu**.  
S/o Sri L Paidiyya,  
D. No. 1-1, Kandipudi, Buchiyyapeta,  
Vishakhatnam-531036

Dear **Simhachalam Naidu**,

Sub: Offer letter

With reference to your application and discussion you had with us, we are pleased to offer you employment as **“Engineer Trainee”** as per terms and conditions mentioned herewith. The offer letter is only to enable you to join M/s VEM Technologies Pvt. Ltd., as such should be used for this purpose only.

You are requested to submit the following documents / certificates at the time of joining.

1. All original certificates for verification
2. One set photocopies of all the Academic Certificates.
3. Name and address of two references (not related).
4. Four latest passport size color photographs.
5. Xerox copy of Pan Card, **Aadhaar Card (Self, Wife, Children, Parents) & Address proof.**
6. We are depositing salary into SBI account. If they have SBI account, to submit the passbook copy otherwise to open SBI account and submit the same at the time joining.
7. Individual name and date of birth shall be on the basis of SSC certificate only. Name in the other documents viz., Pan Card, Aadhaar Card & Bank account shall be tally with SSC certificate
8. Blood Group certificate
9. **Police verification Certificate (Original)**
10. **Medical fitness Certificate (Original)**
11. **Covid test report/ Vaccination Certificate**

The detailed appointment letter will be issued upon joining the Company. We appreciate your joining us on or before **4<sup>th</sup> May, 2022**.

We welcome you to VEM Family and look forward to a mutually beneficial and purposeful association.

Yours faithfully,

For VEM TECHNOLOGIES PVT LTD

**LYAGALA ANJI REDDY**  
Dy.General Manager-HR





**Ref: TCSL/DT20207160128/1794890/Ahmedabad**

**Date: 09 March 2022**

MR. DURGA MAHESH ADARI  
8-37 Madhya Veedhi,  
Near Ramalayam, Munagapaka,  
Andhrapradesh-531033.

**Sub: Joining Letter**

Dear Mr. Durga Mahesh Adari,

We would like to take this opportunity to extend you a very warm welcome to TATA Consultancy Services Limited (TCSL) family.

We are pleased to inform you that your joining date at TCSL will be **24th March 2022**, your joining location is **Ahmedabad** and work location is **Ahmedabad**. This has been provided considering your preference and business requirements.

TCS Onboarding Team will reach out to you over email in the next few days to guide you further on the onboarding process and steps to be taken to prepare yourself for onboarding.

Congratulations on completing the first phase of your learning through TCS Xplore Program. We appreciate your passion towards learning which has helped you to perform well. You are now set to experience learning through our coveted TCS Xperience Program.



## **TCS Xperience Program**

Learning is a way of life at TCSL. The TCS Xperience Program will open a world of opportunities and help you to scale greater heights in your professional life.

The program is carefully designed to develop software engineering skills, nurture professionalism and inculcate a process mindset. This program provides the perfect platform to polish the skills you have gained through the TCS Xplore program, making you 'project ready'.

The duration of your TCS Xperience Program is based on your performance in TCS Xplore program and business requirements.

The program has regular assessments based on pre-defined learning objectives. You are expected to meet the required standards during the TCS Xperience Program. In case, the performance does not meet the expectations, the management reserves the right to either extend your program or take appropriate action.

As communicated through various forums during the recruitment process, your appointment is subject to completion of your final academic (UG/PG) course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines. You must also fulfill all the TCS eligibility criteria as stated in the Offer letter.

Kindly confirm your acceptance of this program by clicking on the 'I Accept' button in Nextstep portal. We encourage you to join us on the specified date to enjoy the benefit of timely processing and avail better opportunities.



We look forward to you joining us on an enriching career with TCSL. Together, let us take this organization to greater heights!

Gear up to experience the future!!

Warm regards,

**Janardhan S**  
**Global Head - Talent Development**



[Click here](#) or use a QR code scanner from your mobile to validate the joining letter

**DODDI NAGA VARA SRINU NOOKA RAJU****5-143/1, AMBERUPURAM VILLAGE, GOVADA POST,****CHODAVARAM MANDAL, VISAKHAPATNAM DISTRICT., ANDHRA PRADESH -531023****APPOINTMENT LETTER**Dear **DODDI NAGA VARA SRINU NOOKA RAJU**,

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 Comp Grade **12**. This would be your Social Job Title and your Job profile, would be **Advisor I, Transaction Processing**. Any change in your Social Job Title / Job profile will be at the discretion of the Company, depending upon the work assigned to you. Job profile 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 Job profile 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 **30/03/2021** or at an earlier date as mutually agreed, subject to your completing the on boarding formalities. You are required to submit all the documents (as per the Mandatory Document Checklist) on **26/03/2021** 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 **D.Patnaik3@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

CNX/REC/ART/AGHR/AFTE/6.1

Concentrix Daksh Services India Private Limited

Registered Address: Hindustan Times House, Level 10, K G Marg, Connaught Place

New Delhi- 110001, India

91 11 68137745

CIN: U72200DL1999PTC102972

info@concentrix.com · www.concentrix.com

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

## 2. Terms and Conditions:

### 2.1 Valid Passport:

#### (A) Comp Grade 12 & 11: Clause 2.1.1

If you are an Indian citizen, it is a condition of your employment that you hold a valid passport on the day of joining. If you do not hold a valid passport on the date of joining, you must apply for a passport and submit copy of your passport within 180 days from your date of joining. Failure to do so may lead to termination of your employment.

In the event that you fail to submit a copy of your passport within 180 days from date of joining, the Company may instead (and at its sole discretion) require you to undergo a background check from a service provider identified and approved by the Company. Such background check will verify details such as your residential details, criminal records, and other details as determined by the Company. You will be required to bear the cost for such background check (such cost can be upto INR 1500). You expressly agree by signing this agreement that this amount will be deducted/ recovered from your salary. The Company may deduct this cost from your salary in a series of monthly installments or as a single deduction, at its sole discretion.

#### (B) Comp Grade 10: Clause 2.1.2

If you are an Indian citizen, it is a condition of your employment that you hold a valid passport on the day of joining. In the absence of a valid passport, proof of having applied for passport should be submitted on the day of joining and a copy of your valid passport should be submitted within 90 days from date of joining. Failure to do so may lead to termination of your employment.

However, In the event that you fail to submit the copy of passport within 90 days from date of joining, the Company may instead (and at its sole discretion) require you to undergo a background check from a service provider identified and approved by the Company. Such background check will verify details such as your residential details, criminal records, and other details as determined by the Company. You will be required to bear the cost for such background check (such cost can be upto INR 1500). You expressly agree by signing this agreement that this amount will be deducted/ recovered from your salary. The Company may deduct this cost from your salary in a series of monthly installments or as a single deduction, at its sole discretion.

2.1.3 If you are not an Indian citizen, you will be required to submit evidence of your authorization to work in India, along with any other proof of identity that the Company may require. It is a condition of your employment that you maintain such authorization to work in India for the duration of your employment (unless you are permanently transferred to an office outside India).

2.2 While in the employment of the Company, you may be required to undergo mandatory on-the job training/s as per applicable policies and procedures of the Company, at the end of which an assessment may be conducted. If you do not clear the assessment then the Company reserves a right to either:

- a) Require you to undergo another training program; or
- b) Offer you a transfer to an alternate process (which may have a reduced pay structure) if declared "Not Suitable" for the process you were originally hired for. Please note that in the event of you not consenting to the transfer to the alternate process or to the reduced pay structure your services may be terminated;  
or
- c) Terminate your services.

2.3 The compensation offered to you is based on your employment history credentials including your prior work experience, the type of industry and compensation offered to you by the previous employer. If you are unable to produce documentary evidence (Please see the Document Checklist in the Annexure) to substantiate the same, your compensation shall be modified and the compensation offered in this Appointment letter shall no longer be valid.

Signature of Candidate

CNX/REC/ART/AGHR/AFTE/6.1



2.4 Your employment with the company shall at all times be subject to the receipt of satisfactory reference / verification checks, which may include criminal, financial and any other background checks as required by the Company based on its business requirements. The Company will terminate your employment in the event of an unsatisfactory background check. In the event of negative background verification, the company at its sole option, may allow you to provide justification / explanation for re-verification with supporting documents, in response to its show cause notice, so issued. In such event, you will be put on 'Leave without pay' from the date of issue of show cause notice until the revised findings are received for final closure of the case.

2.5 The Company may, at its sole discretion, also require you to undergo a drug test at any time. If such drug test indicates use of an illegal drug or a non-medically prescribed controlled substance and/or alcohol dependence, the Company reserves the right to take suitable action against you, including but not limited to termination of your services.

2.6 The Company may pay you such fixed amount/ stipend as it may so decide, during the period of your undergoing structured process/ product and other essential training sessions. Performance incentive will be applicable to you only after you commence regular working in operations.

2.7 The initial period of probation is 365 days from your date of joining. You will be deemed to be confirmed at the end of the probation period unless communicated otherwise, through normal and accepted modes of employee communication within the company.

2.8 During the period of probation, your services may be terminated by either party giving the other **15 Days** notice or **gross** salary in lieu thereof. The Company reserves the right to waive the notice period. The Company also reserves the right to relieve you immediately and pay you **gross** salary for the notice period. However, no such notice or notice pay shall be payable in case your services are terminated on account of failing the background check, for misconduct or if you are unable to provide sufficient documentary evidence to establish your employment history credentials.

2.9 After confirmation and thereafter, your services may be terminated at any time by either party giving the other a **30 Days** notice or **gross** salary in lieu thereof. The Company reserves the right to waive the notice period. The Company also reserves the right to relieve you immediately and pay you **gross** salary for the notice period. However, due to exigencies of business, the Company at its sole discretion may not agree to take the **gross** salary in lieu of notice and ask you to serve the entire or part of the notice period. No such notice or notice pay shall be payable by the organization in case your services are terminated on account of any misconduct by you.

2.10 In the event that you are transferred by the Company to another position (which may include transfer to a new role, competency, or office) or location of the Company, the terms and conditions applicable to the new position or location (including, but not limited to the compensation and benefits, allowances, entitlements, rules, regulations and conditions of service of such new position or location) shall apply to you.

2.11 You will automatically retire on attaining the age of 58 years. The age as declared in your application shall be binding on you. An extension, however, may be given at the discretion of the Company. You may be retired earlier if found medically unfit.

2.12 While in the employment of the Company, you are in no way allowed to be employed by any other Company on a temporary or part-time basis or offer your services with or without pay to any person, legal entity or public authority or to be occupied in your own business without the prior written consent of the Company.

2.13 You confirm that you have disclosed fully to the Company all your business interests whether or not they are similar to or in conflict with the business or activities of the Company. You agree to disclose fully to the Company any such interest or circumstances which may arise during your employment.

2.14 You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisor and authorized by the Company to assign such duties and responsibilities.

2.15 You are expected to maintain an acceptable level of performance during your tenure with the organization. Failure to meet expected standards may lead to initiation of Performance Improvement Plan and/ or termination in case of no improvement in performance.

2.16 The company will work 7 days a week, 24 hours a day. You will be required to work up to 48 hours a week and such other hours as may be reasonably required to complete your business duties. Your weekly off may not necessarily be for 2 days and not necessarily be on Sunday.

Signature of Candidate

CNX/REC/ART/AGHR/AFTE/6.1

### 3. Confidentiality

3.1 The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your employment with the Company, any information about the interest or business of the Company or any affiliated Companies or any information pertaining to their clients and/or with the end consumers of our clients – the information you may have acquired while in the employment of the Company.

3.2 You shall not communicate to public papers, journals, pamphlets or leaflets, any information or documents, official or otherwise relating to the Company except with the prior approval of the Company.

3.3 Upon separation from the Company, you shall return to the Company all the assets and property of the Company (including any leased properties), documents, files, books, papers, memos or any other property of the Company in your possession or under your control.

3.4 You will abide by the information security policy of the company and all the rules and regulations contained therein.

3.5 Your individual remuneration is purely a matter between yourself and the company and has been arrived on the basis of your job, skills specific background and professional merit. We expect you to maintain this information and any changes made therein from time to time as personal and confidential.

3.6 Information pertaining to the Company's operations shall remain confidential and safeguarded by you. On joining the Company, a formal agreement to effect non-disclosure of confidential information and intellectual property etc, shall be executed by you.

3.7 During the course of your employment you may come across a lot of information related to the clients that the Company deals with and/or with the end consumers of our clients; any such information is strictly confidential and you shall not disclose it to any unauthorized person.

4. The Company expects you to respect all matters, which are Intellectual Property Rights of your current employer, and strongly discourages you to bring in to the organization, manuals, documents, papers, memos, and files etc., which are classified.

5. All communication between the employee and the Company shall deemed to have been effectively served if delivered to you personally or sent to the current residential address already mentioned here in the letter. You shall inform the Company about any change in the residential address in writing within 3 working days and get the acknowledgement. In the event of failure on the employee's part to discharge this obligation, the service of any communication shall be deemed to be complete and effective on the address mentioned herein.

6. This appointment is based on the information supplied by you in your application for employment and will otherwise be treated as null and void if a material error, in the Company's opinion is discovered and/or due to non-disclosure of relevant information about you to the company.

7. The Benefits provided by the Company as outlined herein and in the Company policies are subject to change at the discretion of the Company.

8. Your continuance in employment is subject to your maintaining clean criminal and financial records.

9. Breach of any of the above terms and conditions will render you liable to termination of your employment without notice or compensation thereof.

10. You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.

11. "Female employee will be eligible for all the benefits, as applicable under the provisions of the Maternity Benefit Act, 1961, and the Rules made there-under, as amended from time to time.

12. Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.

Signature of Candidate

CNX/REC/ART/AGHR/AFTE/6.1



It is highly recommended that before you begin your journey with Concentrix, please visit the website [www.concentrix.com](http://www.concentrix.com). The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At Concentrix, we're changing the world every day and we will be delighted to have you as part of our team.

Please sign the copy of this offer letter and return it to us as an indication of your interest in joining us on the given date. Please note that your employment stands confirmed only after you complete your joining formalities on the reporting date. This offer is liable to be withdrawn based on business requirements at any time prior thereto.

The terms of this offer are strictly confidential between you and the Company.

Yours sincerely,

Signature Not Verified

Digitally signed by DS CONCENTRIX DAKSH SERVICES INDIA PRIVATE LIMITED  
3  
Date: 2021.03.25 21:48:37 +05:30  
Reason: Concentrix Hiring  
Location: Vizag



**Authorized Signatory (Please Sign above)**

**I agree to accept employment on the above-mentioned terms and conditions. I will report for duty on 30/03/2021.**

**Candidate Name** : DODDI NAGA VARA SRINU NOOKA RAJU

**Candidate's Signature** : \_\_\_\_\_

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



March 15, 2021

IBM India Private Limited  
Manyata Embassy Business Park,  
G2 Block, Nagwara Outer Ring Road,  
Bangalore – 560045, India.  
Tel : 91-80-49139999  
<http://www-07.ibm.com/in/careers/>

Dear Tarun Kumar Pothu

The world is at a major turning point; technology is enabling entirely new forms of business operations, business models, industries and outcomes. We have exponentially more power to reach the full potential of our life's work than any humans before us. This is IBM's vision for the future.

We invite you to join us as a Associate – Technical Engineer, in band 04G to do your best work ever. You will be working alongside passionate IBMers, business & technology experts, who are constantly building their knowledge and expertise to find the best solutions to help our clients achieve their goals and create new possibilities.

At IBM you will experience an inclusive and collaborative culture where you can offer ideas and solutions, no matter your experience or area of expertise – you have an audience that listens from Day 1. You will have access to world-class learning opportunities to help you create the career you've always imagined. Join us and you'll be proud to call yourself an IBMer.

Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.





March 15, 2021

IBM India Private Limited  
Manyata Embassy Business Park,  
G2 Block, Nagwara Outer Ring Road,  
Bangalore – 560045, India.  
Tel : 91-80-49139999  
<http://www-07.ibm.com/in/careers/>

Dear Tarun Kumar Pothu

We are pleased to offer you the position of Associate – Technical Engineer, in band 04G at IBM India Pvt Ltd (IBM or Company). The terms and conditions of your employment contract at IBM are detailed below. Please read these important details carefully, including your compensation and benefits.

Further, this offer is contingent upon your obtaining the degree, consistent academic performance, minimum aggregate or equivalent of 65% in your highest completed education, failing which IBM may, at its sole discretion, withdraw this offer of employment

#### Acceptance and Commencement

Your appointment will be effective on your joining date, i.e March 22, 2021. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.
- On your first day of employment, please report at 9:00 am to the Main Lobby located at Block D3, Manyata Embassy Business Park, Nagawara Outer Ring road, Bangalore-560045. You will meet with your Onboarding Specialist who will assist you with your joining formalities. If you have questions about your First Day Start Paperwork, send a mail to [pronboar@in.ibm.com](mailto:pronboar@in.ibm.com)

On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self-photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organization, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not



hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:

- Relieving document from most recent employer – Relieving letter or service certificate or resignation acceptance e-mail with last working day (LWD) confirmation.
- Passport and Pan card– If you do not have a Passport or Pan card you need to bring one of the following IDs.
  - Voter ID card
  - Driving License
  - Aadhaar Card
  - Senior Secondary result/certificate with DOB and photo (for university hires only)
- In the absence of Passport and Pan card, apply for the same immediately and carry any one of the following as mentioned above to complete on boarding process.
- Disability certificate – If you have stated in your application to IBM that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.
- Name change document – If you have ever changed your name at any point of time, and for any reason whatsoever. Valid Indian Work Permit, if applicable.
- Education documents (for university hires only) – Degree certificate and all year mark sheets for the highest degree attained.

Please contact us via [eschoolhiring@in.ibm.com](mailto:eschoolhiring@in.ibm.com) for any queries regarding your employment offer.

The other terms and conditions of the offer are as follows:

- Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join.
- Your initial posting will be in Bangalore, However, your services are transferable and you may be assigned to any other department, location or office of IBM, a subsidiary, or associate company as the Company may decide from time to time. Your project, designation or role may be changed at the discretion of the Company depending on the work assigned to you. In such case, you will be governed by the policies of that location and role.
- You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, IBM frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions, divestitures and other corporate actions. If any such action relates to your role / position, you agree to cooperate with IBM and take any necessary steps to ensure a smooth transition.
- Your appointment and continued employment at IBM is conditional upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). If any information furnished by you in your application for employment or during



the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.

- You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.
- If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.
- You will be on probation until your successful completion of the probationary period is confirmed in writing. The normal probation period is [1] year but may be extended or confirmed earlier based on your performance and at your manager's discretion. At any time during your probationary period, either you or the Company may terminate your service by giving 30 days notice or basic salary in lieu thereof.
- Upon completion of your probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.
- IBM encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with IBM, you will be required to comply with the following:
  - The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times.
  - You agree to utilize IBM's resources, materials and training programs as applicable, and shall ensure that your skills are at all times current and relevant to IBM's business.
  - You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of IBM.
  - You also understand and acknowledge that IBM requires its employees to be productively and effectively utilized at all times. IBM maintains listings of open positions on its internal job postings page. If you are no longer deployed on a project/ assignment, you shall search for positions that are commensurate with your skills and experience and ensure you are effectively utilized. If selected for such positions, your movement to these positions will be subject to IBM's processes and policies.
  - You will be aware that the Company works on a round the clock model depending on customer needs. You hereby consent, should your role require it, to working on any shift, including night shift, to support the business requirements of the Company.
  - Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with IBM.
- You will retire from the services of the Company on attaining 58 years. Retirement action will be performed one day prior to the last working day of the retiring month.
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).



- Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.
- Your individual remuneration is strictly confidential and is detailed in Annexure A. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal, confidential and should not be disclosed to any person without IBM's prior written authorization.
- You will, by default, be enrolled in IBM's Group Medclaim Insurance Policy, unless you choose to opt out. A nominal premium will be charged to you for the same, for as long as you participate in the Policy. All benefits as outlined herein and in IBM policies are subject to change at the Company's discretion. You will be entitled to privilege leave in accordance with the Company's policy as applicable from time to time.
- It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.
- During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.
- Information pertaining to IBM operations and intellectual property is confidential as detailed in Annexure B. You will also be bound by more specific non-disclosure agreements on sensitive issues based on business requirements. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.
- All employees are required to read and comply with IBM's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.
- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
- Your offer is contingent upon you agreeing to authorize IBM to recover a sum of Rs 100000 (Rupees One Lakh Only) as cost incurred towards your training during the course of your employment, in the event your services with IBM are terminated for whatever reason, including your resignation from services, within a period of 12 months from the date of your joining IBM or if you are absconding from work for a period of 8 days which will lead to eventual termination of your employment.
- You hereby agree to abide by all the rules and regulations of the Company and accept the policies and processes of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the rules, regulations or policies and the same shall be binding on you.
- This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Should you be denied a passport or if you are otherwise unable to produce a copy of your passport, IBM shall be entitled to terminate your employment for cause. It is a condition of your employment that you have a valid passport at all times.
- You will be required to register your profile with National Skills Registry once you join IBM. The details on the National Skills Registry are available on [www.nationalskillsregistry.com](http://www.nationalskillsregistry.com) .To complete the registration process, you will be required to submit a photograph, a photo identity proof and



registration fee of INR 300 + (Service taxes as applicable) – which includes INR 50/- annual usage fee at the POS (Point of Service) helpdesk at IBM office Registration with National Skills Registry is mandatory and should be completed within 30 days from your date of joining.

- You will be required to provide the Aadhaar Number on the day of onboarding and the same must be updated on the HR Systems mandatorily within 30 days of your onboarding. Please do ensure that the name as per Aadhaar is exactly the same as the name given by you to IBM , and that appears on this employment contract. In case there is a mismatch please have the same rectified with Aadhaar authority (UIDAI) prior to onboarding.
- You shall be entitled to the following benefits when you join at the training location. These amounts are subject to applicable income taxes, and shall not be considered a part of your salary for the purpose of any statutory deductions:

Settling in Allowance – A one-time amount of INR 25000 towards settling-in allowance will be paid to you upon joining the Company. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. This amount is intended to offset any and all expenses applicable during the joining process of the employee (e.g., relocation expenses like travel, stay, conveyance etc. during initial training and first project deployment post training) – no additional amounts are payable or reimbursable. This amount will be paid as a fixed lump sum amount in your payroll and you will not be required to submit receipts for any expenses incurred. Please note that this settling-in allowance is subject to appropriate income tax deductions as per applicable law. If you resign from IBM, or your employment is terminated for any reason, within 1 year from your joining date, you agree that you will repay the entire settling in allowance to IBM. You may be required to repay to IBM any taxes that were deducted from your settling in allowance and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.



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ANNEXURE A

DATE	March 15, 2021		
NAME	Tarun Kumar Pothu	BAND	04G
DESIGNATION	Associate – Technical Engineer	LOCATION	Bangalore
<u>Compensation Components</u>		<u>IBM Offer (in INR)</u>	
1. Annual Basic Salary		180000	
2. Annual Flexible Benefit Plan (FBP)		214760	
<b>3. Annual Reference Salary (ARS)</b>		<b>394760</b>	
4. Retirals			
a) Provident Fund (PF)		21600	
b) Gratuity @ 4.8%		8640	
<b>5. Annual Reference Salary + Retirals</b>		<b>425000</b>	

Growth Driven Profit-sharing (GDP), an annual profit distribution scheme, is another important part of your compensation opportunity and is designed to support a team oriented, high-performance work culture. Further details of the program will be made available to you upon joining IBM. Please note: IBM reserves the right, in its sole discretion, to amend, change, suspend, or terminate the Growth Driven Profit-sharing program at any time, including, but not limited to, changing how the profit sharing pool is allocated or altering the payment amount at the region or country level based on unanticipated business issues or extenuating circumstances.

The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining IBM. Please note: IBM reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.





OTHER BENEFITS:

- By default, you will be enrolled in the Group Medclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 45 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.
- Group Term Life and Accident Rider Coverage



The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At IBM, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to IBM on your on boarding day.

Signed By – IBM Authorized Signatory  
Talent Acquisition Leader ISA

ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING))

I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this offer, and IBM's acknowledgment of the same and the affixing of a signature by the IBM representative shall be adequate to constitute a valid contract of employment between IBM India Pvt Ltd. and me. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

SIGNATURE *P. Tarun Kumar*

-----  
PRINTED NAME      Tarun Kumar Pothu

-----  
DATE OF JOINING      22/03/21

-----  
DATE                      22/03/21

-----  
VERIFIED BY (FOR OFFICE USE ONLY – TO BE UPDATED BY ON BOARDING SPECIALIST)

SIGNATURE

-----  
PRINTED NAME

-----  
DATE



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Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	The fundamental salary component to which many other compensation components are linked.
2. Flexible Benefit Plan (FBP)	The FBP allows employees to choose a benefit basket that suits their needs. For certain elements, employees may avail of tax exemptions as per prevailing tax laws. The elements are listed below.
(a) Leave Travel Allowance (LTA)	LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.
(b) House Rent Allowance	Maximum 50% of Basic Salary per annum. To be used for house rent.
(c) "Flat" Allowance	Remaining FBP funds and is a taxable amount.
3. Retirals	These elements of compensation are not paid out until later when certain conditions are met.
(a) Provident Fund (PF)	12% of Basic Salary is contributed to the Provident Fund.
(b) Gratuity	4.8% of Basic Salary, which denotes the company's contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the IBM Gratuity Trust Fund Rules and the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company. The amount of gratuity payable shall not exceed Twenty Lakh rupees (INR 2,000,000).
(c) ESIC	Until your monthly wages are up to INR 21,000/- per month, or such other amount prescribed by law, you will be covered under Employee State Insurance Act, 1948 (ESIC) and will be entitled to avail benefits under the same.
Annual Reference Salary	Annual Basic Salary + Annual FBP

*\*For detailed information please refer to Company policies, which are subject to change from time to time.*



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### Other Benefits- Additional Information\*

#### Group Term Life and Accident Rider Coverage Scheme

##### Group Term Life Insurance Plan:

This is a company paid benefit which provides group term life coverage to all employees of IBM India Pvt. Ltd. The benefit basis for life coverage is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. The coverage is subject to completion of the Insurance Company's prescribed insurance underwriting procedure and awarding of coverage by the insurance company. Coverage applies world-wide, 24 hours a day.

##### Group Personal Accident Plan:

This is a company paid benefit which provides group personal accident coverage to all employees of IBM India Pvt. Ltd. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

##### Group Medclaim Insurance Policy for Self and nuclear family (spouse and up to 4 children)

By default, you will be enrolled in the Group Medclaim Policy from the date of your joining with a coverage of up to INR 3 Lakh per year under Family Floater plan. As part of that, you can also enroll your immediate family (Spouse & up to Four Children) through our Third-Party Administrator's (TPA) website within 45 days of your joining. If you decide to avail Medclaim insurance policy, there will be an applicable Co-share of premium deduction from your salary. If you wish not to be covered, you may choose to opt out within 45 days of joining. You have the option of enhancing this cover up to a maximum of INR 10 Lakh per year (incremental premium to be borne by employee).

You also have the opportunity of purchasing insurance coverage for your parents. This is on an individual coverage basis and the premium incurred is to be borne by you.

Mid-term inclusion of only new born babies (within 45 days of the child birth) and newly married spouse (within 45 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependent (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable) \*

*\*Subject to enrolling the new dependent within 45 days from the date of event.*

All hospitalization claims under the Medical Insurance Policy pertaining to employee is borne by insurer at 90:10%. Claims pertaining to dependents (spouse, children and parents) will be borne by insurer and employee on a 80% : 20% basis.

##### Critical Illness Buffer

This benefit is provided to help you and your nuclear family in times of medical emergencies. If an employee, spouse or child is diagnosed with any of the illnesses defined under the "Critical Illness Buffer" criteria, you can also be eligible for an additional amount of INR 7 Lakh for required treatment once the Family Floater and any additional cover (if taken) is exhausted. This is subject to available Corporate Buffer and policy T&C.

##### Domiciliary Benefit

Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- ( at 50% Co-pay) is also provided to employees who participate in the Group Medclaim Insurance Policy.

##### National Pension System (NPS)

NPS is a voluntary defined contribution-based scheme option provided to all IBM India Regular employees. It's a tax saving retirement vehicle for which you can enroll by declaring your monthly contribution, minimum Rs. 500 per month and



maximum of 10% of your Flexible Benefit Plan, on IBM Intranet. You can find more details about this program on IBM intranet.

Compensation under Employees Compensation Act

All IBM employees are entitled for compensation under the Employee's Compensation Act, 1923, as amended from time to time. The compensation under the Act will be inclusive of the coverage amount under Group term Life Insurance Plan and shall be paid under following circumstances:

- a) In case of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having been under the influence of drink or drugs or willfully disobedience of any order expressly given for the safety of employees or willfully removal or disregard of any safety guard or other device provided for the purpose of securing safety of employees.
- b) In case of any injury resulting in Death or permanent total disability.
- c) In case of occupational disease as defined under the Act.

*\* For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees.*



**IBM CONFIDENTIAL**

ANNEXURE B – NON-DISCLOSURE AGREEMENT

**Agreement Regarding Confidential Information, Intellectual Property, and Other Matters**

Serial # : 0017BS744 Date Of Hire : 22/03/21

In consideration of my employment or my continued employment by International Business Machines Corporation or one of its subsidiaries or affiliates (collectively, "IBM"), which I acknowledge is employment at will, and the payment to me of a salary or other compensation during my employment, I agree as follows:

1. I will not, without IBM's prior written permission, disclose to anyone outside of IBM or use in other than IBM's business, either during or after my employment, any confidential information or material of IBM, or any information or material received by IBM in confidence from third parties, such as suppliers or customers. If I leave the employ of IBM or at the request of IBM, I will return to IBM all property in my possession belonging to IBM or received by IBM from any third party, whether or not containing confidential information and whether stored on an IBM owned asset or a personally owned asset, including, but not limited to, electronic data, electronic files, diskettes and other storage media, drawings, notebooks, reports, and any other hard copy or electronic documents or records. No employee is prohibited from reporting possible violations of law or regulation to a government agency, as protected by law.

Confidential information or material of IBM is any information or material: (a) generated or collected by or utilized in the operations of IBM; received from any third party; obtained from an entity IBM acquired or in which IBM purchased a controlling interest (including information or material received by that entity from a third party); or suggested by or resulting from any task assigned to me or work performed by me for or on behalf of IBM; and (b) which has not been made available generally to the public, whether or not expressed in a document or other medium and whether or not marked "IBM Confidential" or with any similar legend of IBM or any third party. Confidential information or material may include, but is not limited to, information and material related to past, present and future development, manufacturing activities, or personnel matters; marketing and business plans; pricing information; customer lists; technical specifications, drawings, and designs; prototypes; computer programs; and databases.

2. (a) During my employment with IBM and for two years following the termination of my employment from IBM for any reason, I will not directly or indirectly within the Restricted Area solicit, or attempt to or participate or assist in any effort to solicit, any employee of IBM to be employed or perform services outside of IBM. For purposes of this Paragraph 2(a), "Restricted Area" shall mean any geographic area in the world in which I worked or for which I had job responsibilities, including supervisory responsibilities, during the last twelve (12) months of my employment with IBM. Also, for purposes of this Paragraph 2(a), "employee of IBM" shall mean any employee of IBM who worked within the Restricted Area at any time in the 12-month period immediately preceding any actual or attempted solicitation. (b) I agree that during my employment with IBM and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during the twelve (12) months prior to the termination of my employment with IBM. This paragraph 2(b) does not apply to any IBM employee whose work location as reflected in IBM records is within the state of California.

I acknowledge that IBM would suffer irreparable harm if I fail to comply with Paragraph 2(a) or (b), and that IBM would be entitled to any appropriate relief, including money damages, equitable relief and attorneys' fees.

3. I will not disclose to IBM, use in its business, or cause it to use, any information or material which is confidential to any third party unless authorized by IBM. In addition, I will not incorporate into any product used and/or sold by IBM, any copyrighted materials or patented inventions of any third party, unless authorized by IBM pursuant to Paragraph 5.

4. I will comply, and do all things necessary for IBM to comply, with (a) the laws and regulations of all governments under which IBM does business, (b) the provisions of contracts between any such government or its contractors and IBM that relate to intellectual property or to



the safeguarding of information, and (c) IBM's corporate directives, including, without limitation, policies and information technology security standards issued from time to time as well as the IBM Business Conduct Guidelines as amended from time to time.

5. I hereby assign to IBM my entire right, title, and interest in any idea, concept, technique, invention, design (whether the design is ornamental or otherwise), computer programs and related documentation, other works of authorship, mask works, and the like (all hereinafter called "Developments"), hereafter made, conceived, written, or otherwise created solely or jointly by me, whether or not such Developments are patentable, subject to copyright or trademark protection or susceptible to any other form of protection which: (a) relate to the actual or anticipated business or research or development of IBM or its subsidiaries or (b) are suggested by or result from any task assigned to me or work performed by me for or on behalf of IBM or its subsidiaries.

If, by operation of law such right, title, and interest in Developments vest in IBM upon creation, I acknowledge that such right, title, and interest belong to IBM. Also, I hereby assign to IBM my entire right, title and interest in any such Developments that were or are suggested by or a result of any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest to the extent that any such right, title and interest is not already owned by said entity.

In the case of any "other works of authorship", such assignment or ownership shall be limited to those works of authorship which meet both conditions (a) and (b) above.

California Notice: For Developments subject to California law, notwithstanding anything above to the contrary, I understand that this assignment does not apply to a Development which qualifies fully under the provisions of Section 2870 of the California Labor Code. The above provisions concerning assignment or ownership of Developments apply to Developments created while employed by IBM in an executive, managerial, professional, product or technical planning, technical, research, programming, or engineering capacity (including development, product, manufacturing, systems, applied science, and field engineering) or otherwise.

The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with IBM, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement that I executed with another party which precludes an assignment to IBM (collectively, these exceptions to assigned Developments hereunder shall be known as "Excluded Developments"). Further, I acknowledge that I will not use or cause to be used, any Excluded Developments in IBM's business, research or development without a written or email authorization to do so from both my first and second line manager. For the avoidance of doubt, Excluded Developments shall not comprise any Developments that were or are suggested by or resulted from any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest, unless assignment of my right, title, and interest in the Development is governed by an agreement executed prior to my IBM employment.

I hereby identify any and all Excluded Developments which are not published in a searchable public database (e.g. United States Patent & Trademark Office). In the following table I have provided a brief non-confidential description that sufficiently identifies the Excluded Development (e.g. title of publication), the creation date of the Excluded Development, and to the extent my rights to the Excluded Development are governed by an agreement, the other named party to the agreement and the date the obligation terminates.

**If I do not have any Excluded Developments to declare I have left the following table blank or have written "None," "Non/Applicable," or a similar designation.**

Description of Excluded Development	Date Created	Named Party/Termination Date
NA	NA	NA

Additional pages may be attached, as appropriate to identify other Excluded Developments, if any. IBM requires you to disclose Excluded Developments in this Paragraph 5. If you wish to interest IBM in any Excluded Development, you may contact the Intellectual Property and Licensing Department at Corporate Headquarters, which will provide you with instructions for submitting it to IBM.

6. In connection with any of the Developments assigned by Paragraph 5: (a) I will promptly disclose them in writing to the IBM



Intellectual Property Law Department; and (b) I will, on IBM's request, promptly execute a specific assignment of title to IBM or its designee, and do anything else reasonably necessary to enable IBM or such designee to secure a patent, copyright or other form of protection therefore in the United States and in other countries. In addition, I agree to promptly notify the IBM Intellectual Property Law Department in writing of any patent or patent application in which I am an inventor but which is not assigned by Paragraph 5 and which discloses or claims any Development made, conceived, or written while I am employed by IBM. I also agree to promptly notify the IBM Intellectual Property Law Department if, after I leave the employ of IBM, I am contacted by anyone or any entity outside of IBM regarding any transaction, legal or governmental proceeding, litigation or other legal dispute concerning or relating to any of the Developments assigned by Paragraph 5.

7. IBM and its licensees, successors, or assigns (direct or indirect) are not required to designate me as an author of any Development which is subject to Paragraph 5, when it is distributed, publicly or otherwise, or to secure my permission to change or otherwise alter its integrity. I hereby waive and release, to the extent permitted by law, all rights in and to such designation and any rights I may have concerning modifications of such Developments.

I understand that any rights, waivers, releases, and assignments herein granted and made by me are freely assignable by IBM and are for the benefit of IBM and its subsidiaries, licensees, successors, and assigns.

8. I agree that IBM, its services providers and other third parties authorized by IBM will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with IBM and for other legitimate business purposes, anywhere in the world. Such personal information, whether provided to IBM, its service providers, or third parties directly by me or otherwise gathered, includes my name, photo, contact information, skills, compensation, performance, usage of IBM assets, background check results, bank account information, and disability or medical information.

I will not use for unauthorized purposes nor share with any unauthorized parties, either during or after my employment, any personal information about others to which I may have access during my employment at IBM.

IBM provides numerous opportunities for social computing through blogs, wikis, social networks, virtual worlds and other social media. I agree to comply with all IBM policies and practices regarding use of social computing tools and I understand that I am personally responsible for the content I post on any social computing tools (whether on IBM's internal platforms or on third party sites) and that any information I post, including any of my personal information, may be made broadly available to others, potentially inside or outside IBM, who have access to these tools.

9. The term "subsidiaries," as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by International Business Machines Corporation.

10. The term "employment at will," as used in this Agreement, means the employment at the mutual consent of both me and IBM. Accordingly, either IBM or I can terminate the employment relationship at will, at any time, with or without cause or advance notice. However, this clause does not relieve me of my responsibility to serve the notice period in accordance with my terms of employment, in the event of my resignation from the services of IBM.

11. This Agreement supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements relating to the subject matter hereof, except as expressly agreed otherwise by IBM in writing upon my hire or transfer of employment to IBM. Any waiver of a term in this Agreement and any amendment to this Agreement may only be made in a writing signed by the Senior Vice President of Human Resources for International Business Machines Corporation and myself.

12. This Agreement shall be governed by the laws of India. If any provision of this Agreement is unenforceable at law, the remainder shall remain in effect. I recognize that any violation of my obligations described herein would cause IBM to suffer irreparable harm and can result in disciplinary action, including dismissal from IBM, and any other appropriate relief for IBM including money damages, equitable relief and attorneys fees.

13. This Agreement shall constitute a part of my terms of employment with IBM, and is executed contemporaneously with my offer of employment/ employment contract with IBM.





My agreement, and my acknowledgment of receipt of a copy of this Agreement, are indicated by my signature below.

Tarun Kumar Pothu	P. Tarun Kumar	0017BS744	22/03/21
Employee's Full Name	Employee's Signature	Employee Serial No.	Date



## Offer Letter

Visakhapatnam  
Nov 15th, 2021

To,

**Mr AATHAVA DURGAPRASAD,**

We are pleased to offer you a job with **DROPSHOP NETWORK PRIVATE LIMITED** as a **Sales Executive** with a start date of **16th of Nov, 2021** at **Visakhapatnam** office with below terms and conditions. Please sign and return a copy of the offer as a confirmation of your acceptance.

### 1. Designation and Duties

As a **Sales Executive**, you will report functionally to the Management. You will be responsible for achieving the goals and targets assigned to you.

### 2. Compensation

You will receive a CTC of **₹ 2, 40, 000 (Two Lakhs Forty Thousand Rupees only)** per annum.

### 3. Probation

You will be on probation of Three months from the date of joining. Your probation period may be extended or reduced on the sole discretion of the company. Your services will be confirmed for full-time basis in the organization after satisfactory completion of probation period.

### 4. Termination

Either party may terminate this employment by giving a 30 days' notice.

However, during the probation period, either party can terminate employment with valid reasons with two weeks of notice.

### 5. Confidential Information

Employee agrees, at all times during the term of his/her employment and thereafter, to hold in strictest confidence, and not to use, except for the benefit of the Company, or to disclose to any person, firm or corporation without written authorization of the Board, any Confidential Information of the Company.

**6. Breach**

**7. Offer Letter - Dropshop Network Pvt. Ltd – AATHAVA DURGAPRASAD Confidential**



You hereby acknowledge that any breach by you of any of the covenants contained in confidentiality Section will result in irreparable injury to Company for which money damages could not adequately compensate Company. In the event of such breach, Company shall be entitled, in addition to any rights or remedies which it may have in law or in equity, to have an injunction issued by any competent court enjoining and restraining you from continuing such breach.

Employee

Dropshop Network Pvt Ltd,

\_\_\_\_\_

**Mr AATHAVA DURGAPRASAD**

\_\_\_\_\_

**Authorized Signature**

By

By

\_\_\_\_\_

Name

\_\_\_\_\_

Name

\_\_\_\_\_

Witness

\_\_\_\_\_

Witness

*Professional tax and TDS applicable on Net Amount.*

**Note:**

1. The company reserves the right to modify the above compensation package from time to time.
2. All the payables are subject to individual tax as per tax laws of India.



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www.quadgenwireless.com  
CIN: U32201KA2007PTC044638

HR/WIR/OL/2019/131

Date: 11<sup>th</sup> October 2019

**Mr.Jerripothula Narsingarao,  
Vizag**

Dear Narsingarao,

On behalf of QuadGen Wireless Solutions Pvt. Ltd., I am pleased to offer you the position of "Network Engineer-Trainee" for our India office at Vizag. You will be reporting to the Technical Manager.

#### **Terms and Conditions**

##### **1. Employment**

1.1 During the course of your employment with the Company, you will be governed by the terms and conditions in this Letter, rules, regulations and other Company policies (together the "Company Policies") as may be applicable from time to time.

1.2 The date of commencement of your employment with the Company shall be communicated to you separately. The period of your service with QuadGen Wireless Solutions Private Limited shall be treated as if you were employed by the Company for that period for the purpose of calculating your service benefits in accordance with the applicable laws.

1.3 You will be required to report to our office at Bangalore. You will be reporting to such person in Company as may be indicated to you from time to time. You may be required to travel where necessary to enable you to perform your employment obligations. Your services are transferable, and you may be transferred, seconded or deputed by the Company to any of its operations or operations of its employee companies or other third parties in India or abroad. The Company further reserves the right to transfer your employment to any other company or legal entity, as part of any transfer of undertaking of the Company or as part of any restructuring or amalgamation or such other plan implemented by the Company or by which the Company is bound.

1.4 During the term of your employment with the Company, you shall be required to discharge such duties as may be assigned to you from time to time and you shall diligently carry out all instructions given to you.

*Disha Maheshwari*  
A circular blue ink stamp with the text "QuadGen Wireless Solutions Pvt. Ltd." around the perimeter and "Bangalore" in the center, with a small star at the bottom.



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## **Offer Letter – Jerripothula Narsingarao– 11<sup>th</sup> October 2019**

1.5 During the term of employment and at all times thereafter, you shall not make any false, defamatory or disparaging statements about the Company and/or its employee companies or group companies, or the employees, officers, directors, shareholders, clients, customers or agents of the Company and/ or its employee companies and group companies.

1.6 Your employment with the Company and its continuance will be subject to your being medically (physically and mentally) fit and remaining so during your employment. You may be required at any time during your employment, to appear before and be examined by a medical officer specified by the Company.

### **2. Probation & Confirmation**

2.1 You shall be on a probationary period of 6 Months and will be confirmed on 1<sup>st</sup> April 2020. During this period, your performance will be reviewed and if found satisfactory your employment will be confirmed on completion of this period, unless otherwise communicated by the Company. In the event the Company, at its sole discretion, extends the term of probation for such period as it may deem fit, any such extension of probation shall be duly communicated to you in writing. Your performance will be continuously evaluated during such extended probationary period and if found satisfactory, your employment will be confirmed in writing on completion of this period.

### **3. Working Hours**

Your working hours will be as advised to you by your superiors from time to time and you may be expected to work beyond the standard working hours to achieve the results whenever your job so requires. Ordinarily you will be required to work for a minimum of 40 hours each week. You will be advised by your Supervisor or Manager of the working hours, break periods and weekly rest day(s). It is expressly agreed that if you fail to perform the work according to the scheduled working hours or you resort to stoppage of work, whether alone, or with others, you will be entitled to receive salary only in proportion to the working hours during which you actually performed work, apart from the fact that strict disciplinary action may be taken against you.

### **4. Leaves**

You will be entitled to leaves in accordance to the Company Policy on leave. All colleagues are encouraged to avail their accumulated leave balance, to ensure sufficient rest period away from work place as it is in the best interests of the employee and the firm to take annual leave. However, you must obtain prior approval of the concerned Manager prior to availing leaves

### **5. Termination**

5.1 Either you or the Company may terminate your employment with the Company by giving 60 days' notice in writing to the other party.




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### **Offer Letter – Jerripothula Narsingarao– 11<sup>th</sup> October 2019**

5.2 Your resignation shall not automatically be assumed to be accepted from the date of its communication to the Company and will be subject to the fulfillment of notice period, proper handover and any other conditions as may be communicated to you in writing by the Company.

5.3 The Company reserves the right not to accept the payment in lieu of the notice and at its sole discretion may require you to serve the complete or part of the notice period to effectuate a proper handover of charge to the sole satisfaction of the Company.

5.4 In the event of your resignation, the Company may, at its sole discretion, relieve you from such date as it may deem fit, even before the expiration of the notice period. Under these circumstances, the Company will ordinarily pay you compensation for the unexpired period of the notice period. The Company at its discretion reserves the right to withhold compensation, without incurring any liability should there be a material breach of your duties or obligations, or gross indiscipline or misconduct in this period.

5.5 The Company may terminate your employment with immediate effect; upon paying salary in lieu of notice or pro-rated salary for the balance notice period, in case you have been permitted to work during a part of the notice period.

5.6 The Company may terminate your services immediately without any compensation or notice thereof, if you are in material breach of your duties or obligations, or commit breach of trust or gross indiscipline or misconduct or commit breach of any applicable law or of the Company Policies and Code of Business Conduct or any of the terms and conditions of your employment. Such material breach would include your failure to comply with or committing breach of the provisions contained in this Letter, gross misconduct, financial irregularities, breach of confidentiality/ non-disclosure, breach of any applicable law or regulation, breach of the Company's Code of Business Conduct, refusal to carry out reasonable instructions and the like. The said right of the Company is without prejudice to its rights in law or equity to initiate other legal action as it deems fit to protect its interests.

5.7 In the event of your continuous absence for a period of 10 working days or more, without formal request or permission from the management for the same, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you and not as a termination of the service by the Company.

5.8 Subject to earlier termination of this engagement, you shall retire on your 60th birthday or the day immediately preceding such date, if your birthday does not fall on a working day. However, an extension may be allowed at the discretion of the Company.

5.9 The Company may proceed against you to seek injunction in an appropriate court of law against your working in any other company/firm/business before you are relieved from the Company. In addition to any other remedies which the Company may have at law or in equity, you agree that the Company shall have the right to have all provisions of this agreement specifically performed including the post-employment restrictions stipulated in clauses [6, 7, 8 and 11].

*D. Maheshwari*  
A circular blue ink stamp with the text "QuadGen Wireless Solutions Pvt. Ltd." around the perimeter and "Bangalore" in the center, with a small star at the bottom.



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## **Offer Letter – Jerripothula Narsingarao– 11<sup>th</sup> October 2019**

5.10 Upon cessation of your employment for any reason, and as a condition for you to receive any of the payments in connection with the cessation of your employment, you may be required

to execute and deliver to the Company a general release in, in such form and substance as prescribed by the Company.

5.11 The terms of this offer are strictly confidential between you and the Company and any breach of this confidence will be viewed with utmost seriousness. Your obligations set forth in paragraphs [6, 7, 8, and 11] survive expiration or termination of your employment contract with the Company.

### **6. Confidentiality & Employment Policy**

6.1 In the course of your employment with the Company, and by virtue of the position held by you, you may acquire or have access to information, technical or otherwise, including any computer software, trade secrets, design, technology, ideas, know-how, processes, formulas, compositions, data, techniques, improvements, inventions, work of authorship, business and product development plans, and other information concerning the Company's actual or anticipated business, research, and development or that is received by the Company, which is confidential or proprietary to Company or its subsidiaries or affiliates, its customers, subcontractors or any other person or company having any kind of association or relationship with Company, and/or its affiliates or subsidiaries. You shall keep and maintain strict confidentiality of such Confidential Information and data that may come to your possession or knowledge by virtue of this engagement, use such information only as may be required in the normal course of your work and shall not disclose or divulge any such information or data, without prior written consent of an authorized officer of the Company.

6.2 You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such Confidential Information to third parties or make use of such information for your own benefit or otherwise howsoever.

6.3 You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other Confidential Information, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.

6.4 Upon expiry or termination of your employment with Company, you will return and surrender to Company, all such Confidential Information including without limitation, data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases that came to you or were entrusted to you in the course of your employment and shall not retain any copy thereof in any form whatsoever. You may be required to execute such other or further agreements as Company or its affiliates or customers may require in this regard, from time to time.

*Disha Maheshwari*  
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**7. Disclosure of Information**

You shall not, except in the course of your duties or unless ordered to do so by a court of competent jurisdiction, either during or any time after your employment with us, use or disclose to any person, firm or corporation any information relating to the organization, its business, clients or trade secrets which have come into your possession in the course of your employment with us including public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information or documents, official or otherwise relating to Company or its subsidiaries or affiliates, customers, sub-contractors or any other person or company having any kind of association or relationship with Company and/or its subsidiaries or affiliates, except with prior written approval of Company.

**8. Intellectual Property Rights**

All intellectual property rights in any work or material developed by you during the course of your employment shall belong to and be the property of Company and you confirm that you shall not be entitled to claim any rights over such intellectual property. If required by Company, during or after the term of this engagement, you shall assign and transfer in favor of Company or, at the request of Company, in favor of any of its subsidiary, affiliate, customers or other persons, all intellectual property rights in such works or materials and shall execute such deeds and documents, as Company may require, to effectually vest in Company, any of its subsidiary, affiliate or customers as Company may require, any and all intellectual property rights and benefits in such works or materials. In performance of your duties and responsibilities, you shall not use or infringe any intellectual property properties or rights of any other persons.

**9. Compensation & Benefits**

You shall be paid a compensation of **Rs.2,30,000/-** per annum (CTC). Your compensation will be subject to applicable taxes and other payroll deductions. All company benefits are included in your CTC (Cost to Company).

Your gross annual compensation will be as set forth in the **Annexure II** (“Compensation”) and will be subject to deduction of tax at source. Your Compensation will be reviewed periodically as per

The Company/Division/Practice compensation review cycle. The Company assumes no responsibility for your personal tax affairs, and your tax liability in respect of your Compensation is entirely your responsibility. Provided however, Company may from to time to time, withhold any tax as may be required by applicable law. It is a condition of your employment that you will abide by the Company’s Policies of maintaining strict confidentiality of the compensation you receive from the Company. Effective your date of joining, you will be provided a Medical Insurance for self, spouse and dependent children through HDFC Ergo Health Insurance Company. Premium for this will be paid by the Company.






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**10. Learning & Development** -During the course of your employment with the Company, you may be required to undergo some training programs or engage in some process implementation or other skill enhancement activities in India or abroad. Company will bear the costs and expenses in relation to such programs. However, you will be required to be in the employment of Company for a minimum specified period after such programs, failing which you will be required to reimburse such costs and expenses incurred by the Company in relation to such programs. Regarding the aforesaid, the Company reserves the right to ask you to sign an agreement/bond employed with the training/assignment. In the event of any breach of the conditions employed with the bond the Company will invoke the appropriate penalty clauses and you will be liable to pay the damages as provided in the said agreement/bond. Your refusal to undergo such programs on such terms would be considered as a material breach of the terms of employment and in such case, Company shall have the right to terminate this engagement, by giving you 1 days' notice as referred to in clause 5 above, without being under obligation to make any payments to you.

### **11. Non-Competition Agreement**

In addition to the aforesaid, you will be at the time of your joining you will be required to sign the NON-COMPETE, NON-DISCLOSURE AND NON-SOLICITING AGREEMENT with QuadGen Wireless Solutions Pvt. Ltd.

12. Should any provision of this Letter be held invalid or unenforceable, such invalidity will not invalidate the whole of this Letter and the remainder of this Letter will remain in full force.

13. In the event of any dispute or claim arising under this Agreement or in connection with the conditions of employment under this Agreement, such dispute or claim shall be referred to arbitration in pursuance of the Arbitration and Conciliation Act, 1996. The Company shall in the event of any such dispute or difference, have the right to nominate an Arbitrator as the Sole Arbitrator to adjudicate upon the dispute/difference. The seat of the Arbitration shall be Delhi. Parties also agree to submit themselves to the exclusive territorial jurisdiction of courts at Delhi. The arbitration proceedings shall be conducted in English language. The fees of the Arbitrator shall be paid equally, in the first instance, by both parties, subject to the final adjudication of costs by the Arbitrator at the time of passing the award.

14. The Company reserves the right to introduce, modify, amend or annul any terms and conditions of your employment at any time. Any such changes shall be notified in writing to you from time to time and shall be deemed to be incorporated herein by reference and will form part of the terms and conditions of your employment.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial association with you. We trust our relationship will be guided by a quest for excellence in all facets of our interactions as well as based on a foundation of mutual respect and sincerity in all dealings.




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CIN: U32201KA2007PTC044638

**Offer Letter – Jerripothula Narsingarao– 11<sup>th</sup> October 2019**

This offer is contingent upon your successful completion and passing of a background check. If you do not successfully complete and pass the background check, this conditional offer of employment will be withdrawn. Therefore, you should not rely upon this conditional offer of employment until the condition of successfully completing and passing the background check has been satisfied. Our background check vendor will email you instructions to initiate the background check process. Please complete your section of the process within three (3) business days of receiving their email. This offer requires response by 14<sup>th</sup> October, 2019

Welcome aboard! Kindly return a copy of this letter duly counter signed by you in acceptance of the terms and conditions set out therein.

Sincerely,  
For QuadGen Wireless Solutions Pvt. Ltd.

  
Disha Maheshwari  
Manager – HR & Admin

I accept the offer of employment set forth above.

\_\_\_\_\_  
Jerripothula Narsingarao

\_\_\_\_\_  
Date

Start Date: .....



QuadGen Wireless Solutions Pvt Ltd.  
(A Subsidiary of QuadGen Wireless Solutions INC, USA)  
#607, World Trade Centre, Brigade Gateway  
No.26/1, Dr. Rajkumar Road, Malleshwaram West  
Bangalore-560 055, India  
(w) : +91 80 2265 8720  
www.quadgenwireless.com  
CIN: U32201KA2007PTC044638

**Offer Letter – Jerripothula Narsingarao– 11<sup>th</sup> October 2019**

**Annexure-I**

1. Original & photo copy of 10 &12th Certificates
2. Date of Birth Certificate
3. Original & photo copy of Graduation degree with all the mark sheets of all the semesters
4. Original & photo copy of Post-Graduation degree with all the mark sheets of all the semesters (if applicable)
5. Any professional Course / Diploma
6. Original & photo copy of Experience / Relieving letter from all previous employers
7. Original & photo Copy of Passport (All Pages)
8. Three Passport size photographs
9. Original & photo copy of PAN Card
10. Original & photo copy of Driving License / Photo ID Card or tax declaration form etc.
11. Existing Bank Account details (Cancelled cheque/ passbook frontpage Xerox copy)
12. Medical Fitness Certificate from a Certified Medical Practitioner
13. Pay-slips of last 3 months from previous company

**\*All documents photo copies should be notarized**

A handwritten signature in blue ink, appearing to read "D. Maheshwari", is written over a circular blue stamp. The stamp contains the text "QuadGen Wireless Solutions Pvt. Ltd." around the perimeter and "Bangalore" in the center, with a small star at the bottom.



QuadGen Wireless Solutions Pvt Ltd.  
(A Subsidiary of QuadGen Wireless Solutions INC, USA)  
#607, World Trade Centre, Brigade Gateway  
No.26/1, Dr. Rajkumar Road, Malleshwaram West  
Bangalore-560 055, India  
(w) : +91 80 2265 8720  
www.quadgenwireless.com  
CIN: U32201KA2007PTC044638

**Offer Letter – Jerripothula Narsingarao– 11<sup>th</sup> October 2019**

**Annexure-II**

**Mr. Jerripothula Narsingarao,  
Designation: Network Engineer-Trainee.**

Breakup of Remuneration will be as follows:

<b>PARTICULARS</b>	<b>Monthly</b>	<b>Annually</b>
BASIC	14704.00	176448.00
HRA	1373.00	16476.00
STATUTORY BONUS	583.00	6996.00
PF Employer Contr.	1800.00	21600.00
GRATUITY	707.00	8484.00
<b>CTC</b>	<b>19167.00</b>	<b>230000.00</b>

Note: PF & ESIC will be deducted as per laws applicable.

All other allowances are included in composite allowances.

Tax liability depends upon an employee; hence we can't forecast about the same. Income tax will be deducted as per IT Rules.

Sincerely,  
**For QuadGen Wireless Solutions Pvt. Ltd.**

  
Disha Maheshwari

**Disha Maheshwari  
Manager – HR & Admin**

GOVERNMENT OF ANADHRA PRADESH - PANCHAYAT RAJ DEPARTMENT  
DISTRICT SELECTION COMMITTEE : : DSC 2019  
PROCEEDING OF THE DISTRICT PANCHAYAT OFFICER, VISAKHAPATNAM  
PRESENT : SMT. V.KRISHNA KUMARI

Progs.No.201938/DSC2019

Dt.08.11.2019

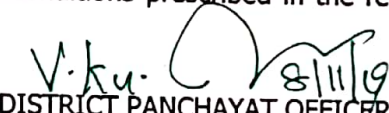
Sub : DSC 2019 - Visakhapatnam District - Recruitment of Posts to Village Secretariats - Sri / Smt. / Kum. PENTAKOTA VISWA TEJA S/O, D/O, W/O P V V SATYANARAYANA - Provisionally appointed as Panchayat Secretary Grade-VI (Digital Assistant) - Place Posting - Orders issued.



Read : 1.Proceedings Rc.No.201938/DSC 2019 Dt.31.10.2019 of the Chairman, DSC & District Collector, Visakhapatnam.

-o0o-

**ORDER**

1. Wherein the reference 1<sup>st</sup> read above, Sri / Smt. / Kum. PENTAKOTA VISWA TEJA S/O, D/O, W/O P V V SATYANARAYANA was provisionally selected as Panchayat Secretary Grade-VI (Digital Assistant) by the Chairman, DSC & District Collector, Visakhapatnam and directed the District Panchayat Officer, Visakhapatnam to issue Place Posting orders to the individual.
2. In view of the above, Sri / Smt. / Kum. PENTAKOTA VISWA TEJA S/O, D/O, W/O P V V SATYANARAYANA is here by posted as Panchayat Secretary Grade-VI (Digital Assistant) in VENKATAPURAM Village Secretariat of MUNAGAPAKA Mandal and directed to report before the Panchayat Secretary, Village Secretariat / Gram Panchayat, VENKATAPURAM of MUNAGAPAKA Mandal.
3. The Panchayat Secretary, Village Secretariat / Gram Panchayat, VENKATAPURAM of MUNAGAPAKA Mandal is directed to admit the above individual and intimate the date of joining to this Office immediately and extract the work as per the Job Chart prescribed for the Post.
4. The Individual is informed that he / she should follow the conditions prescribed in the reference 1<sup>st</sup> read above.

V.Ku.   
DISTRICT PANCHAYAT OFFICER  
VISAKHAPATNAM

To,  
Sri / Smt. / Kum. PENTAKOTA VISWA TEJA   
The Panchayat Secretary, Village Secretariat / Gram Panchayat, VENKATAPURAM   
Copy to the Extension Officer (PR&RD), MUNAGAPAKA  
Copy to the Mandal Parishad Development Officer, MPP, MUNAGAPAKA  
Copy to the Tahsildar, MUNAGAPAKA  
Copy to the Sub-Treasury Officer concerned.  
Copy to the District Treasury Officer, Visakhapatnam.  
Copy submitted to the Chef Executive Officer, Zilla Praja Parishad, Visakhapatnam.  
Copy Submitted to the District Collector, Visakhapatnam.  
Copy Submitted to the Commissioner, PR&RD, A.P., Thadepalli, Guntur District.

**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

Strictly Private and Confidential

**Date:17-May-2021**

**Gandepalli Vani  
C9519804**

**20-5-106,DasarigaddaRoad,Gavarapallem,Visakhapatnam**

**9398100337**

Dear **Gandepalli Vani**,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company") in our Advanced Technology Center, India as per the below terms and conditions:

**Job Profile - Application Development Associate**

**Management Level - 12**

**Job Family Group- 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". 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% and above or 6.5 CGPA and above in the current degree 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 2.1 (Feb 2021)

1

candidate's Signature

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

Pre-Onboarding Online Learning Program: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes a learning module – “Technology Fundamentals Online Learning” program. The training module of which will be made available to you at least 45 days before onboarding to give you a reasonable time to learn at your pace and comfort.

Details of the program are reiterated as under:

- Under the program, the learning modules hosted on a technology platform will prepare you to be code ready.
- Before onboarding/joining Accenture, you will need to go through the first attempt of Technology Fundamentals assessment based on the Pre-Onboarding Online Learning Program that was provided to you.
- In case you are unable to clear your Technology Fundamentals assessment during the first attempt, you will be provided a chance to take a second attempt before onboarding.
- Technology stream training will begin upon onboarding for those who have cleared the Technology Fundamentals assessment in the first or the second attempt.
- In case you are unable to clear your Technology Fundamentals assessment in the first or the second attempt, we will continue to onboard you on the confirmed date. Post onboarding/joining Accenture, you will be provided a third attempt.
- During each reattempt, reasonable help and guidance will be provided to you to clear the assessment.
- On successful clearance of the program assessment in the first attempt along with the completion of Pre-Onboarding Learning Program content, you will be eligible for a learning incentive of INR 10,000.
- In case you fail in the first attempt or have not completed your Pre-Onboarding Online Learning training you will not be eligible for any learning incentive.
- To clear assessments for the program, you are required to score minimum 60% marks in the first attempt test for the 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 assessment for the program.

Your employment with Accenture is subject to your successful completion of the assessment of the program, as mentioned above.

After you have cleared the Pre-onboarding Online Learning Program you will need to undergo further Accenture stream specific trainings. For clearing these trainings also, Accenture provides three attempts with success criteria similar to one for the Pre-onboarding Online Learning Program 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.

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 foregoing 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 on-line, 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.

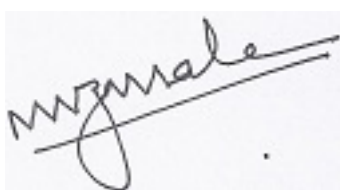
In case you have any feedback/ suggestion or have any query, feel free to write an e-mail to:

<https://indiacampus.accenture.com/candidate>

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:

A handwritten signature in black ink, appearing to read 'mzurale', with a horizontal line drawn through it.

Mahesh Vasudeo Zurale

Senior Managing Director

Lead, Advanced Technology Center, India

[ Insert full legal name]

## ANNEXURE 1

### COMPENSATION & BENEFITS

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

<b>Total Cash Compensation Elements</b>	
	<b>Annual (INR)</b>
<b>(A) Annual Fixed Compensation</b>	383000
<b>(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)</b>	32500
<b>Maximum Annual Total earning potential (A+B)</b>	415500
<b>Joining Bonus (Refer to the Section C)</b>	25,000
<b>(D) Additional Benefits</b>	
<b>Gratuity as per law<sup>#</sup></b>	9500
<b>Insurance Premium(notional value)</b>	
<b>Total Cash Compensation + Total Additional Benefits (A+B+C+D)</b>	450000

#### (A) Annual Fixed Compensation

• Your annual fixed compensation is INR 383000. 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.

TDS is deducted as applicable from your income.

#### (B) Local Variable Bonus (LVB)

•As part of your annual total cash compensation, you will be eligible to participate in the FY21 Local Variable Bonus programme (LVB). Your indicative pay-out can range from 0% to 8.5% of the prorated fixed pay in the Fiscal year, subject to the overall terms and conditions of the LVB, including but not limited to your individual performance achievements and the Company's performance. In addition to these two components, your LVB is also linked to your Individual Utilization. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the LVB programme guidelines The LVB will be paid out subject to you being on the roles of the Company on the date of disbursement of these pay outs and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

(C) Joining Bonus

You are also eligible for a joining bonus and an additional bonus as per the terms mentioned below.

- Joining Bonus: of INR 25,000 payable upon joining the organization and will be paid out along with salary of the month of joining or succeeding pay month. In case you leave, or your services are separated from the Company (except for ramp down or redundancies by the Company) before completion of 1 year from the date of joining, then this whole amount shall be recovered from you.

**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.

Benefits applicable for current 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, parent's 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, parent's 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 amount is an approximation of your eligibility and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, as per the Company policy.
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. Original marksheet of all semester (PG/UG).
3. Original provisional degree certificate or convocation degree certificate.
4. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
5. Copy of Degree/PG/Diploma (as applicable) certificates.
6. Passport copy, if available (if not please apply immediately).
7. Pan Card
8. Copy of Aadhaar Card or copy of receipt of Aadhaar enrolment number which we request you to voluntarily provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC and others. Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications.

March 25, 2022

HRD/3T/1004040869/21-22

Mr. vachalapu vasudev  
No. 10-6-73/2  
Kailash Nagar Gajuwaka  
Vishakapatnam-530026  
India

Ph: +91-9618727252

Dear vachalapu,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

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

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2022.03.25 15:03:36 IST  
Reason: Digitally Signed  
Location: Bangalore

INFOSYS LIMITED  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

HRD/1004040869/21-22

March 25, 2022

Mr. vachalapu vasudev  
No. 10-6-73/2  
Kailash Nagar Gajuwaka  
Vishakapatnam-530026  
India

Ph: +91-9618727252

Dear vachalapu,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer** .

Here are the terms and conditions of our offer:

### **Definition**

The following terms shall have the following meanings for the purpose of this Offer of Employment ( "**Offer Letter**" hereinafter).

"**Affiliates**" means any entity that controls, is controlled by, or is under common control with the Company.

"**Company**" refers to Infosys Limited.

"**Control**" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"**Training**" shall mean and include all the training that shall be imparted to you on joining the Company.

### **Joining**

Your scheduled date of joining the employment of the Company will be **04-Apr-2022**.

### **Location**

Your location for employment is **MYSORE, India** .

You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

## **Training**

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

## **Terms and Conditions during Training**

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company` s pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:



- a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;
- b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.
- c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

### **Probation and Confirmation**

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

### **Leave**

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

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

### **Increments and Promotions**

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

### **Transfer**

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

## **Compensation and Benefits**

### **Salary**

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

### **Performance- linked Incentive**

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

### **Ex - Gratia / Bonus**

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

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### **Basket of Allowances (BOA)**

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.

### **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

### **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

### **Passport & Driving License**

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

### **Notice Period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

## **Background Checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

## **Other Terms and Conditions**

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

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company`s discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet `Sparsh`. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

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

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_  
Print your full Name

\_\_\_\_\_  
Location

Signature Not Verified



Digitally signed by Richard Lobo  
Date: 2022.03.25 15:03:36 IST  
Reason: Digitally Signed  
Location: Bangalore

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

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

<b>COMPENSATION DETAILS</b> (All figures in INR per month)	
NAME	Mr. vachalapu vasudev
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

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

<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

**ANNEXURE - II**  
(Compensation post successful completion of six months)

<b>COMPENSATION DETAILS</b> (All figures in INR per month)	
NAME	Mr. vachalapu vasudev
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

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

<b>4. INCENTIVE COMPONENTS</b>	<b>At an indicative Payout of 5%</b>	<b>At indicative Payout of 10%</b>	<b>At indicative Payout of 20%</b>
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>	<b>26,250</b>		
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>	<b>27,500</b>		
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>	<b>30,000</b>		

<b>OTHER BENEFITS</b>				
<b>Scheme</b>	<b>Eligible Amount In INR</b>	<b>Interest</b>	<b>Monthly Instalments</b>	<b>Margin Money (To be borne by the employee)</b>
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act



**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

Strictly Private and Confidential

**Date:25-Mar-2022**

**Surya Venkata Chiranjeevi Sunkari  
C10939055**

**1-35 sivalayam street, khandivaram(village), cheedikada(mandalam),  
9912287193**

Dear **Surya Venkata Chiranjeevi Sunkari,**

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Center, India as per the below terms and conditions:

**Job Profile - Application Development Analyst**

**Management level – 11**

**Job Family Group - Software Engineering**



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

HDFC Bank Ltd.

December 30, 2021

Applicant No.56272

<b>Name : Jagadeesh Gonthina</b>		
<b>Grade : Trainee</b>		
<b>Vertical : RETAIL BRANCH BANKING</b>		
<b>Location : Vizag</b>		
<b>Contact No : 8328253017</b>		
	<b>Per Month (Rs)</b>	<b>Per Annum (Rs)</b>
<b>Base</b>	<b>6,535</b>	<b>78,420</b>
<b>Allowance</b>	<b>9,700</b>	<b>1,16,400</b>
<b>Medical</b>	<b>1,250</b>	<b>15,000</b>
<b>Conveyance</b>	<b>1,600</b>	<b>19,200</b>
<b>Lunch Allowance</b>	<b>910</b>	<b>10,920</b>
<b>Provident Fund</b>		<b>21,600</b>
<b>Gross</b>	<b>19,995</b>	<b>2,61,540</b>

Welcome to the HDFC Bank family.



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

**Personal & Confidential**

**December 30, 2021**

**56272**

**Jagadeesh Gonthina**

**Vizag**

**Dear Jagadeesh,**

Further to the interview and discussion you had with us, we are pleased to offer you the position of **RBB-TELLER** in HDFC Bank subject to the following terms and conditions:

**Compensation:**

Your annual compensation package will be as set out below:

Base salary	: Rs. 78,420/- p.a.
Allowance	: Rs. 1,16,400/- p.a.
Medical	: Rs. 15,000/- p.a.
Conveyance	: Rs. 19,200/- p.a.
Lunch Allowance	: Rs. 10,920/- p.a.
Provident Fund	: You will be covered under the Provident Fund Act. The Bank shall contribute 12% of your base salary towards provident and pension funds in accordance with applicable laws.

**Training Period:**

The duration of your training will be for a period of twelve months from the date of joining. It is at the sole discretion of the Management to extend the period of training or modify/alter the terms of this contract on the basis of your performance, suitability and/or for any other reason/s whatsoever, on such terms and conditions as determined by the Bank.

**Location:**

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

**Termination of Contract:**

This contract can be terminated by the Bank or by you at the discretion of the management, either by giving one month's notice in writing or one month's emoluments in lieu of notice.

Applicant No. 56272

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**www.hdfcbank.com**

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

Corporate Identity No.: L65920MH1994PLC080618

**Secrecy:**

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

**Alternative Employment:**

During the course of your training with the Bank, you will not engage yourself directly or indirectly in any trade, business, occupation, employment, service or calling whether for remuneration or otherwise, without the prior written consent of the Bank.

**Maternity Benefits:**

a) All women employees of the Bank, irrespective of their tenure shall be eligible for Maternity Leave. The Bank shall allow 26 weeks of paid Maternity leave to its women employees, of which, not more than 8 weeks to precede the date of her expected delivery. The maximum period entitled for maternity benefit by a woman having two or more than two surviving children shall be 12 weeks of which not more than 6 weeks shall precede the date of her expected delivery.

b) The employee shall be also eligible for leave with pay for a period of 6 weeks in the event of a miscarriage or medical termination of pregnancy.

c) In case of tubectomy operation, a woman employee is entitled for leave for a period of 2 weeks immediately following the day of her tubectomy operation.

d) The Bank shall additionally provide leave with pay for a maximum period of one month for illness arising out of Pregnancy, delivery, premature birth of the child, miscarriage, medical termination of pregnancy or tubectomy. This benefit is allowed subject to production of Medical Certificate.

e) A woman employee who legally adopts a child below the age of three months or a commissioning mother, shall be entitled to maternity leave with pay for a period of 12 weeks from the date the child is handed over to the adopting mother or the commissioning mother, as the case may be. The maximum period of maternity leave entitled to a woman employee legally adopting a child of over three months old and below the age of 6 years shall be eight weeks.

f) In cases where a woman employee is not able to resume her duties at the end of Maternity Leave on account of medical / health reasons, she may be allowed to work from home for a period not exceeding 30 days subject to approval of concerned Group Head and CHRO provided the nature of work is such that she may work from home.

**Creche facility:**

a) The Bank will provide crèche facility in line with regulatory guidelines. The offices /locations where such facilities would be made available and the applicable terms and conditions would be notified in the Employee Portal of the Bank.



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

**Conditions Precedent:**

The offer is made to you subject to the following pre-conditions:

- a) The Bank receiving attested copies of all your degrees, professional qualifications certificates and documents of scholarships/prizes won, if any.
- b) Your successful completion of Graduate/Post Graduate/Professional course which is currently ongoing for which you have been interviewed and offered.
- c) The Self Declaration given by you in respect of your medical fitness is in order.

The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the Bank and with regard to any dispute arising thereof, the Mumbai Courts will have exclusive jurisdiction.

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

Kindly note that you are required to join the Bank as per the joining date agreed basis our discussion not exceeding 90 days from the issuance of the letter. You are required to give acceptance of the offer & above terms and conditions of employment immediately on receipt of this offer letter. This offer letter will be valid for a maximum of 90 days from the date of this letter.

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

**Yours truly,**

**For HDFC BANK LIMITED**

( Digitally Signed by **Ritesh Gupta** )

**This communication is computer generated and may not contain signature. Where sent by email, this is signed with the digital signature of the HDFC Bank Ltd - which is obtained from a certifying authority under the Information Technology Act, 2000.**

Digitally signed by DS HDFC BANK  
LIMITED HUMAN RESOURCES  
Date: 2021.12.30 11:54:27 +05:30

Applicant No. 56272

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

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

Corporate Identity No.: L65920MH1994PLC080618

**CONFIDENTIAL**

09<sup>th</sup> August '2021

**Ms. Sreeram Marteena Kezia**  
4-2-161/2, TEACHERS COLONY, BAPATLA  
GUNTUR, ANDHRA PRADESH - 522101  
Contact No: +91- 9133653495

Dear Marteena,

Sub: Offer of Employment

We are pleased to offer you the employment as **QA Trainee**.

Your annual remuneration will be **INR 3,00,000 (Rupees Three Lakhs Only)** per annum and the breakup of the same is attached in the Annexure (1-A)..

You will be required to join with us on **11<sup>th</sup> August '2021**.

You will be signing an agreement for a period of 2 years. In case you break the agreement and leave the company before completion of two years, the company shall bound to hold your relieving documents and you will be released without any relieving /experience letters.

The authority of terminating this agreement at any point of time lies with the company. The company may terminate it before the expiry of the agreement by giving a notice period of one month in writing to you. The agreement can be terminated by the company; if you are found guilty of any misconduct or negligence in performing your duties that has affected the business or any breach of agreement.

The next salary review based on your performance will fall due in **August' 2022** subject to the company policy from time to time. As part of joining process, you are expected to submit the following documents as mentioned in the Annexure (1-B).

A detailed appointment letter indicating the terms and conditions of service and the employee benefits plan will be issued to you after we complete the joining formalities & verification of your records. You are requested to produce this letter on your joining the company.

Please sign the copy of this letter and send it back to us to express your acceptance of the offer.

We look forward to working with you at **Athena Global Technologies Limited**.



**Murali Krishna Bade**  
Sr. Manager - HR

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I agree to accept the offer on the Terms & Conditions mentioned in the above letter.

Signature: \_\_\_\_\_ Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Athena Global Technologies Limited.**

CIN: L74140TG1992PLC014182

Regd.Off : NCC Building, 3rd Floor, Western Wing, Madhapur, Hyderabad-500081. INDIA

Ph+(91)4023119633 Fax+(91)4023119614 www.athenaglobaltechnologies.com E-mail: info@athenaglobaltechnologies.com

# CONJECTURE

20<sup>th</sup> February, 2021  
Visakhapatnam

To,  
Matha Bharathi,  
D/o Matha Govindarao, 3-44  
A O B Colony,  
Rambilli Mandal, Manyapuchintuva,  
Kalavalapalle, Visakhapatnam- 531061

Dear Matha Bharathi

We are pleased to extend an offer to you to join Conjecture Consulting Private Limited. ("CONJECTURE") as Bench Sales Recruiter.

Commencement of Employment:

Your appointment begins from 24<sup>th</sup> February, 2021. We would like to inform you that this offer is subject to the results of your background check which includes criminal records check and reference checks, and verification of education. If the results of your background check reveal information false or is inconsistent with our standards, this offer will be rescinded or your employment with Conjecture Consulting Private Limited may be subject to immediate termination.

Salary & Incentives:


Our offer to you includes a gross monthly salary of Rs.1,20,000/-, CONJECTURE will provide you allowances and reimbursements as indicated in the Annexure to this offer letter. All salary, allowances and reimbursements will be paid less any applicable taxes and withholdings.

Benefits Program:

CONJECTURE is committed to providing employees comprehensive and competitive levels of compensation and benefits. Our salary and benefit programs are competitive in our industry and are designed to meet the needs of employees and their families.

Place of Work:

You will report into CONJECTURE'S Anakapalle office. CONJECTURE reserves right to, after giving you reasonable notice, to transfer or assign your services to any place of business of CONJECTURE that may presently be operating, or which may subsequently be acquired or established, in any part of India or abroad.

  
Conjecture Consulting Private Limited  
CIN: U72900AP2019PTC111013  
Registered Office: 5-7, Munagapaka Mandalam, Anakapalle, Vishakhapatnam AP 531002 IN



**STRICTLY PRIVATE & CONFIDENTIAL**

Date: 29/03/2021

To,  
Ms. Mypalli Shyamala Nookeshwari  
Email: mypalishyamala98@gmail.com  
Visakhapatnam

Dear Mypalli Shyamala Nookeshwari,

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 **9<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

Ref: 826820/1917049/Permt

Date: 23rd July, 2021

**Chellarapu Malathi**  
Dr.No: 65-3-186/2, Hanumanagar, Sriharipuram  
Malkapuram, Visakhapatnam - 530011  
Phone No: 9500878753

**Subject - Offer of Appointment**

Dear **Chellarapu Malathi**,

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. 174606 (Rupees One Lakh Seventy Four Thousand Six Hundred And Six 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 **23rd July, 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 **23rd July, 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



**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	Chellarapu Malathi	
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>4606</b>	
GRATUITY	1635	
INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	2971	
<b>TOTAL COST TO COMPANY..... (C) = (A) + (B)</b>	<b>174606</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.**

**Accepted by :**



**Mukul Sah  
Group Function Head (Support) – Human Resource**

**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:

**EMPLOYMENT OFFER LETTER**

Cappgemini Ref: 4546112 /807881,

05/24/2021,

Santosh Kumar P  
Dno: 30-8-5, R.H.Colony, Vadlapudi,,  
Visakhapatnam ,Andhra Pradesh,  
India

**Confidential**

**Dear Santosh Kumar Penta,**

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with **Cappgemini Technology Services India Limited ('Cappgemini' or 'Company')** starting from **05/25/2021** (or such other date as may be communicated to you by the Company), as per details given below.

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

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

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

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

## **EMPLOYMENT OFFER LETTER**

Capgemini Ref: 4419651/712280,

04/06/2021,

Penta Susmita  
Dno: 30-8-5, R.H.Colony, Vadlapudi,  
Visakhapatnam,  
India

**Confidential**

**Dear Penta Susmita,**

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 **04/08/2021** (or such other date as may be communicated to you by the Company), as per details given below.

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

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

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

HRD/3T/1003193168/21-22

February 14, 2022

Ms. Salapu Priyanka  
3-87 Salapuvanipalem,  
(Ho)Maredupudipost,,Visakhadistrict  
Anakapalle-531019  
India

Ph: +91-7981485677

Dear Salapu,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

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

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2022.02.14 15:35:46 IST  
Reason: Digitally Signed  
Location: Bangalore

INFOSYS LIMITED  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

HRD/1003193168/21-22

February 14, 2022

Ms. Salapu Priyanka  
3-87 Salapuvanipalem,  
(Ho)Maredupudipost,,Visakhadistrict  
Anakapalle-531019  
India

Ph: +91-7981485677

Dear Salapu,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer** .

Here are the terms and conditions of our offer:

### **Joining**

Your scheduled date of employment with us will be **24-Feb-2022**.

### **Location**

Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

*\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

### **Training**

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

## **Probation and Confirmation**

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

## **Leave**

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

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

## **Agreement**

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

## **Compensation and Benefits**

### **Salary**

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month** . The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

### **Training Performance - linked Incentive**

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.



### **Ex - Gratia / Bonus**

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

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### **Basket of Allowances (BOA)**

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

### **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

### **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250** .

The details of the Scheme would be available to you when you join the Company.

## **Notice Period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

## **Background Checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

## **Other Terms and Conditions**

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

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

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

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
 Sign your name

\_\_\_\_\_  
 Print your full Name                      Location

**Signature Not Verified**  
 Digitally signed by Richard Lobo  
 Date: 2022.02.14 15:35:46 IST  
 Reason: Digitally Signed  
 Location: Bangalore

INFOSYS LIMITED  
 CIN: L85110KA1981PLC013115  
 44, Infosys Avenue  
 Electronics City, Hosur Road  
 Bangalore 560 100, India  
 T 91 80 2852 0261  
 F 91 80 2852 0362  
 askus@infosys.com  
 www.infosys.com

**ANNEXURE - I**  
(Compensation during the Training)

<b>COMPENSATION DETAILS</b> (All figures in INR per month)				
NAME	Ms. Salapu Priyanka			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
<b>MONTHLY GROSS SALARY</b>				<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>25,000</b>
<b>TOTAL GROSS SALARY</b>				<b>25,000</b>
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

**ANNEXURE - II**  
(Compensation post Unit allocation)

<b>COMPENSATION DETAILS</b> (All figures in INR per month)	
NAME	Ms. Salapu Priyanka
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

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

<b>4. INCENTIVE COMPONENTS</b>	<b>At an indicative Payout of 5%</b>	<b>At indicative Payout of 10%</b>	<b>At indicative Payout of 20%</b>
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>	<b>26,250</b>		
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>	<b>27,500</b>		
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>	<b>30,000</b>		

<b>OTHER BENEFITS</b>				
<b>Scheme</b>	<b>Eligible Amount In INR</b>	<b>Interest</b>	<b>Monthly Instalments</b>	<b>Margin Money (To be borne by the employee)</b>
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20184612775/Mumbai**  
**Date: 26/03/2021**

Mr. Prudhvi Raj Kotha  
7-10-16 Nistla Vari Street, Opp Yoga Center Anakapalle Nistla Vari Street,  
Anakapalle,  
Anakapalle-531001,  
Andhra Pradesh.  
Tel# 91-9010686450

Dear Prudhvi Raj Kotha,

**Sub: Letter of Offer**

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

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

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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/DT20184612775**

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**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹14,784/- per month.

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

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

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

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

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

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

#### **3. Food Card**

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





## **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.

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**TATA CONSULTANCY SERVICES**

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Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



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.



## **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

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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.





## 24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



**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>Prudhvi Raj Kotha</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Others</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	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>

# 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	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>



## 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.



**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

1

Strictly Private and Confidential

**Date:23-Feb-2022**

**Rohini Dharmireddy  
C10788833**

**Do.no: 31-10-1/1, Bangarammetta, Allipuram, Visakhapatnam, Andhra Pradesh-530004  
8008821073**

Dear **Rohini Dharmireddy,**

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Center, India as per the below terms and conditions:

**Job Profile - Application Development Analyst**

**Management level – 11**

**Job Family Group - 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, 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 6.2 Dec 2021

1

Candidate's Signature

Reference Id: 13a51546-b323-4d41-bec9-7492e4de7ce8\_1  
Signed By: Mahesh Vasudeo Zurale

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and including the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your time of registration.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.



## Offer Letter

Name: SEEMANAPALLI VARAHALU

Date: Monday, February 3, 2020

Dear Mr. SEEMANAPALLI VARAHALU,

With reference to your application and subsequent discussions you had with us, we are pleased to offer you an appointment with Think and Learn Private Limited (“Company”), on the following terms and conditions:

1. **Date of Joining & Work Location:** Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **Thursday, February 6, 2020**. Your work location would be **Vizag** 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.
2. **Term:** The term of this Agreement would be for a period of 3 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 11 of this Agreement.
3. **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-employment screening activities (including background verification and criminal history check).
4. **Offer of permanent position:** It shall not be obligatory on the part of the Company to offer a permanent position to you on expiry of this Agreement. This offer of employment will be subject to the satisfactory performance during training and also subject to 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. Upon satisfying the above conditions, conversion will be done with immediate effect with a compensation of 10LPA (7LPA fixed + 3LPA variable). However, the Company may at its sole discretion and its business requirements, offer you an offer of

employment for a permanent position

5. **Department, Designation & Reporting Manager:**

Department: Business Development (51000000)  
Designation: Business Development Trainee - Sales  
Reporting Manager: Kolla Srikanth (TNL201707484)  
Role Location: Vizag  
Reporting Location: Byjus Hyderabad -Think and Learn Pvt. Ltd (BYJU'S-The Learning App), 2nd Floor, C block, Sanali Info Park bearing No. 8-2-120/113 Road No.2, Banjara Hills, Hyderabad - 500033  
Reporting Time: 8 : 30 : AM

6. **Cost to the Company:** Your compensation is INR 25000 per month. You are also eligible for a performance pay up to INR 300000/- based on your individual targets and performance numbers during your 3 months training period.

7. **Deductions:** The Company shall be entitled to deduct from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

- (a) Provident Fund;
- (b) Income tax deducted at source at the rates applicable;
- (c) Employment / professional taxes;
- (d) Dues to Company including loans and advances; or
- (e) Any other applicable statutory deductions

The income tax liability with regards your salary and perks will your liability, and will be governed by the applicable tax laws of the country as applicable from time to time.

8. **Expense Reimbursement:** In addition to the aforementioned salary, 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 to you will be shared with you on joining.

9. **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 'Policies' tab in your 'Employee Service Platform Account' and/or the 'Employee's Handbook' provided to you.

10. **Leaves**: You will be entitled to get 1 casual leave/sick leave per month. Employees whose date of joining service falls between 1st to the 15th of a month are entitled to get the leave credit for that month. Employees whose date of joining service falls between 16th to the end of the month are not entitled for the leave credit for that month.

11. **Absence from duty**: When an employee takes 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 under loss of pay. The employee has to report to his / her department head on rejoining duty from absence and provide valid reasons for absence in writing before taking up work again. If an employee is absent from duty for more than 6 days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

12. **Termination**: Subject to Clause 2, your services may be terminated in the following manner:

(a) The Company will be entitled to terminate your services by giving you 48 hours' notice in writing, or by payment of 48 hours' salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 48 hours' notice in writing or 48 hours' salary in lieu of such notice.

(b) In the event of termination 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 services of the Company or for any other reasons causing grievous loss / damage / disrepute to the Company / associates, your termination will be immediate and without any notice or compensation.

(c) In the event of your resignation from the services of the Company, 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 salary in lieu of the notice period and you will not be eligible to be hired by the Company in future. You shall, on ceasing to be an employee 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 employment with the Company.

13. **Confidential Information:** As an employee, you may come in to 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 employment 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 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.

14. **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 right in such intellectual property in perpetuity to the Company. You shall not assert any right, title and interest over such intellectual property rights.

15. **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.

16. **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 employment 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 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 employment, 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 breach of the terms of your employment 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 employment 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) You will keep the Company informed of any change in your residential address, your family status or any other personal particulars relevant to your employment, as and when the change occurs.

(f) You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the services of the Company. Your employment with the Company shall be contingent upon you executing the said agreement.

(g) You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.

(h) 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.

(i) This letter constitutes the complete understanding between you and the Company regarding the terms of your employment with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your employment. Any modification of this letter will be effective only if it is in writing, signed by both parties.

(j) 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 employment 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 us at the earliest. We are certain that 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. 10th Mark sheet
2. 12th Mark sheet
3. Graduation/Post Graduation Mark sheet–All semester mark sheet
4. Graduation/Post Graduation–Provisional Certificate/Course Completion Certificate
5. Resume
6. BYJU'S Offer Letter
7. Pan Card
8. Aadhaar Card
9. Voter ID/Passport/Driving License
10. Cancelled Cheque/Bank Statement/Bank Passbook
11. 3 Passport Size Photograph
12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' payslip(Only for experienced candidate)



Yours sincerely,  
For and on behalf of,

**Think & Learn Pvt. Ltd.**

**Accept Job Offer by signing below**

**Human Resource**

**Signature:**

## OFFER LETTER

MS. KANUMURI SOWMYA  
DRNO: 427/C, SECTOR 10  
STEELPLANT, VISAKHAPATNAM

REF NO: NSK/ENG/030418/25265  
28-03-2019

Dear MS. SOWMYA,

We are pleased to offer you the position of **JR. SOFTWARE DEVELOPER** in our **NSK TECHNO** based at **VISAKHAPATNAM, ANDHRA PRADESH**.

Your immediate supervisor will be **NSK TECHNO**. We trust that your knowledge, skills and experience will be among our most valuable assets.

As discussed and agreed with you, you will be eligible to receive the following beginning on your joining date:

- **Salary:** Annual gross starting salary of **Rs. 1,44,000.00**, subject to tax and other statutory deductions
- **Business Travel allowance and reimbursements** as per company policy.

This offer letter is valid till **01-05-2019**. Please send a signed copy of this letter indicating your acceptance to join and resignation acceptance letter from your current employer to our HR.

Your **Appointment Letter** will be issued on the date of joining. The joining formalities and induction will be carried out in our **NSK TECHNO**.

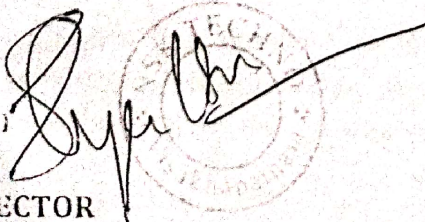
Please submit the following documents to HR at the time of your joining: (1) photocopies of your degree certificates, (2) certifications, if any, (3) experience/ relieving letters (4) two color passport-size photos, (5) last salary slip from your previous organization and (6) proof of address.

We look forward to welcome you aboard.

Sincerely,

NSK TECHNO

MANAGING DIRECTOR





# NSK TECHNO

## OFFER LETTER

MS. BHARGAVI KORIBILLI  
FLAT NO 106 KOTTURU  
ANAKAPALLI, VISAKHAPATNAM

REF NO: NSK/ENG/030418/25262  
28-03-2019

Dear MS. BHARGAVI,

We are pleased to offer you the position of JR. SOFTWARE DEVELOPER in our NSK TECHNO based at VISAKHAPATNAM, ANDHRA PRADESH.

Your immediate supervisor will be NSK TECHNO. We trust that your knowledge, skills and experience will be among our most valuable assets.

As discussed and agreed with you, you will be eligible to receive the following beginning on your joining date:

- Salary: Annual gross starting salary of Rs. 1,44,000.00, subject to tax and other statutory deductions
- Business Travel allowance and reimbursements as per company policy.

This offer letter is valid till 01-05-2019. Please send a signed copy of this letter indicating your acceptance to join and resignation acceptance letter from your current employer to our HR.

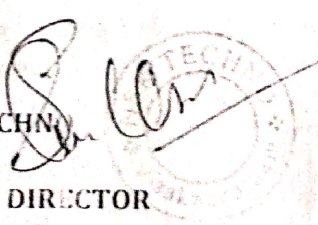
Your Appointment Letter will be issued on the date of joining. The joining formalities and induction will be carried out in our NSK TECHNO.

Please submit the following documents to HR at the time of your joining: (1) photocopies of your degree certificates, (2) certifications, if any, (3) experience/ relieving letters (4) two color passport-size photos, (5) latest salary slip from your previous organization and (6) proof of address.

We look forward to welcome you aboard.

Sincerely,

For NSK TECHNO  
MANAGING DIRECTOR



NSK TECHNO, TPT COLONY, SEETAMADHARA, VISAKHAPATNAM, ANDHRA PRADESH. 530013

LIN: AP-03-84-011-0521450

Date: 23-01-2019

Dear Mr. / Ms. : Gowthami. mAddress : A.S. Pet 9

This has reference to your application and the subsequent interview/test, which you had during the JOB MELA / Campus Drive at:

You have been shortlisted for the position of Data Process. W Company (Department): KARVY GATEWAY HR DEPT for further process we request you to come at our below given office address, with all your documents.

**Documents:**

1. 5 Passport size 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 FORDE Search Private Limited.

Karvy Gateway, 3rd Floor, Financial district, Nanakramguda, Serilingampally Mandal, Hyderabad, Telangana.

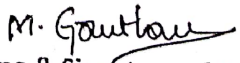
**Contact HR:**

Shanmukha-8143326367

**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 of Forde Search Pvt Ltd, and hereby sign on duplicate copy of this letter as a token of my acceptance of the same.

  
Authorized Name & Signature of Recruiter

  
Name & Signature of Applicant

**KARVY FORDE SEARCH PRIVATE LTD**

Karvy Gateway, 3rd Floor, Financial district, Nanakramguda, Serilingampally Mandal, Hyderabad, Telangana

Phone: 040-61118507 / 040-61118518

Pin Code: 500032



Date: 23-01-2019

Dear Mr. / Ms. : Pravalika . mAddress : Anaka Palli

This has reference to your application and the subsequent interview/test, which you had during the JOB MELA / Campus Drive at:

You have been shortlisted for the position of Data Processing Company (Department): KARVY GATEWAY HR DEPT for further process we request you to come at our below given office address, with all your documents.

**Documents:**

1. 5 Passport size 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 FORDE Search Private Limited.

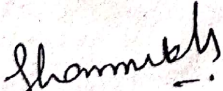
Karvy Gateway, 3rd Floor, Financial district, Nanakramguda, Serilingampally Mandal, Hyderabad, Telangana.


**Contact HR:**

Shannukha-8143326367

**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 of Forde Search Pvt Ltd, and hereby sign on duplicate copy of this letter as a token of my acceptance of the same.

  
Authorized Name & Signature of Recruiter

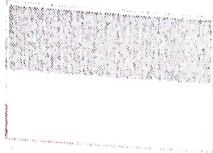
  
Name & Signature of Applicant

**KARVY FORDE SEARCH PRIVATE LTD**

Karvy Gateway, 3rd Floor, Financial district, Nanakramguda, Serilingampally Mandal, Hyderabad, Telangana

Phone: 040-61118507 / 040-61118518

Pin Code: 500032



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

From: <careers@wipro.com>

Date: Tue, Dec 4, 2018 at 5:50 PM

Subject: Letter of Intent - Sai Charan Moka - Ref. No.: 8404230

To: <mokasaicharan96@gmail.com>

Cc: <manager.campus@wipro.com>

## Campus - Letter Of Intent

December 04, 2018

Dear Sai Charan Moka,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of Project Engineer which will be in the Career Band TRB-II of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

Component	Amount (INR)
Basic	11,667
HRA	5,834
Bonus	2,333
Wipro Benefits Plan(WBP)	5,254
<b>Total Fixed Cash</b>	<b>25,088</b>
PF (Employer Contribution)	1,400

Gratuity	620
<b>Total Fixed Compensation</b>	<b>27,108</b>
<b>Other Compensation Benefits</b>	
Health benefit(Medical)	600
<b>Variable Pay</b>	
Target Variable Pay	1,459
<b>Target Cost to Company per month</b>	<b>29,167</b>
<b>Total Cost to Company per annum</b>	<b>3,50,004</b>

Kindly note this letter of intent, if accepted, shall be followed by a letter of appointment from us.

Please confirm your interest to receive the offer of appointment by accepting the contents of this communication within 15 calendar days. Your communication of interest is a precondition to the issuance of the offer of appointment.

Please login to your [Candidate Desktop](#) to Accept or Decline the offer.

Yours sincerely,

For Wipro Limited  
Sunil Kalachar  
General Manager - Global Campus Head

No. 21008/EST/HR&A/KOT  
Date: 07.12.2020

Roll No.- 80004057

To,  
NAKKA TVS NARAYANA,  
H NO 5-22 TERUVUPALLI VILLAGE,  
YELLAMANCHILI,  
VISAKHAPATNAM,  
Andhra Pradesh  
Mobile- 6302422055

Dear NAKKA TVS NARAYANA,



भारत इलेक्ट्रॉनिक्स लिमिटेड

भारत सरकार (रक्षा मंत्रालय) का उपक्रम  
कोटद्वार-246 149, पौड़ी गढ़वाल (उत्तराखण्ड) भारत

**Bharat Electronics Limited**

A Govt. of India (Ministry of Defence) Enterprise  
Kotdwara-246 149, Pauri Garhwal (Uttarakhand) India

Phone : +91-1382 - 231116, 236450 to 452

Fax : +91-1382 - 231116, 231156

email : pnakot@bel.co.in

Website : <http://www.bel-india.com>

CIN No. : L32309KA1954GOI000787

**Sub: Provisional Offer of Engagement as 'Trainee Engineer - I'**

\*\*\*

Further to the Video Based Interview, we are pleased to inform you that you are selected as '**Trainee Engineer - I**' provisionally for Kotdwara Unit on following terms and conditions:

**TERMS AND CONDITIONS:**

1. You will be engaged for a period of **ONE YEAR** with effect from the date of your joining. Your engagement is subject to the following:
  - a) Satisfactory verification of your credentials/testimonials etc.
  - b) You shall produce a recent medical fitness certificate from a medical officer not below the rank of Civil Surgeon/ Asst. Surgeon.
2. The Provisional Offer of Engagement will not confer any right on you to claim absorption, regularization on any ground in the Company.
3. Your place of posting will be **Kotdwara**.
4. You will be paid a **consolidated remuneration of Rs. 25,000/- (Rupees Twenty-Five Thousand only) per month** during the initial ONE year as **Trainee Engineer - I**. Income tax / Professional tax and other statutory deductions will be made as per rules. Besides this, a consolidated amount of **Rs. 10,000/- (Rupees Ten Thousand only) per year** will be paid towards expenses like medical insurance premium, attire allowance, stitching charges, footwear allowance etc. the additional amount shall be paid in two installments i.e., First installment will be paid in the first month's salary after joining and the second installment will be paid after completion of 6 months from the date of joining.
5. You will not be entitled to any other benefits applicable to regular employees of the Company such as DA, HRA, PF, Gratuity, Medical, Incentive etc. However, you can avail Company's canteen services on payment basis at the prescribed rates, during your tenure with the organization. You can utilize the Company's transport facility for commuting to factory and back on payment basis.

*KV Sathya*

Page-1/3



## Intent to Hire

Date 28-1-19

Dear M. H. Prabhu

We are delight to inform you that you have been selected for the position of Customer Care Executive in our organisation for our Noida location the salary offered is CTC 16000/- pm

Please be present in office as on 01-04-19 for the further process at our Office address below with the documents as discussed.

In case you have any quaires please feel free to reach us on +91 8861984433 or you can also email us on [hr.mangalore@coagentservices.com](mailto:hr.mangalore@coagentservices.com)

We welcome you to join our cogent family and have a long term fruitful relationship with us.

Your Sincerely,



Authorized Signatory

Address:

Cogent E-services Pvt Ltd

5<sup>th</sup> Floor Raj Towers

Opposite Roopa Hotel

Balmatta Road Milagris

Mangalore 575 003

Landline: 0824 - 425 8668 / 88619 84433

Instakart Services Private Limited  
(A Flipkart Group Company)

Alyssa, Begonia & Clover, Embassy Tech Village,  
Outer Ring Road, Devarabeesanahalli Village,  
Bengaluru - 560103  
Karnataka, India

Flipkart



Employee Code	144651	Employee Name	HARISH MALLA
Date Of Birth	13/06/1996	Entity DOJ	07/09/2020
Designation	Senior Executive - Hub Operations	Bank Name	HDFC BANK

**Current CTC**

Description	Monthly (Rs)	Yearly (Rs)
Basic	21,000.00	252,000.00
H.R.A	6,679.00	80,142.00
Employer PF	1,800.00	21,600.00
Gratuity	1,010.00	12,121.00
Insurance Cost	2,250.00	27,000.00
<b>Cost To Company</b>	<b>32,739.00</b>	<b>392,863.00</b>

LETTER OF INTENT

Dear Lanka Saikumar

Congratulations!!!

We are pleased to inform you that you have been short listed for an offer of employment with HGS. We request you to submit required document on the date specified below as discussed by your recruiter. Your permanent offer letter will be provided on the date of joining subjected to completion of documentation and clearing the required as prescribed by HGS.

Designation: - Customer Relation Officer Level:- DS1 Process Name: - BFL

Please bring along the following documents:

1. Updated copy of the resume.
2. 6 Passport size photographs with white background.
3. Photo ID proof. (Passport/ Pan Card/ Voter's ID/ Driving License/ Learner's License or any government issued document with full date of birth)
4. Address Proof
5. 10<sup>th</sup>, 12<sup>th</sup> & Highest Qualification Mark Sheets (Each Year/Each Semester wise), Highest Qualification Degree or Provisional Degree Certificate.
6. PAN Card.
7. All employment service/experience letters.

Proposed salary: - Annual cost to the company.

Compensation	
Annual CTC	INR. 140000/-
Monthly Gross	INR. 11667/-
Fixed	INR. 10463/-
Incentives (Applicable from 3rd month)	NA

Deduction	
PF (Employee)	INR. 503/-
PF (Employer)	INR. 503/-
Insurance	INR. 185/-
ESI	INR.

Net Salary after deduction of PF, ESIC & PT would be Rs 9400/- only. Deductions happens from fixed Salary.

Note: → Monthly gross salary of INR 21000/- and above is not eligible for ESI benefit.

→ Professional tax of INR 150 is applicable for salary range of INR 10000 – 14999 and INR 200 for INR 15000 & above

hereby declare that I have clearly understood the above mentioned aspects regarding my job.

Name of the Employee: - Lanka Saikumar

Signature: -

Recruiter Name & Sign.: - [Signature]

Date: - 28/01/19

Contact Number: - 9552937869

Please note that this LOI is subjected to review and change as per company HR policies.



**GOVERNMENT OF ANDHRA PRADESH  
GREATER VISAKHAPATNAM  
MUNICIPAL CORPORATION**

**IDENTITY CARD**



**ATTA SRAVANI**

Designation : VILLAGE REVENUE OFFICER  
(V.R.O) (GR - 2)  
Employee ID : 0291437  
Secretariat No. : 1086426  
Secretariat Name : SRI NAGAR  
Ward No. : 71  
Blood Group : O<sup>+</sup>  
Department : REVENUE

  
**Commissioner**

**GVMC - VISAKHAPATNAM**

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**GOVERNMENT OF ANDHRA PRADESH**  
**PROCEEDINGS OF REGIONAL DIRECTOR OF MUNICIPAL**  
**ADMINISTRATION & CHAIRMAN, REGIONAL LEVEL**  
**COMMITTEE**  
**VISAKHAPATNAM**

**Present : Sri / Smt K RAMESH**



Roc.No. Roc.No:100/2019/VSKP/A2/DSC-2020/  
Dated: 21/11/2020

A. Parra Lakshmi

-:0:-

**Sub :** Estt-Ward Secretaries - Appointment of **AKKIREDDI RAMA LAKASHMI** as **Ward Planning & Regulation Secretary (Grade-II)** in **VISAKHAPATNAM** District - Orders - Issued.

- Read :**
1. G.O. Ms. No. 217 MA & UD Dept., Dt.20.07.2019
  2. G.O. Rt. No. 523 MA & UD Dept., Dt. 21.08.2019
  3. Recruitment **NOTIFICATION NO. 05/2020, DATED:10.01.2020**
  4. G.O. Ms. No. 591 MA & UD Dept., Dt. 17.09.2019.
  5. Minutes of the District Level Committee **ROC NO. 1044/2019/ TP/G1, Dt. 17/11/2020**
  6. Minutes of the Regional Level Committee **NO. 02/2020, Dt. 05/11/2020**

-:0:-

**ORDERS :**

Consequent upon selection by the District Level Committee and approval of Regional level committee vide reference 5th and 6th read above, Sri/Smt/Kumari **AKKIREDDI RAMA LAKASHMI** S/o,D/O,W/o **AKKIREDDI APPARAO** (HT No:200311000643) is hereby provisionally appointed as **Ward Planning & Regulation Secretary (Grade-II)** in **VISAKHAPATNAM DISTRICT** in the existing vacancy subject to the following terms and conditions:

- i) That the appointment is purely temporary and is likely to be terminated at any time without prior notice and without assigning any reasons there for.

- ii) That he/she will be paid Rs.15,000/- Per Month on consolidated pay for a period of 2 years. On satisfactory completion of 2 years period of probation, he/she will be given regular scale of pay.
- iii) He/she will be in probation for a period of two years from the date of joining in the said post. The period of probation may, however, be extended at the discretion of the competent authority. As regards other matters relating to probation, he/she shall be governed by the conditions laid down under A.P. State and Subordinate Service Rules and other rules and instructions in this regard by the Government from time to time.
- iv) During the period of probation, it is required to undergo induction training and also to undertake such other training courses and departmental tests as the Government may prescribe from time to time. Successful completion of probation and subsequent confirmation is mandatory. Failure to complete the period of probation to the satisfaction of the Government or failure to pass the prescribed test (s), if any, will liable to be discharged from service.
- v) During the period of probation, he/she will be liable to be discharged from service at any time without any notice, if –
- a. On the basis of performance or conduct, he/she is considered unsuitable for further retention in service, or
  - b. Otherwise found ineligible or unsuitable to be retained in the service
- vi) That this appointment is provisional subject to the verification of character, antecedents and social category, community, Tribe against which this selection has been made. If at any stage, information provided by the candidate is proved as false or certificates furnished in respect of qualifications i.e., local-area, caste, PHC/ Ex-Servicemen/Sports etc are found to be non-genuine, bogus or if any false information is given, in the antecedents verification form, this provisional appointment will be cancelled forthwith and criminal/legal action will be taken.
- vii) If the candidate is already in service in Central Government/State Government/PSU/Autonomous Body / Bank/Corporation or in any other employment, it is required to submit formal relieving order by the respective organization certifying that his/her conduct during the said employment does not render him/her unsuitable for the present offer of employment.
- viii) His/her services shall liable to be terminated at any time by giving one month notice in-writing, subject to other terms and conditions prescribed under Government rules in vogue.

- ix) He/she are eligible for monetary benefits from the date of joining only.
- x) That the appointment of the individual is subject to the result of court cases pending, if any, in the APAT/High Court of A.P/Supreme Court of India.
- xi) He/she will be liable to refund to the Government the pay and allowances and any other remuneration received by him/her in addition to the amount spent by the Government on the training.
- a) if they fail to serve the department for a period of 3 years after the completion of training for any reasons: or
- b) b) if they discontinue the training or discharged while under training for misconduct or any other reasons:
- xii) He/She has to produce the Physical Fitness Certificate issued by a Medical Officer not below the rank of Civil Assistant Surgeon of a Government Hospital in original at the time of joining into duty.
- xiii) Other conditions of service will be governed by A.P. State and Subordinate service rules, as applicable to the candidate, which are in force and as amended from time to time.
- xiv) He/She is directed to report for duty in the posted place within 30 days from the date of receipt of this order, failing which the appointment is liable to be cancelled and his/her name will be deleted from the list of selected candidates. Further he/she is directed that if he/she relinquish his/her claim for appointment his/her decision must be sent to the concerned appointing authorities within stipulated period.

2.Place of Posting will be intimated Separately

  
**Regional Deputy Director  
of Town & Country Planning  
Visakhapatnam**

  
**RDMA & Chairman,  
Regional Level  
Committee**

To,

**AKKIREDDI RAMA LAKASHMI,**

**6-45 , NIDANAM DODDI , AKKIREDDIPALEM , AKKIREDDIPALEM , ANAKAPALLI ,  
District : VISAKHAPATNAM , Pin :531002**

**Mobile No : 9542249768**

Copy To,

**Copy to the District head Quarters Municipal Commissioner,**

**Copy to the District Collector, VISAKHAPATNAM District, ,**

**Copy to Regional Deputy Director of T&C Planning Concerned ,**

**Copy to Regional SE(PH) Concerned**

# ACCEPTANCE FORM

Date: 23/11/20  
Place: visakhapatnam

To,  
The RDMA/SE (PH)/RDDTP concered,  
visakhapatnam Region,  
Andhra Pradesh.

Sir,

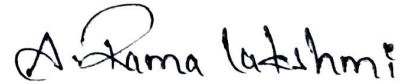
I hereby submit my acceptance for the post of **Ward Planning & Regulation Secretary (Grade-II)**, Which I have been offered vide Roc.No.**Roc.No:100/2019/VSKP/A2**, Dt. **20-NOV-2020**.

I hereby accept unconditionally, all the terms and conditions stated in the Appointment Letter issued vide Roc.No.**Roc.No:100/2019/VSKP/A2**, Dt. **20-NOV-2020**.

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

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

Signed and Verified by me  
on this 23/11/2020.



SIGNATURE

(AKKIREDDI RAMA LAKASHMI)

**Address :**

**Name :AKKIREDDI RAMA LAKASHMI ,**  
**S/o / W/O / D/o :AKKIREDDI APPARAO ,**

**6-45 , NIDANAM DODDI , AKKIREDDIPALEM , AKKIREDDIPALEM , ANAKAPALLI ,**

**District : VISAKHAPATNAM , Pin :531002**

**Mobile No : 9542249768**

**Hall Ticket No:200311000643**





**CENTER FOR INDUSTRIAL CONSULTANCY & SPONSORED RESEARCH**  
**INDIAN INSTITUTE OF TECHNOLOGY MADRAS,**  
**CHENNAI-600 036**



No: ICSR/Offer/2021/1219

Dated: 25-August-2021

To

**MR.BHEESETTI ASHOK**

**2-55, WATER TANK BUCCHIYYAPETA, VIJAYARAMARAJUPETA, VISAKHAPATNAM, ANDHRA PRADESH - 531026**

Sir / Madam,

Sub : Short-term appointment for the post of **PROJECT ASSOCIATE** in the project **IC1819OEC042GOPARSUN** titled **Appointment of as Independent Engineer for Gopalpur Project in OCEAN ENGINEERING**

This is with reference to your application, the Centre for IC & SR is pleased to engage you as **PROJECT ASSOCIATE (Adhoc Full time)** on temporary basis in the project funded by GOPALPUR PORTS LIMITED on the following terms and conditions:

1. You will be governed by the conduct rules and any orders and rules in force from time to time as applicable to the Project staff.
2. You will be paid a **Consolidated Pay of Rs. 21,500 /- (Rupees Twenty One Thousand Five Hundred Only) per month**



## **OFFER CUM APPOINTMENT LETTER**

Manohar Komatipalli  
Dr.No: 59-22-51  
Hyderabad  
500021  
IN

Dear Manohar,

On behalf of **Amazon Development Centre (India) Private Limited**, a company incorporated under the laws of India, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Offer cum Appointment Letter for the position of **Quality Specialist** at **Hyderabad**, India.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter and the terms and conditions set forth hereinbelow. If you wish to accept employment with the Company, please convey your acceptance in the manner provided for by the Company. The offer of employment contained in this Offer cum Appointment Letter will expire if you have not accepted the same on or before **10 business days**.

Upon your acceptance of the offer herein, this Offer cum Appointment Letter shall form the employment contract that is a valid and binding agreement of employment between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

### **1. Date of Commencement**

Your employment with Amazon India will commence on **15-Nov-2021**.

### **2. Probation**

You shall be on probation for a period of 3 months ("Probation Period") from the date of joining. Your performance will be reviewed and evaluated at regular intervals during the Probation Period. Depending on the outcome of such evaluation/s, the Company may, at its sole discretion, either (a) if your performance is found satisfactory, confirm your appointment; or (b) if your performance is found to be unsatisfactory, extend, in writing, the Probation Period by a

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REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th  
Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka  
India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN :  
U72200KA2004FTC034233

further period of 3 more months or terminate your employment with Amazon India with immediate effect and without any advance or prior notice, and with no further liabilities to Amazon India, except for payment of remuneration up to the date of termination of employment.

### 3. Duties

- 3.1 You will be employed in the position of **Quality Specialist**. Your manager will advise you about your job responsibilities after your joining with us. You will be expected to do your job to the best of your ability at all times as per the job responsibilities advised by your manager at the time of joining or as amended from time to time, as well as such other tasks as may be required by Amazon India.
- 3.2 You will be required to comply with Amazon India's rules, regulations and policies from time to time in force, including, without limitation, those policies set out in Amazon India's Policies and Procedures, as communicated to you. Amazon India reserves the right to change Amazon India's Policies and Procedures from time to time at its sole discretion and you shall be bound by the same.
- 3.3 You acknowledge that during the course of your employment, as the business of Amazon India changes, it may be necessary to rotate you in other departments / units. Amazon India therefore reserves the right to change your role and responsibilities from time to time at its sole discretion and without assigning any reason, it being understood that you will not be assigned responsibilities which you cannot reasonably perform.
- 3.4 Unless specified in writing, you shall not be authorised to enter into any contractual obligations on behalf of Amazon India or its affiliates including creating a lien (statutory or other), security interest, mortgage, pledge, assignment, encumbrance, chattel or conditional sale or other title retention agreement or any other financial obligations or otherwise on behalf of Amazon India or its affiliates.

### 4. Hours of Work

The normal business hours of the office, at which you work, will apply to you and these will be advised on commencement of employment and when there is a change. You may be required to work in shifts for different work hours or workdays during the week depending on the business or team that you may be working for. You will be advised by your manager or department about such requirements at the time of joining and from time to time during the course of your employment, as appropriate. Certain business teams also operate on 24x7 basis and hence, may have rotational shifts or related



requirements for their respective team members. Please refer to Amazon India's Policies and Procedures for further details.

## 5. Place of Work

Your initial place of work will be at Amazon India's facility in Hyderabad. However, you should be aware that the Company and/or its affiliates have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you from one place to another or from one section to another or from one unit to any other unit of the Company, its parent company or to any of its sister concerns, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you. As you are joining during the period of the Covid-19 Pandemic, you may be permitted to work from a location of your choice in India with the prior approval of your manager under the condition that you are willing to get back to the location mentioned above as and when required by Amazon.

## 6. Remuneration

- 6.1 Your Annual Base Pay will be Rs.**410,000** per annum made payable in arrears in accordance with Amazon India's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise. Your Base Pay is inclusive of both the employer's and the employee's provident fund contributions. Your Base Pay will be reviewed in accordance with internal performance review systems, details of which are set out in Amazon India's Policies and Procedures. If your hire date is on or before the first Monday in October of the current year, you will be eligible for a performance assessment and salary adjustment in the next calendar year. Ordinarily, this process occurs in the month of April each year.
- 6.2 Amazon India has the right to deduct from your pay/salary any sums which you may owe Amazon India, including without limitation, any over-payments or loans made to you by Amazon India or any demand raised by any judicial or quasi-judicial authority for your acts or omissions and / or losses suffered by Amazon India as a result of your negligence or breach of the terms contained in this Offer cum Appointment Letter/Amazon India's Policies, or your failure to return Amazon India's property.

## 7. Contribution to Employees' Provident Fund

Amazon India will contribute to Employees' Provident Fund (EPF) as and when required by the Employees' Provident Funds and Miscellaneous Provision Act, 1952 read with the Employees'



Provident Funds Scheme, 1952, and as further described in Amazon India's Policies and Procedures.

The Employees' Provident Fund Organization ('EPFO'), the statutory body established under Employees' Provident Funds and Miscellaneous Provisions Act, 1952, requires linking of the employee's Aadhaar details with their respective Universal Account Number ('UAN'). For this purpose and to enable Amazon India to make the EPF contributions, Amazon India will collect a copy of your e-aadhaar, which needs to be uploaded by you on Amazon HRS tool prior to commencement of your employment with Amazon India. Foreign Nationals / Overseas Citizens of India shall be required to provide a copy of the first and last page of their valid passport for this purpose.

You acknowledge and provide your consent to Amazon India to use your aadhaar/e-aadhaar or passport (as the case may be) during the tenure of your employment with Amazon India for the purpose of any other requirement under a Government scheme or benefit that may mandate production of such documents as per the applicable law(s) and/or for Amazon India's compliance with its obligations under applicable law(s).

## **8. Leave**

Amazon India will grant you leave as provided in Amazon India's Policies and Procedures. All leave scheduling and organisation will be arranged to ensure smooth business operation; your manager's approval is required prior to your scheduling or changing any leave.

## **9. Confidential Information and Confidentiality Obligations**

9.1 "Confidential Information" means and includes any information that relates to the business of the Company that is not generally available to the public. Without limiting the foregoing, Confidential Information includes:

- (1) the identity of, contractual terms with, and any information relating to, the Company's business partners, customers, services clients, sellers, agents, employees, contractors, investors, joint ventures, vendors, or suppliers and the terms on which the Company does business with each such entity, or generally;
- (2) computer code (including source code and object code) or software developed, modified, or used by the Company;
- (3) data of any sort compiled by the Company, including, but not limited to, data relating to products and services, advertising and marketing, and existing or prospective customers, clients, vendors, or business partners;

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REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th  
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India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN :  
U72200KA2004FTC034233

- (4) algorithms, procedures or techniques, or the essential ideas and principles underlying such algorithms, procedures or techniques, developed by, or whose workings are otherwise known to, the Company (but excluding any public domain algorithms, procedures, or techniques), whether or not such algorithms, procedures or techniques are embodied in a computer program, including, but not limited to, techniques for identifying prospective customers, communicating effectively with prospective or current customers, reducing operating costs, or increasing system reliability;
- (5) the fact that the Company uses, has used, or has evaluated for potential use any particular database, source of data, algorithm, procedure or technique, or the essential ideas and principles underlying such algorithm, procedure or technique, developed or supplied by a party other than the Company (including any algorithms, procedures or techniques in the public domain), whether or not such algorithms, procedures or techniques are embodied in a computer program;
- (6) pricing or marketing strategies developed, investigated, acquired (from a third party or otherwise), evaluated, modified, tested or employed by the Company, or any information related to, or that might reasonably be expected to lead to, the development of such strategies;
- (7) information about the Company's future plans, including, but not limited to, plans for expanding into new products, geographical areas, market segments, or services;
- (8) any information that would typically be included in the Company's financial statements, including, but not limited to, the amount of the Company's assets, liabilities, net worth, revenues, expenses, or net income;
- (9) the following information which shall hereinafter be referred to as the "Disclosure Information":
  - (a) any and all algorithms, procedures or techniques related to the Company's business activities or to your work with the Company, and the essential ideas and principles underlying such algorithms, procedures or techniques, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such algorithms, procedures or techniques are embodied in a computer program;

- (b) any and all pricing or marketing strategies, the essential ideas and principles on which such strategies are based, and any information that might reasonably be expected to lead to the development of such strategies, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company;
  - (c) information relating to any and all products and services, and the essential ideas and principles underlying any and all products and services, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such products or services are marketed, sold, or provided by the Company; and
  - (d) any other ideas or information conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, if the idea or information could reasonably be expected to prove useful or valuable to the Company;
- (10) any other information gained in the course of your employment with the Company that could reasonably be expected to prove deleterious to the Company if disclosed to third parties, including without limitation, any information that could reasonably be expected to aid a competitor or potential competitor of the Company in competing more effectively with the Company;
  - (11) any information received by the Company from third parties, whether or not under obligation of confidentiality;
  - (12) any information derived from any of the above, including any intellectual property rights attached thereto; and
  - (13) any copies of the above mentioned information.

## 9.2 Confidentiality Obligations:

- (1) You acknowledge that you have acquired and/or will acquire Confidential Information during the course of, or incident to, your employment with the Company, and that the ability of the Company to continue in business could be seriously jeopardized if such Confidential Information were to be used by you or by other persons or firms to compete with the Company. Accordingly, you agree that you shall not, directly or indirectly, at any time, during the term of your employment with the Company or at any time thereafter, and without regard to when or for what reason, if any, such employment shall terminate, use or cause to be used any Confidential Information in connection with any activity or business except the business of the Company, and shall not disclose or cause to be disclosed any Confidential Information to any individual, partnership, corporation, or other entity unless such disclosure has been specifically authorized in writing by the Company, or except as may be required by any applicable law or by order of a court of competent jurisdiction, or any regulatory or governmental body. Further, you agree that you will give the Company prompt notice of any such order/direction of a court/ regulatory or governmental body so that the Company may seek relief by way of a protective order or other appropriate remedy, and further will provide any assistance which the Company may reasonably require in order to secure such order or such remedy (with your expenses reasonably incurred in providing such assistance to be reimbursed by the Company). In the event such protective order or other remedy is not obtained, you shall furnish only that portion of the Confidential Information which is legally required by the governmental entity or regulatory authority; and will use reasonable efforts to obtain confidential treatment for any Confidential Information so disclosed.
- (2) During the course of your employment with the Company and at the date of termination thereof (hereinafter the "Date of Termination"), you shall promptly disclose and deliver over to the Company, without additional compensation, in writing, or in such form and manner as the Company may reasonably require, the Disclosure Information defined in Section 9.1(9) hereinabove, to the extent that such disclosure could reasonably be expected to be of interest to the Company.
- (3) Nothing in this Offer cum Appointment Letter shall be deemed to dilute or waive any rights related to the protection of trade secrets that the Company may have under common law or any applicable statutes.

## 10. Intellectual Property Rights



10.1 All patents, copyrights, trade secrets, trade/commercial names, proprietary rights, logos, slogans and all other intellectual property rights developed by or for the Company by any person, including but not limited to intellectual property rights relating to any and/or all of the Confidential Information, ("Intellectual Property Rights") shall be owned by the Company. For good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, you hereby agree to irrevocably, perpetually and unconditionally sell, assign, transfer and convey to the Company and its successors your entire right, title and interest in the Confidential Information and/or Intellectual Property Rights and any improvements thereto throughout the world, including, without limitation:

- (1) all patents, copyrights, trade secrets, trade/commercial names, logos, other proprietary rights and all other intellectual property rights in the Confidential Information and all rights to secure registrations, renewals and extensions of the same;
- (2) all rights to make, have made, use, practice, import, export and otherwise fully exploit the Confidential Information and any and all improvements that the Employee or Company may hereafter make or develop;
- (3) all rights to file and prosecute applications for patent, copyright and all other intellectual property protection covering the Confidential Information and improvements thereon, and the processes and designs embodied therein, in India, the United States and in every other country and jurisdiction throughout the world;
- (4) all rights under any patent, copyright and all other intellectual property which may be issued on the Confidential Information or the improvements thereon, and any processes and designs therein, and all rights to enjoy the same; and
- (5) all documents, notes, notebooks, drawings, schematics, prototypes, magnetically encoded media, electronically stored information, or other materials related to the Confidential Information.

10.2 During the period of your employment with the Company and as may be reasonably necessary subsequent to your employment, you agree to cooperate with the Company as may be necessary to obtain patent, copyright and all other intellectual property protection for the Intellectual Property Rights and improvements thereto throughout the world and agree to do such further acts and execute and deliver to the Company such instruments as may be required to perfect, register or enforce the Company's ownership of the rights assigned, transferred or conveyed. If such cooperation is required after the Date of Termination, the Company shall compensate you at a reasonable rate for the time and

related expenses actually spent by you at the Company's request. If you fail or refuse to execute any such instruments, you hereby appoint the Company as your attorney-in-fact to act on your behalf and to execute such instruments. This appointment shall be irrevocable and deemed to be a power coupled with an interest.

- 10.3 For the purposes of the assignment, transfer or conveyance referred to hereinabove, you acknowledge and covenant that your employment with the Company and the benefits received thereunder shall be treated as good and valuable consideration and that you are not entitled to any further consideration in any form or manner whatsoever in relation thereto.
- 10.4 Notwithstanding any other provision hereof to the contrary, this Offer cum Appointment Letter does not obligate you to assign or offer to assign to the Company any of your rights in an invention for which no equipment, supplies, facilities, Intellectual Property Rights, Confidential Information or trade secret information of the Company was used and which was developed entirely on your own time, unless (a) the invention relates (i) directly to the business of the Company, or (ii) to the Company's actual or demonstrably anticipated research or development, or (b) the invention results from or is related to, any work performed by you for the Company.
- 10.5 No Grant of Rights.

You agree that all rights, title and interest in the Intellectual Property Rights and Confidential Information shall be owned exclusively by the Company. Nothing herein contained shall be construed as a grant by implication, estoppel or otherwise, of a license of any kind by either you to the Company, or by the Company to you, for example, to make, have made, use or sell any product using the Intellectual Property Rights, Confidential Information, or as a license under any patent, patent application, utility model, copyright, mask work right, or any other intellectual property right.

## 11. Non-Solicitation

- 11.1 During your employment with the Company and for a period of 12 months from the date of termination thereof, you shall not solicit or cause or authorize, directly or indirectly, to be solicited for any competitive business, for or on behalf of any person or customer, or otherwise take any action that might divert the business or patronage of any customer from the Company, or otherwise damage or alienate the relationship between the Company and any customer, vendor or supplier; and
- 11.2 During your employment with the Company and for a period of 12 months thereafter, you shall not solicit or attempt to influence any person employed or engaged by the Company

9

(whether as an employee, consultant, advisor or in any other manner) to terminate or otherwise cease such employment or engagement with the Company or become the employee of, or directly or indirectly offer services in any form or manner to, yourself or any person or entity which is a competitor of the Company.

## **12. Employee Data Protection**

- 12.1 You authorise Amazon India to collect, process and transfer all personal employee-related information obtained by Amazon India for the purpose of proactively managing the employment relationship.
- 12.2 You further authorise the transfer to, and storage of, your personal information in the worldwide employee database currently located in Seattle, Washington, U.S.A. (or such other location as Amazon India determines from time to time). Human Resources and selected management throughout the Amazon group worldwide will be authorised to access this database.

## **13. Exclusivity of Services**

During your employment, you will be required to devote your full time, attention and abilities to your job duties during working hours, and to act in the best interests of Amazon India at all times. You shall not, without the written consent of Amazon India, be in any way directly or indirectly engaged or concerned in any other business or undertaking .

## **14. Termination of Employment**

- 14.1 Your employment may be terminated by either party by giving one month's written notice (exclusive of any leaves availed during the said period) or payment of one month salary in lieu of such notice period to the other party. Amazon India holds the right to accept or deny payment in lieu of the said one month notice.
- 14.2 Amazon India reserves the right to terminate your employment forthwith "for cause" without advance notice and without payment of severance, in the event you:
- (i) have been found guilty of any misconduct or indiscipline after due enquiry by Amazon India;
  - (ii) have violated or are in breach of any of the terms of this Offer cum Appointment Letter or Amazon India's Policies and Procedures;

- (iii) have been grossly negligent, or have neglected your duties, or have underperformed your duties, or have performed your duties in a manner unacceptable to Amazon India;
- (iv) have suppressed any information or submitted false information with the view to obtain employment in Amazon India;
- (v) are convicted for any offence under any law for the time being in force in any jurisdiction;
- (vi) commit any act detrimental to the interest of Amazon India;
- (vii) abstain from work for seven consecutive days without informing Amazon India;

14.3 On the termination of your employment for any reason whatsoever, you will return to Amazon India, without delay, all assets belonging to Amazon India, correspondence, records, specifications, models, notes, formulations, lists, papers, reports and other documents and all copies thereof and other property belonging to Amazon India or relating to its business affairs or dealing, including any Confidential Information and Intellectual Property Rights, which are in your possession or under your control. At Amazon India's option, you agree to provide a written certification of your compliance with this Section. Further, you agree to sign a termination certificate in accordance with Amazon India's Policies and Procedures, which will reaffirm your compliance of your post-termination obligations, including return of Amazon India's property/properties and releasing Amazon India from all claims, liabilities and obligations. Where Amazon has made any excess payment to you as part of your relieving formalities, whether or not such excess payment is termed "Full and Final Settlement", you shall be obligated and liable to repay such excess amount forthwith upon being notified by Amazon.

#### **15. Gratuity**

Gratuity will be paid as and when required by the Payment of Gratuity Act, 1972 and as further described in Amazon India's Policies and Procedures.

#### **16. Employee Benefits**

You will be eligible to receive employee benefits as may be provided by Amazon India in Amazon India's Policies and Procedures. These are subject to change with or without prior notice for both existing and prospective employees. Revised policy will supersede any previous policy which would have been applicable and would have been communicated as part of offer letter.

#### **17. New Hire Background Investigation**

- 17.1 It is Amazon India's policy to investigate all its new hires. Your employment is conditional upon the information contained in your application form and/or curriculum vitae being true and accurate, including (but not limited to) your educational and professional qualifications, the documents furnished by you being genuine, and upon reference checks to be conducted by Amazon India being successfully completed.
- 17.2 You authorise Amazon India to conduct such searches with government or enforcement authorities as are necessary to enable it to verify that you do not hold any criminal convictions.
- 17.3 In case you are waiting for the results of your examinations and you are hired prior to the same, your continued employment with Amazon India will be subject to passing the said examination and completing the course, failing which Amazon India reserves the right to take action including termination of your employment without notice.
- 17.4 In case your exams have been postponed due to Covid 19 situation, your continued employment will be contingent to your appearing for the exam and passing the same within a period of 6 months from the date of joining. Amazon India reserves the right to take action including termination of your employment without notice in case of failure to produce proof of passing within the said period.

## **18. Foreign Nationals**

- 18.1 In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of employment with Amazon India.
- 18.2 You are also required to ensure all future correspondence and permissions for continued stay and employment in the country as per the governing law are complied with at all times. If required, Amazon shall be at liberty to demand copies / originals of such permission.
- 18.3 It is made clear that possessing valid work permit / authorisation at all times of your employment is an inherent requirement of your employment with Amazon India. Any time after the execution of this Offer cum Appointment Letter, if it is found that you do not have required work permit / visa, Amazon India shall terminate your employment, without notice, with immediate effect, without any liability towards you.

**19. Representations and Warranties**

You hereby represent and warrant to the Company that:

- 19.1 the information furnished by you for the purpose of your employment with the Company is true and correct to the best of your information, knowledge and belief;
- 19.2 you shall not, during the course of your employment with the Company, use or disclose any document/s that in any way constitutes confidential, proprietary for trade secret information of a third party (including a former employer), except pursuant to written authorization by such third party to do so;
- 19.3 you are not in unauthorized possession or control of any document/s that in any way constitutes confidential, proprietary of trade secret information of a third party (including a former employer);
- 19.4 during the course of your employment with the Company, you will not violate any non-solicitation or similar agreements or obligations that you have with any third party; and
- 19.5 there are no other agreements executed by you with third parties that conflict with the terms and conditions of your employment with Amazon India or that restrict your ability to execute this Offer cum Appointment Letter;
- 19.6 You recognize that the restrictions set forth in this Offer cum Appointment Letter may limit your future flexibility in many ways. You expressly acknowledge that (i) the limitations specified herein are fair and reasonable in view of the nature of the business in which the Company is engaged, your position with the Company, and your access to Confidential Information / Intellectual Property Rights, (ii) you are voluntarily entering into this Offer cum Appointment Letter, and (iii) in spite of the restraints imposed herein, you will be able to engage in other lawful professions, trades or businesses after termination of your employment with the Company. You recognize that your compensation is adequate consideration and acknowledge that you will not be subject to undue hardship or inconvenience by reason of your agreeing to the provisions contained herein.

**20. Other Particulars**

- 20.1 You confirm that there are no other agreements executed by you with third parties that conflict with the terms and conditions of your employment with Amazon India or that restrict your ability to execute this Offer cum Appointment Letter

20.2 You hereby represent and warrant that the information furnished by you for the purpose of your employment with the Company is true and correct to the best of your information, knowledge and belief.

**21. Notices**

All notices issued by you to the Company or by the Company to you shall be sent either by registered post, courier through a recognised courier service provider or by email transmission which shall be deemed to have been received the next working day provided the notice is also sent by registered post the next working day after email transmission.

**22. Waiver**

Failure of the Company to insist upon strict adherence of any term of this Offer cum Appointment Letter on any occasion/s shall not be considered a waiver thereof or deprive the Company of the right thereafter to insist upon strict adherence to that term or any other term of this Offer cum Appointment Letter.

**23. Severability**

The holding of any provision of this Offer cum Appointment Letter to be illegal, invalid, or unenforceable by a court of competent jurisdiction shall not affect any other provision hereof, which shall remain in full force and effect.

**24. Assignment**

Except as otherwise provided in this Section, this Offer cum Appointment Letter shall inure to the benefit of, and be binding upon you and your heirs, representatives, successors and assigns. Neither this Offer cum Appointment Letter nor any right or interest hereunder shall be assignable by you or your legal heirs, beneficiaries or legal representatives without the Company's prior written consent. This Offer cum Appointment Letter shall be assignable by the Company to a subsidiary or affiliate of the Company; or to any corporation, partnership, or other entity that may be organized by the Company, as a separate business unit in connection with the business activities of the Company; or to any corporation, partnership, or other entity resulting from the reorganization, merger or consolidation of the Company with any other corporation, partnership or other entity, or any corporation, partnership, or other entity to or with which all or any portion of the Company's business or assets may be sold, exchanged or transferred.

**25. Employer – Employee Relationship**

The relationship between the Company and you hereunder shall be solely that of an employer and employee and no modification of responsibility or compensation made hereinafter shall be construed so as to constitute the relationship of partners or joint ventures or so as to as to construe you as an independent contractor of the Company.

**26. Liability for Breach**

You acknowledge and accept that your breach of any of the terms contained in this Offer cum Appointment Letter or in Amazon India's Policies and Procedures, may cause the Company irreparable harm for which there is no adequate remedy at law, and therefore, the Company shall be entitled to the issuance by a court of competent jurisdiction of an order of injunction, restraining order, or other equitable relief in favor of itself, without the necessity of posting a bond, restraining you from committing or continuing to commit any such violation. Exercise or waiver by the Company of its rights to obtain an injunction, restraining order, or other equitable relief hereunder shall not be deemed a waiver of any right to assert any other remedy the Company may have at law or in equity. In any legal action or other proceeding by the Company against you in connection with this Offer cum Appointment Letter (e.g., for recovery of damages or other relief), the Company will be entitled to recover its reasonable attorneys' fees and other costs incurred.

**27. Authorization to Notify New Employer**

You hereby grant consent to the Company to notify any of your new employer/s about your rights and obligations under this Offer cum Appointment Letter.

**28. Governing Law and Jurisdiction**

Your employment, and any disputes which may arise under, out of, or in connection with your employment, shall be governed by and construed in accordance with the laws of India; and the Courts having territorial jurisdiction over the registered office of the Company shall alone have exclusive jurisdiction to try and entertain such disputes to the exclusion of any other Courts situated elsewhere.

**29. Agreement/Modifications**

The terms described in this Offer cum Appointment Letter and Amazon India's Policies and Procedures will cumulatively constitute the terms of your employment, and shall supersede any previous discussions, offers or agreements relating to your employment, or to the subject





matter hereof. Any additions to, deletions of, or modifications of these terms are valid and effective only if the same are carried out in writing and signed by you and an officer of Amazon India.

**30. Headings**

The Section headings appearing in this Offer cum Appointment Letter are used for convenience of reference only and shall not be considered a part of this Offer cum Appointment Letter or in any way modify, amend or affect the meaning of any of its provisions.

**31. Survival**

Your obligations under Sections 9, 10, 12, 14, 22, 23, 24, 26, 27, 28 and this Section 31 hereof shall survive the termination of this Offer Cum Appointment Letter and of your employment with the Company.



You undertake to be bound by any rules and regulations enforced by Amazon India from time to time in relation to the conduct, discipline, medical leave and holidays or on any matters relating to service conditions which will be deemed as rules, regulations and order as a part of these terms of employment.

For and on behalf of Amazon Development Centre (India) Private Limited

#### **AUTHORIZATION**

By

Signed by: ANBALAGAN SUGUNARAMAN  
Date: 2021.11.10 18.11.51 +05:30  
Location: India

#### **ACCEPTANCE**

I acknowledge receipt of this Offer cum Appointment Letter and, after reading and understanding the same, I accept Amazon India's offer of employment on the terms set out in this Offer cum Appointment Letter.



**DILIP BUILDCON LIMITED**  
INFRASTRUCTURE & BEYOND

Jul 29, 2019

REF No. DBL/CO/HR/2019/13848

**Mr Malla Karthik**

S/O Mr. Late Malla Ramajoginaidu

H No 3-178, Devangula Street, Near Sivalayam, Munagapaka

Mandalam, Nagulapalle, Dist - Visakhapatnam (A.P) 531001

Co. No. 7386694371

**Offer as "Graduate Engineer Trainee (GET) - Engineering (QAQC)"  
for "Bangalore - Nidagatta Road Project"**

Dear Malla Karthik,

With reference to your application and subsequent interview you had with us, we are pleased to offer you the position of "**Graduate Engineer Trainee (GET) - Engineering (QAQC)**" for **Bangalore - Nidagatta Road Project** on the following terms and conditions and we trust that you will treat the details of this offer with the utmost confidentiality.

1. Your annual gross salary will be **Rs. 2,40,000/-** (Rupees Two Lakhs Fourty Thousand Only). Out of which, **Rs. 24,000/-** will be paid as retention amount only after successful completion of two years from the date of joining as per the Company Rules. In addition to this, you will also be entitled to other perks and benefits as made available from time to time in our Company.
2. You are requested to report at our **Project Office** on **02/08/2019**, failing which this offer of appointment shall stand cancelled. On your first day, please report to **Mr. Govindasamy Nagappan (Project Head) & Contact to Mr. Ranjesh Kumar (Project HR) Co.No. 7338467422** at 09:30 AM.
3. Regular Appointment Letter shall be issued to you upon your joining the duties and successful completion of the joining formalities. However, your regular appointment is subject to your satisfactory verification of your qualification / previous employment / experiences and references. You shall initially be on **Training Period for Six Months & for Next Six Months** shall be on **Probation** from the date of joining the Company.
4. The Terms & Condition of your employment shall be given while issuing the regular appointment letter. Your employment is subject to the submission of copies of the following documents:
  - (a) Proof of Academic/Technical qualifications.
  - (b) Copy of Aadhar Card (Mandatory)
  - (c) Copy of Driving Licence (Mandatory)
  - (d) Copy of Saving A/C Passbook/Cancelled Cheque (Pertaining to Name, A/C & IFSC Code)
  - (e) Personal Mobile Number(Permanent)
  - (f) Relieving Letter from Previous Employer/Copy of accepted Resignation/Copy of No Dues (if available)
  - (g) Copy of PAN Card
  - (h) Last Pay drawn Certificate / Last 3 Months Pay Slips
  - (i) Bank Statement Showing credit of salary and other reimbursement (if any)
  - (j) 4 Passport size color Photograph
  - (k) Medical / Fitness Certificate from your doctor
5. The management reserves the right to withdraw the said offer in case the information provided by you in the Application / Candidate Information Form is found misleading or misconceived and/or, if any of the above conditions are not fulfilled by you at the time of joining.

Please reply on the return mail at our company mail id- [hrcoco@dilipbuildcon.co.in](mailto:hrcoco@dilipbuildcon.co.in) or return duplicate copy of this letter duly signed as a token of acceptance of this offer.

You are requested to forward the "**accepted copy of resignation letter / mail**" submitted by you to your current employer maximum within 7 days from the date of receipts of offer letter.(If applicable)

We wish you all the very best and look forward to welcoming you to the DBL family at the earliest.

Thanking You,

Very Truly Yours,

For & on behalf of Dilip Buildcon Limited

  
**Kamalakanta Mahakul**  
(Associate Vice President - HR)



**Regd. Office :**

Plot No. 5, Inside Govind Narayan Singh Gate,  
Chuna Bhatti, Kolar Road, Bhopal - 462 016 (M.P.)

Ph. : 0755-4029999, Fax : 0755-4029998

E-mail : [db@dilipbuildcon.co.in](mailto:db@dilipbuildcon.co.in), Website : [www.dilipbuildcon.com](http://www.dilipbuildcon.com)

NCLIL/HR/2020-21

Date: 29<sup>th</sup> September 2020

To  
Mr. Venkatanarayana Nammi  
D.No:1-114,  
Haripuram (Village),  
Rambilli (Mandal),  
Visakhapatnam,  
Andhra Pradesh-531061  
Cell: 9030506059

Email ID: [venkatanarayana1998@gmail.com](mailto:venkatanarayana1998@gmail.com)

## OFFER OF APPOINTMENT


With reference to the interview, we are pleased to offer you an employment in our organization as **Assistant Engineer (QC)** in RMC Division based at Tallapalem, Visakhapatnam on monthly CTC of Rs.21,000/-(Breakup is given at Annexure-I).

The regular order along with all other terms and conditions will be issued to you, after joining for duty.

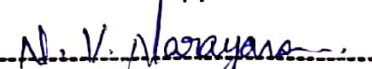
If the above terms and conditions are acceptable to you, please sign and send back a copy of this offer on or before 1.10.2020 by return Email. You shall report to duty on or before 19.10.2020.

Further you have to submit copies of all your testimonials and certificates, along with copy of relieving letter from your present employer and 3 passport size photographs at the time of joining for duty without fail.

For NCL INDUSTRIES LIMITED

  
J. V. Narayana  
Vice President - HR

I hereby accept the Terms and conditions  
Of the above offer of appointment.

  
(Venkatanarayana Nammi)

Regd. & Corporate Office: 7th Floor, NCL Pearl, Near Rail Nilayam, S.D. Road, Secunderabad-500 026. Telangana, India,  
T : 91-40-30120000, 2980 7868/69, Fax: 91-40-2980 7871, E-mail: [ncl@nclind.com](mailto:ncl@nclind.com) | Website : [www.nclind.com](http://www.nclind.com)



# NCL INDUSTRIES LIMITED

Continuation Sheet...

## Annexure - I

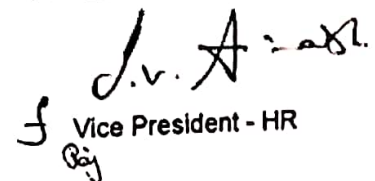
(Ref. NCLIL/HR/2020-21, Dt. 29<sup>th</sup> September 2020)

Name: Mr. Venkatanarayana Nammi

Designation: Assistant Engineer (QC)

Sl. No.	Description	Per Month	Per Annum	Other Information
<b>A) Monthly Payables</b>				
1	Basic	9450	113400	--
2	House Rent Allowance	3780	45360	--
3	Other Allowance	4217	50604	--
<b>Gross Per Month (Sl.No.1 to 3) (A)</b>		<b>17447</b>	<b>209364</b>	--
<b>B) Statutory Payables</b>				
4	Employers' Contribution to EPF/EPS	1134	13608	As per EPF & MP Act, 1952
5	Employers' Contribution to ESI	565	6780	As per ESI Act, 1948
6	Bonus	1400	16800	Payable once a year as per rules
7	Gratuity	454	5448	
<b>Total of Statutory (Sl.No.4 to 7) (B)</b>		<b>3553</b>	<b>42636</b>	
<b>Total(A+B)</b>		<b>21000</b>	<b>252000</b>	--
<b>C) Other</b>				
8	You will be covered under Company's Group Term Life Insurance Scheme, as per the Rules of the Company. Currently, the sum insured is INR 10.00 Lakhs per Employee.			
9	You will be covered under General Insurance Scheme (GIS) in lieu of EDLI Scheme, 1972, as per the Rules of the Company, subject to a member of EPF/EPS.			
<b>Note:</b> All the above schemes which are mentioned under C are of voluntary in nature. Company can make changes or withdraw these schemes at its discretion. Also, company reserves the right to modify the remuneration structure if necessary, as per the law or business needs. TDS or other deductions as required by the law apply.				

For NCL Industries Limited

  
Vice President - HR

NCLIL/HR/2020-21

Date: 29<sup>th</sup> September 2020

To  
Mr. Sadaram Hareesh  
D.No:48-5-35,  
Janakiram Street,  
Rama Talkies,  
Near SBI Bank,  
Visakhapatnam,  
Andhra Pradesh-530016  
Cell: 8885936040

Email ID: [sadaram.hareesh84@gmail.com](mailto:sadaram.hareesh84@gmail.com)

## OFFER OF APPOINTMENT

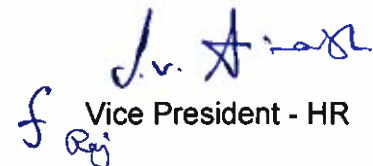
With reference to the interview, we are pleased to offer you an employment in our organization as **Assistant Engineer (QC)** in RMC Division based at Tallapalem, Visakhapatnam on monthly CTC of Rs.21,000/-(Breakup is given at Annexure-I).

The regular order along with all other terms and conditions will be issued to you, after joining for duty.

If the above terms and conditions are acceptable to you, please sign and send back a copy of this offer on or before 29.9.2020 by return Email. You shall report to duty on or before 1.10.2020.

Further you have to submit copies of all your testimonials and certificates, along with copy of relieving letter from your present employer and 3 passport size photographs at the time of joining for duty without fail.

For NCL INDUSTRIES LIMITED



Vice President - HR

I hereby accept the Terms and conditions  
Of the above offer of appointment.

-----  
(Sadaram Hareesh)

Regd. & Corporate Office: 7th Floor, NCL Pearl, Near Rail Nilayam, S.D. Road, Secunderabad-500 026. Telangana, India,  
T : 91-40-30120000, 2980 7868/69, Fax: 91-40-2980 7871, E-mail: [ncl@nclind.com](mailto:ncl@nclind.com) | Website : [www.nclind.com](http://www.nclind.com)



**Annexure - I**


(Ref. NCLIL/HR/2020-21, Dt. 29<sup>th</sup> September 2020)

Name: Mr. Sadaram Hareesh

Designation: Assistant Engineer (QC)

Sl. No.	Description	Per Month	Per Annum	Other Information
<b>A) Monthly Payables</b>				
1	Basic	9450	113400	--
2	House Rent Allowance	3780	45360	--
3	Other Allowance	4217	50604	--
<b>Gross Per Month (Sl.No.1 to 3) (A)</b>		<b>17447</b>	<b>209364</b>	--
<b>B) Statutory Payables</b>				
4	Employers' Contribution to EPF/EPS	1134	13608	As per EPF & MP Act, 1952
5	Employers' Contribution to ESI	565	6780	As per ESI Act, 1948
6	Bonus	1400	16800	Payable once a year as per rules
7	Gratuity	454	5448	
<b>Total of Statutory(Sl.No.4 to 7) (B)</b>		<b>3553</b>	<b>42636</b>	
<b>Total(A+B)</b>		<b>21000</b>	<b>252000</b>	--
<b>C) Other</b>				
8	You will be covered under Company's Group Term Life Insurance Scheme, as per the Rules of the Company. Currently, the sum insured is INR 10.00 Lakhs per Employee.			
9	You will be covered under General Insurance Scheme (GIS) in lieu of EDLI Scheme, 1972, as per the Rules of the Company, subject to a member of EPF/EPS.			
<b>Note:</b> All the above schemes which are mentioned under C are of voluntary in nature. Company can make changes or withdraw these schemes at its discretion. Also, company reserves the right to modify the remuneration structure if necessary, as per the law or business needs. TDS or other deductions as required by the law apply.				

For NCL Industries Limited

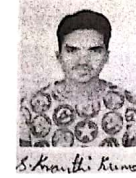
  
 J. V. Arora  
 Vice President - HR

**GOVERNMENT OF ANDHRA PRADESH**  
**OFFICE OF THE DISTRICT COLLECTOR & MAGISTRATE, VISAKHAPATNAM DISTRICT**  
**PROCEEDINGS OF THE CHAIRMAN, DISTRICT SELECTION COMMITTEE & DISTRICT COLLECTOR**

**DSC - 2019**

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

**Rc.No.1470/2019/A4/DSC-2019/ Dated: \_\_\_\_\_/2019**



-:O:-

**ORDERS :**

**Sub :** Recruitment of Posts to Village Secretariats - DSC-2019 - Provisional offer of Appointment in the **A.P. Panchayat Raj Engineering Subordinate Service** - Appointment Orders - Selection to the post of **Engineering Assistant (Grade-II)** - Orders issued.

- Read :**
1. G.O.Ms.No.110, PR & RD Dept ( MDL-1), dated:19-07-2019.
  2. Recruitment **NOTIFICATION NO. 01/2019, DATED: 26-07-2019** for the Post of **Engineering Assistant (Grade-II)**
  3. Hon'ble High Court's Orders in W.P Nos.12977/2019,13885/2019, 13898/19, 14015/19, 13990/19, and 14000/2019.
  4. Hon'ble High Court's Orders in Writ Appeal No. 282/2019 and Writ Appeal 310/2019.
  5. Member Convenor DSC - 2019, Letter No : **1470/2019/A4 Dt 29/9/2019 ,Dated: \_\_\_\_\_/2019**

-:O:-

Consequent upon your selection by the District Selection Committee and approval of the Competent Authority viz., Collector and Chairman, District Selection Committee in the reference 5th cited Sri/Smt/Kumari **SIVERI KRANTHI KUMAR S/o,D/O,W/o SIVERI BHEEMUDU** (HT No:190304005146) is hereby provisionally appointed as **Engineering Assistant (Grade-II)** and directed to report at **SUPERINTENDING ENGINEER,PANCHAYAT RAJ, ZILLA PARISHAD COMPOUND, MAHARANIPETA, VISAKHAPATNAM. on \_\_\_\_\_/2019 at 10.00 A.M** upon accepting the following Terms and Conditions:-

1. You are hereby offered provisional appointment to **Engineering Assistant (Grade-II)** in the **PANCHAYAT RAJ AND RURAL DEVELOPMENT DEPARTMENT**



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

*of*  
*Chairman*  
*20.10.19*  
Chairman DSC & District Collector,  
VISAKHAPATNAM District.

To,  
**SIVERI KRANTHI KUMAR,**  
**2-56, BATTIVALASA,**  
**BATTIVALASA, RURAL ARAKU VALLEY,**  
**VISAKHAPATNAM, 531149**  
**Mobile No : 9701235813**

Copy To,  
**SE PR, VISAKHAPATNAM District,**  
**The Engineer in Chief, PRED ,**  
**The Commissioner, PR & RD for Information.**

PROCEEDINGS OF THE SUPERINTENDING ENGINEER, PANCHAYAT RAJ  
VISAKHAPATNAM

Present ; Sri. G. Sudhakar Reddy, B.Tech

Progs.No. 1470 /2019 /A4 /DSC-2019 Dated. 29.10.2019

**Sub:-** DSC - 2019 -Visakhapatnam District - Recruitment of Functional Assistants to Village / Ward Secretariats Temporary Appointment of Sri/Smt/Kum **SIVERI KRANTHI KUMAR S/o,D/o,W/o SIVERI BHEEMUDU** provisionally appointed as **Engineering Assistant- Grade II** posting Orders - Issued.

**Read:-** Proceedings No. 1470 /2019 /A4 / dated 22.10.2019 of the Chairman, DSC and District Collector, Visakhapatnam.

\*\*\*

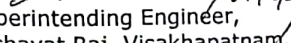
**ORDER:-**

In the reference read above, Sri/Smt/Kum **SIVERI KRANTHI KUMAR S/o,D/o,W/o SIVERI BHEEMUDU** was provisionally selected by the Chairman, District Selection Committee and District Collector, Visakhapatnam as **Engineering Assistant- Grade II** and directed the Superintending Engineer , PR, Visakhapatnam to issue posting orders to the individual.

In view of the above, Sri/Smt/Kum **SIVERI KRANTHI KUMAR S/o,D/o,W/o SIVERI BHEEMUDU** is hereby posted as **Engineering Assistant- Grade II** in **Guntagannela** village Secretariat of **DUMBRIGUDA MANDAL** and directed to report before the Panchayat Secretary, Village Secretariat **Guntagannela** of the above Mandal immediately.

The Panchayat Secretary, Village Secretariat **Guntagannela** of **DUMBRIGUDA MANDAL** to this office immediately and he/she is directed to launch the Village Secretariat System in his Gram Panchayat immediately and extract the work as per Job Chart prescribed for the post.

The individual is informed that he should follow the conditions prescribed in the reference read above and should submit the acceptance letter enclosed to this proceedings immediately to the undersigned.

  
Superintending Engineer,  
Panchayat Raj, Visakhapatnam.

To  
Sri/Smt/Kum **SIVERI KRANTHI KUMAR S/o,D/o,W/o SIVERI BHEEMUDU**  
The Panchayat Secretary, Village Secretariat **Guntagannela**  
Copy to the Extension Officer (PR &RD) **DUMBRIGUDA MANDAL**  
Copy to the MPDO, MPP, **DUMBRIGUDA MANDAL**  
Copy to the Tahsildar, **DUMBRIGUDA MANDAL**  
Copy to the Mandal Level Officer of Dept, **DUMBRIGUDA MANDAL**  
Copy to the Sub - Treasury Officer, **ARAKUVALLEY**  
Copy to the Dist. Treasury Officer, Visakhapatnam.  
Copy submitted to the District Collector, Visakhapatnam for information.  
Copy submitted to the Commissioner, PR & RD, A.P., Tadepalli for information.



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20222250879/Lucknow**  
**Date: 05/04/2022**

Ms. Kiranmayi Kadimi  
3-248/G Akp Road Mosayyapeta Atchutapuram Post And Mandal Mosayyapeta,  
Akp Road,  
Visakhapatnam-531011,  
Andhra Pradesh.  
Tel# 91-9908744397

Dear Kiranmayi Kadimi,

**Sub: Letter of Offer**

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

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

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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/DT20222250879

**TATA CONSULTANCY SERVICES**  
**Tata Consultancy Services Limited**

1/1, Vibhuti Khand, Gomti Nagar, Lucknow 226 010 India  
Tel: 91 522 666 1001 Fax: 91 522 666 1001 Website: www.tcs.com  
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

K. Kiranmayi<sup>1</sup>

## OFFER CUM APPOINTMENT LETTER

June 17, 2021

14062021VGS/CO1155

**Bhargavi Kolichina**

Phone: 9398443302

E-mail: [bhargavi.kolichina@gmail.com](mailto:bhargavi.kolichina@gmail.com)

Visakhapatnam.

### Re: Offer of Contract Employment (Full-Time)

Dear Bhargavi,

On behalf of Virtual Guard Services Private Limited (VGS) and Pro-Vigil Inc., we are pleased to offer you the position of “**Deployment Support Executive**”, on full time contract basis for a period of 6 months. You will be reporting to the Associate Manager-IT, subject to the terms and contingencies set forth below. The position is based out of Operations Centre of Excellence, Pro-Vigil and VGS Visakhapatnam, and your start date shall be **Thursday June 17, 2021**, beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing.

- **Period:** The full-time contract employment period is from **17<sup>th</sup> June 2021 to 30<sup>th</sup> November 2021**. Please submit a set of photocopies of your educational and experience certificates, tax documents etc. and a copy of relieving orders from your previous employer (showing that your resignation has been accepted), along with four copies of your passport size photographs.
- **Fees:** You will be paid an Annual CTC of Rs. 1,80,000/- (Rupees One Lakhs Eighty Thousand Only) during the period of your full-time contract employment, billed on monthly basis, subject to approval of your monthly attendance and leaves.

Annual CTC	1,80,000/-
Monthly CTC	15,000
Monthly TDS @ 10%	1,500
Monthly Take Home	13,500

- **Working Hours:** The working hours of Deployment Team and US IT Support are based on 24/7 shifts. All night shift employees are provisioned 2 days week offs and day shift employees are provisioned 6 days Week Offs, specified by your direct reporting manager. You are entitled to 2 days of paid leave per month (calculated on pro – rata basis) from **17<sup>th</sup> June 2021 to 30<sup>th</sup> November 2021**. This leave cannot be carried forward and will lapse by end of Contract Employment Period.
- **Tax:** Tax will be borne and payable by you as per applicable Income Tax Laws of India. You need to raise invoice every month and submit it to accounts department, including your approved time sheet from Direct Reporting Manager.
- **Conduct & Behaviour:** You will act and behave in a manner which is positive to the interests of the VGS and not act in a manner prejudicial to its interests. The company requires you to abide by its high standards of business conduct and ethics and you will comply with the rules & regulations of the company. You will not divulge orally or in writing or in any way the technical know-how regarding organizational and administrative matters or any other information that comes to your knowledge during the period of your contract employment. At the end of the contract employment period, you will return all documents, drawings, assets and software which belong to the organization.

**VirtualGuardServicesPvtLtd.**

Vizag-+918912709199

Hyd- +914023359199

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

CIN:U72900AP2016PTC104072

**VisakhapatnamOffice:**

NewTechMahindraBuilding, Phase-11,

Sy.No.44, Resavanipalem,

Visakhapatnam 500013,

**HyderabadOffice:**

MSR Block, #701 (1-89/3/B/40 to 42/KS/701/A),

Krishe Sapphire Building, Survey No. 88, Hitech

City Main Road, Madhapur, Hyderabad –

500081,Telangana

- **Termination:** This full time Contract employment can be terminated by either party by giving one-month notice, in advance. In the event of any act(s) whereby the company loses its confidence or trust on you, or if you don't meet the performance standards required for this position, the assignment may be honourably terminated on grounds of loss of confidence immediately. VGS holds the power to terminate at any time without notice or compensation if you:
  - (i) are guilty of fraud, dishonesty or misconduct which is inconsistent with the due and faithful discharge of your duties;*
  - (ii) disobey the company's lawful and reasonable instructions/requirements;*
  - (iii) habitually neglect your duties; or gross misconduct;*
  - (iv) otherwise commit a material breach of your employment terms;*
- **Notice Period:** Your appointment is being made on a full-time employment basis for a fixed period as stated above. Your work assignment with VGS will automatically come to an end on **30<sup>th</sup> November 2021** and no notice pay or retrenchment compensation will be payable to you by the management. Since your appointment is being made for a specified period, you will neither have any right nor a lien on the job held by you. Also, you will not claim regular employment with VGS, after the period of contract employment. VGS reserves the right to extend the contract employment period or offer full time employment for all Full Time Contract Employees.
- **Jurisdiction:** All actions arising out of this contract employment or relating thereto are subject to the jurisdiction of the courts of Hyderabad and state of Telangana. You are being offered employment at VGS, based on your personal skills and experience, and not due to your knowledge of any confidential, proprietary or trade secret information of a prior or current employer. Should you accept this offer, we do not want you to make use of or disclose any such information or to retain or disclose any materials from a prior or current employer. Likewise, as a future employee of VGS, it is likely that you will become knowledgeable about confidential, trade secret and/or proprietary information related to the operations, products, and services of VGS and its clients, you need to maintain strong confidentiality and integrity.
- **Policy Adherence:** VGS has strict policies for conflicts of interest, non-disclosure, and non-competition. It will be your responsibility to educate yourself regarding VGS's Full Time Employment policies and to ensure you are in full compliance. If you have any questions about any of the VGS's policies, please contact Human Resources.
- **Discrepancy:** Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to review our Full Time Contract employment with you.
- **Job Responsibilities:** Meet with the US IT Support Leads and Associate Manager-IT to determine Configuring and working on different types of IP Camera products, NAS devices, Routers & NVR. Configuring the IP cameras and Alarms in our Own software Application. Responding to customer issues and queries within agreed time limits through Sales Force, Email and Chat. Monitoring and managing Client Infrastructure (like Servers, Network devices and power meters etc. Manage and maintain network of the data centre using monitoring tools.

**We congratulate you on this new assignment with VGS and wish you a long and successful career.**

**Yours Sincerely,  
For Virtual Guard Services Private Limited**



**Karthika Tirupathi  
Director – Human Resources**

**VirtualGuardServicesPvtLtd.**

Vizag-+918912709199  
Hyd- +914023359199  
[www.vgssecurity.com](http://www.vgssecurity.com)  
CIN:U72900AP2016PTC104072

**VisakhapatnamOffice:**

NewTechMahindraBuilding, Phase-11,  
Sy.No.44, Resavanipalem,  
Visakhapatnam 500013,

**HyderabadOffice:**

MSR Block, #701 (1-89/3/B/40 to 42/KS/701/A),  
Krishe Sapphire Building, Survey No. 88, Hitech  
City Main Road, Madhapur, Hyderabad –  
500081,Telangana

Date: 26th February, 2021

EMP No: 304351

Name: Kandregula Raja Sekhar

Department: Colour Team

Dear Kandregula Raja Sekhar

We are pleased to inform you that you have been offered a position as Trainee Technician in this Company with effect from Date: 26th February, 2021

తది 26th ఫిబ్రవరి, 2021 నుండి మీరు ఈ క్రింద నియమనిబంధనలను అనుసరించి మా కంపెనీలో ట్రైనీ టెక్నిషియన్ నియమితులయ్యావని తెలియజేయుటకు మిక్కిలి సంతోషిస్తున్నాము.

## 1. Probation

On joining the Company, you shall be on training for 6 months and probation for 6 months which could be extended if your Performance during this period was found unsatisfactory. After probation you will be confirmed with a written notice.

## ప్రొబేషన్

మీరు మా కంపెనీలో చేరిన తరువాత 6 నెలలు ట్రైనింగ్ మరియు 6 నెలలు ప్రొబేషన్ కాలం ఉంటుంది. ఈ సమయంలో మీ పనితీరును సంతృప్తికరంగా లేకపోయినచో ప్రొబేషన్ కాలము మరింత పొడిగించుటకు అవకాశము ఉన్నది. ప్రొబేషన్ కాలము పూర్తికాగానే మీ నియామకము పత్రము ద్వారా దృవీకరించబడును.

## 2. Salary

You will be paid a Gross salary of Rs 8900/- Eight Thousand Nine Hundred only/- including 1500/- Interim allowance. Also eligible Rs 1400/- to earn as Attendance incentive and Rs 75/- per night shift as Night shift allowance as per Eligibility, and also eligible statutory benefits like ESI, PF, Bonus as per the company norms. Salary increments and promotion to next grade will be at the sole discretion of the Management of the Company depending on your performance and discharge of duties after confirmation of Employment as per provisions of the payment of wages Act.1936

## జీతవర్తమాలు

1936 వేతనాల చట్టం అనుసరించి మీకు నెలకు 8900 రూ/- ఎనిమిది వేల తొమ్మిది వందలు-1500/- తాత్కాలిక భత్యంతో అలాగే అర్హతల ప్రకారం రూ. 1400 /- హాజరు ప్రోత్సాహకంగా మరియు రూ .75/- రాత్రి షిఫ్ట్ భత్యంగా మరియు సింస్ట నిబంధనల ప్రకారం ESI, PF, బోనస్ లాంటి అర్హమైన అర్హత ప్రయోజనాలు.

**Teejay India Private Limited**

(Formerly Known as Ocean India Private Limited)

Plot No. 15, BIAC SEZ, Pudimadaka Road, Atchuthapuram,  
Visakhapatnam - 531011, Andhra Pradesh, India.

Tel: +91 8924 237010 / 11 Fax : +91 8924 237008 / Email: info@teejay.com

CIN : U17200AP2007PTC054697

A Member of Teejay Group



teejay.com



ACTIS GENERICS PVT LTD



Name : K. Shyam Ganesh

Emp. Code : 394

Department : EHS

Blood Group : O+ve

Emergency Phone No: 8309498313

  
Issuing Authority

Plot No: 60C, J.N.P.C.,  
Thanam Village, Parawada Mandal,  
Visakhapatnam - 531 019.  
Contact Phone No: +91 7729998711

# SOCIETY FOR ELECTRONIC TRANSACTIONS AND SECURITY [SETS]

(Under O/o the Principal Scientific Adviser to the Government of India)



(Registered under The Societies Registration Act XXI of 1860 Registration No. S.42605 of 2002)

Operational Headquarters

MGR Knowledge City, CIT Campus, Taramani, Chennai – 600 113. India.

Phone: 044 – 66632504, Fax: 044 – 66632501 website: [www.setsindia.in](http://www.setsindia.in)

Ref :SETS/Chn/Pers(Proj)/2020-21/GV/68/851

25<sup>th</sup> September 2020

To  
Ms Gorantla Vaishnavi  
Flat No B303, B Block,Mjr Clique  
Hydra,Gollahali Main Road,  
Electornics City,Bangalore

Dear Ms Vaishnavi,

### Sub: Offer of Appointment as Project Associate

With reference to your Interview held over VC on 23<sup>rd</sup> September 2020, we are happy to inform that you are appointed as a **Project Associate – Network & Systems Security** in SETS on contractual basis. The appointment will be for a period of one year and extendable upto further one more year depending on your performance and requirements of SETS.

An all inclusive consolidated remuneration of **Rs.30,000/** (Rupees Thirty Thousand only) per month will be paid to you during the period of your contract. Other terms and conditions of your appointment are given in the attached Annexure.

Two copies of the appointment letter are sent herewith. You are requested to return one copy duly endorsed by you in token of acceptance of the terms and conditions of the offer.

If the above offer of appointment as above with the terms and conditions as in Annexure are acceptable to you, you may please communicate your willingness before 30<sup>th</sup> September 2020 and report for your duties not later than 12<sup>th</sup> October 2020 to take up the assignment.

Wishing you all the best,

Yours sincerely,

For Society for Electronic Transactions and Security (SETS)

  
(N. Sarat Chandra Babu)  
Executive Director, SETS

Strategy and Synergy for Security

Registered Office:

C/o. Electronics Corporation of India Limited, North Zone, B-7, LSC, 'A' Block, Naraina, Ring Road, New Delhi – 110028.

Delhi Office:

Room No. 418, TIFAC, Wing-A, Vishwakarma Bhavan, Shaheed Jeet Singh Marg, New Delhi – 110 016





## Ms Gorantla Vaishnavi

### Annexure (Terms & Conditions)

- i) Statutory deductions like PF, TDS etc. will be made as per the rules. SETS will contribute an equal amount towards PF subscription.
- ii) Your present place of duty at SETS, Chennai Office shall be:  
**MGR Knowledge City,  
C.I.T. Campus,  
Taramani, Chennai 600 113.**  
However, you will be liable for transfer to anywhere in India if required in the interest of SETS.
- iii) You will be entitled for 2 ½ days leave for each completed month. In case of your absence from duty beyond the entitled leave, recovery will be made from the monthly remuneration.
- iv) Your performance will be assessed based on the reports received from the concerned reporting authorities of SETS on periodical basis.
- v) You will be governed by the rules and regulations of SETS that are in force and revised from time to time.
- vi) You will be responsible for safekeeping and return in good condition of all properties/documents which may be in your use.
- vii) You will be responsible for any loss/damages, for which the SETS may suffer, arising out of misbehavior or fraud or mishandling by you.
- viii) You will not engage yourself in any other work or carry out any other business or apply for any job or taking up any assignment outside SETS without the permission of Executive Director, SETS.
- ix) Your services will be terminated by SETS if your work and conduct are not found satisfactory or if there is any Organizational Policy Change.
- x) You will be required to maintain the secrecy involved and you should not disclose any information concerned with the Project/Products of SETS. If you do not adhere to the same, necessary action will be taken against you as per the existing rules of SETS or as per the general law of the land. You will be required to sign a separate Non-Disclosure Agreement if required.
- xi) In case you want to leave the job, you will have to give a minimum of one month's notice in writing to enable knowledge transfer. In the absence of minimum of one month's notice, remuneration in lieu thereof will be recovered or paid by you for the shortfall days of notice period. The management reserves the right to relieve you in such cases, only after you complete the assignments given to you. The contract may be terminated by SETS by giving one month's notice period and in absence of the one month's notice payment of one month remuneration or proportionate remuneration for the shortfall of notice period will be only paid by SETS to you.
- xii) If you leave the employment before completion of the contract, the management reserves the right to recover all the expenses spent for you if any on your visit/ training both in India and abroad. Also, the management reserves the right to recover all the subsidies/concessions given to you by SETS or its connected organizations if any.
- xiii) You may please note that there is no scope for continuation/regularization/absorption in SETS under any circumstances by virtue of giving this offer and no claim from you in this regard will be entertained.
- xiv) Please report for your duties along with the following documents:
  - a) Self Attested copies of certificates [educational qualification, experience etc.]
  - b) Medical fitness certificate from a Registered Medical Practitioner.
  - c) Relieving order from your previous employer if you are employed.
  - d) Proof of residence.
  - e) Proof of Age.
  - f) Resume
  - g) 4 Photographs
  - h) Character certificate from two Gazetted Officers.

\*\*\*\*\*

PRIVATE AND CONFIDENTIAL

**Reference No. - 1383828850**

**Applicant ID - 3747001**

03-Jun-2019

B Reshma

Dear B,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : tripathi.bhavna@icicibank.com

Telephone No. : 4041062185

Yours sincerely,

Bhavna Tripathi

**Reference No. - 1383828850**

**Applicant ID - 3747001**

03-Jun-2019

B Reshma

Dear B,

We are pleased to make you an offer of appointment as Assistant Manager in ICICI Bank. You will be placed in SHARED SERVICES at HYDERABAD - GACHIBOWLI\_RO.

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

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 30-Jun-2019.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

**a) Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

**b) IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

:2:

**Reference No. - 1383828850**

B Reshma

- **Notice Period:** In case you decide to leave the Bank's services during probation period, you will be required to give forty-five days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

In case you decide to leave the Bank's services after confirmation, you will be required to give ninety days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving ninety days' notice or on payment of ninety days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

**Reference No. - 1383828850**

B Reshma

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period
  - At any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - c) Suppression of any material information by you.
    - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

**Reference No. - 1383828850**

B Reshma

• **General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.

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

Yours sincerely,

Anirudh Cherakuwada

Digitally signed by ANIRUDH G  
CHERAKUWADA  
Date: 2019.06.03 16:26:33 +05:30  
Reason: Offer Letter  
Location: Mumbai

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

Signature of Applicant

:5:

**Reference No. - 1383828850**

B Reshma

**Annexure:**

Remuneration:

- Your Base Salary will be Rs. 84,000/- (Rupees Eighty Four Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. Bonus/variable pay (including payment deferred for subsequent payouts) would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and/or is serving notice period.

Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of Rs. 1,86,000/- (Rupees One Lakh Eighty Six Thousand only) per annum. Supplementary allowance will include – HRA, Additional HRA, Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

Superannuation Allowances:

- You will be eligible for a Superannuation Allowance of Rs. 12,600/- (Rupees Twelve Thousand Six Hundred only) per annum.

**Reference No. - 1383828850**

B Reshma

**Benefits:**

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children. You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Digitally signed by ANIRUDH G  
CHERAKUWADA  
Date: 2019.06.03 16:26:33 +05:30  
Reason: Offer Letter  
Location: Mumbai

Signature of Applicant



## **JOINING FORMALITIES**

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use “forgot password “option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XII<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organization
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

**Remuneration Details**
**Name :** B Reshma

**Position:** Assistant Manager

**Group:** RSPPG

	Assistant Manager	
	Monthly	Annual
Basic	7000	84,000
Supplementary Allowance *	15,500	1,86,000
Superannuation Allowance **	1050	12,600
<b>Total</b>	<b>23,550</b>	<b>2,82,600</b>
Retirals		
Retirals (PF, Gratuity) ***	1,423	17,076
<b>Total CTC</b>	<b>24,973</b>	<b>2,99,676</b>
Performance Linked Retention Pay #	2,250	27,000
<b>Total (incl PLRP)</b>	<b>27,223</b>	<b>3,26,676</b>

\* Supplementary allowance will include HRA, Additional HRA, Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

\*\*\* Company contribution towards PF is 12% and Gratuity is 8.33%

#Please note that there is no guaranteed performance bonus, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

**Date:** 03-Jun-2019

Digitally signed by ANIRUDH G CHERAKUWADA

Date: 2019.06.03 16:26:33 +05:30

Reason: Offer Letter

Location: Mumbai

PRIVATE AND CONFIDENTIAL

**Reference No. - 1383796085**

**Applicant ID - 3237377**

04-Jun-2019

ANGARA RAJU

Dear ANGARA,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : tanwar.deepika@icicibank.com

Telephone No. : 04061062182

Yours sincerely,

Deepika Tanwar

**Reference No. - 1383796085**

**Applicant ID - 3237377**

04-Jun-2019

ANGARA RAJU

Dear ANGARA,

We are pleased to make you an offer of appointment as Assistant Manager in ICICI Bank. You will be placed in Branch Banking at VISAKHAPATNAM\_MURALINAGAR\_BR.

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

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 26-Jun-2019.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

**a) Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

**b) IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

:2:

**Reference No. - 1383796085**

ANGARA RAJU

- **Notice Period:** In case you decide to leave the Bank's services during probation period, you will be required to give forty-five days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

In case you decide to leave the Bank's services after confirmation, you will be required to give ninety days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving ninety days' notice or on payment of ninety days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

**Reference No. - 1383796085**

ANGARA RAJU

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period
  - At any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - c) Suppression of any material information by you.
    - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

**Reference No. - 1383796085**

ANGARA RAJU

• **General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.

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

Yours sincerely,

Anirudh Cherakuwada

Digitally signed by ANIRUDH G  
CHERAKUWADA  
Date: 2019.06.04 16:09:30 +05:30  
Reason: Offer Letter  
Location: Mumbai

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

Signature of Applicant

**Reference No. - 1383796085**

ANGARA RAJU

**Annexure:**

## Remuneration:

- Your Base Salary will be Rs. 84,000/- (Rupees Eighty Four Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. Bonus/variable pay (including payment deferred for subsequent payouts) would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and/or is serving notice period.

## Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of Rs. 1,62,000/- (Rupees One Lakh Sixty Two Thousand only) per annum. Supplementary allowance will include – HRA, Additional HRA, Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

## Superannuation Allowances:

- You will be eligible for a Superannuation Allowance of Rs. 12,600/- (Rupees Twelve Thousand Six Hundred only) per annum.



**Reference No. - 1383796085**

ANGARA RAJU

**Benefits:**

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children. You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Digitally signed by ANIRUDH G  
CHERAKUWADA  
Date: 2019.06.04 16:09:30 +05:30  
Reason: Offer Letter  
Location: Mumbai

Signature of Applicant

## **JOINING FORMALITIES**

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use “forgot password “option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XII<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organization
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

**Remuneration Details**
**Name :** ANGARA RAJU

**Position:** Assistant Manager

**Group:** RETAIL BANKING GROUP

	Assistant Manager	
	Monthly	Annual
Basic	7000	84,000
Supplementary Allowance *	13,500	1,62,000
Superannuation Allowance **	1050	12,600
<b>Total</b>	<b>21,550</b>	<b>2,58,600</b>
Retirals		
Retirals (PF, Gratuity) ***	1,423	17,076
<b>Total CTC</b>	<b>22,973</b>	<b>2,75,676</b>
Performance Linked Retention Pay #	2,250	27,000
<b>Total (incl PLRP)</b>	<b>25,223</b>	<b>3,02,676</b>

\* Supplementary allowance will include HRA, Additional HRA, Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

\*\*\* Company contribution towards PF is 12% and Gratuity is 8.33%

#Please note that there is no guaranteed performance bonus, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

**Date:** 04-Jun-2019

Digitally signed by ANIRUDH G CHERAKUWADA

Date: 2019.06.04 16:09:30 +05:30

Reason: Offer Letter

Location: Mumbai



PRIVATE AND CONFIDENTIAL

Reference No. - 1383836273

Applicant ID - 3746892

27-May-2019

Yellapupoojitha poojitha

Dear Yellapupoojitha,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : abhinita.mishra@icicibank.com

Telephone No. :

Yours sincerely,

Abhinita Mishra

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.





PRIVATE AND CONFIDENTIAL

Reference No. - 1383836273  
Applicant ID - 3746892

27-May-2019

Yellapupoojitha poojitha

Dear Yellapupoojitha,

We are pleased to make you an offer of appointment as Assistant Manager in ICICI Bank. You will be placed in Branch Banking at ATTAPUR - RAJENDRA NAGAR\_BR.

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

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 10-Jun-2019.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

:2:

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.





Reference No. - 1383836273

Yellapupoojitha poojitha

- **Notice Period:** In case you decide to leave the Bank's services during probation period, you will be required to give forty-five days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

In case you decide to leave the Bank's services after confirmation, you will be required to give ninety days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving ninety days' notice or on payment of ninety days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

**ICICI Bank Limited**  
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Bandra-Kurla Complex  
Mumbai 400 051, India.

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Near Chakli Circle,  
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Vadodara 390 007, India.



Reference No. - 1383836273

:3:

Yellapoojitha poojitha

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period
  - At any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - c) Suppression of any material information by you.
    - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

:4:

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
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Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.



Reference No. - 1383836273

Yellapupoojitha poojitha

• **General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.

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

Yours sincerely,

Anirudh Cherakuwada

Digitally signed by ANIRUDH G  
CHERAKUWADA  
Date: 2019.05.27 18:26:03 +05:30  
Reason: Offer Letter  
Location: Mumbai

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

Signature of Applicant

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.





**Reference No. - 1383836273**  
Yellapupoojitha poojitha

**Annexure:**

**Remuneration:**

- Your Base Salary will be Rs. 84,000/- (Rupees Eighty Four Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. Bonus/variable pay (including payment deferred for subsequent payouts) would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and/or is serving notice period.

**Supplementary Allowances:**

- You will be eligible for a Supplementary Allowance of Rs. 1,86,000/- (Rupees One Lakh Eighty Six Thousand only) per annum. Supplementary allowance will include – HRA, Additional HRA, Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

**Superannuation Allowances:**

- You will be eligible for a Superannuation Allowance of Rs. 12,600/- (Rupees Twelve Thousand Six Hundred only) per annum.

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.

:5:

Reference No. - 1383836273  
Yellapupoojitha poojitha

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- Your Base Salary will be Rs. 84,000/- (Rupees Eighty Four Thousand only) per annum.
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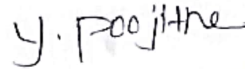
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**Reference No. - 1383836273**

Yellapoojitha poojitha

**Benefits:**

- Comprehensive Medclaim Coverage for you and your immediate family up to Rs.400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children. You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.



Signature of Applicant

Digitally signed by ANIRUDH G  
CHERAKUWADA  
Date: 2019.05.27 18:26:03 +05:30  
Reason: Offer Letter  
Location: Mumbai

**ICICI Bank Limited**  
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Vadodara 390 007, India.



## JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

URL: <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

Username: Registered email id or Applicant id

Password: Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XII<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organization
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

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### Remuneration Details

**Name :** Yellapupoojitha poojitha

**Position:** Assistant Manager

**Group:** RETAIL BANKING GROUP

	Assistant Manager	
	Monthly	Annual
Basic	7000	84,000
Supplementary Allowance *	15,500	1,86,000
Superannuation Allowance **	1050	12,600
<b>Total</b>	<b>23,550</b>	<b>2,82,600</b>
Retirals		
Retirals (PF, Gratuity) ***	1,423	17,076
<b>Total CTC</b>	<b>24,973</b>	<b>2,99,676</b>
Performance Linked Retention Pay #	2,250	27,000
<b>Total (incl PLRP)</b>	<b>27,223</b>	<b>3,26,676</b>

\* Supplementary allowance will include HRA, Additional HRA, Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

\*\*\* Company contribution towards PF is 12% and Gratuity is 8.33%

#Please note that there is no guaranteed performance bonus, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

Date: 27-May-2019

Digitally signed by ANIRUDH G CHERAKUWADA

Date: 2019.05.27 18:26:04 +05:30

Reason: Offer Letter

Location: Mumbai

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**Offer: Computer Consultancy**  
**Ref: TCSL/DT20229671351/Lucknow**  
**Date: 19/02/2022**

Ms. Renuka Devara  
21-13-2, Seeta Nagar Pedagantyada,  
Near Ntr Statue,  
Visakhapatnam-530044,  
Andhra Pradesh.  
Tel# -8187881071

Dear Renuka Devara,

**Sub: Letter of Offer**

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

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

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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.

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*D. Renuka*



## COMPENSATION AND BENEFITS

### **BASIC SALARY**

You will be eligible for a basic salary of ₹14,784/- per month.

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

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

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

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

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

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

#### **3. Food Card**

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

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## PERFORMANCE PAY

### **Monthly Performance Pay**

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

### **Quarterly Variable Allowance**

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

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

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

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

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ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

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

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

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

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

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

## Loans

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

## Professional Memberships

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

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## RETIRALS

### **Provident Fund**

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

### **Gratuity**

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

## TERMS AND CONDITIONS

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

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

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

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

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

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are 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

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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

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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. Work in SBWS mode**

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

#### **12. 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

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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.

### 13. 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.

### 14. 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.

### 15. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

### 16. 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.

### 17. Pre-employment Medical Certificate

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

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### 18. 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.

### 19. 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.

### 20. 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 :

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- \*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

### 21. 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.

### 22. 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.

### 23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

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## TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

1/1, Vibhuti Khand, Gomti Nagar, Lucknow 226 010 India

Tel: 91 522 666 1001 Fax: 91 522 666 1001 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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*D. Renuka*



#### 24. 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.

#### 25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



Click [here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET

Annexure 1

Name	Renuka Devara
Designation	Assistant System Engineer-Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>

# 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)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>

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*Renuka*



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, Galxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	

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*D. Renuka*



## Confidentiality and IP Terms and Conditions

### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

- (a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,
- (b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).
- (c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,
- (d) Customer and prospective customer lists, and
- (e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## 2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



**4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

**5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

**6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

**7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

#### **8. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### **9. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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*D. Renuka*



## 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.





(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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*D. Renuka*



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20222071969/Delhi**  
**Date: 28/03/2022**

Mr. Guthurthi Raja Sekhar  
9-3/2Ramalakshmipuram,  
Chettupalli,  
Narsipatnam-531116,  
Andhrapradesh.  
Tel# -

Dear Guthurthi Raja Sekhar,

**Sub: Letter of Offer**

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

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

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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.

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## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹14,784/- per month.

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

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

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

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

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

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

#### **3. Food Card**

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



## **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.



## **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. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

## 12. 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.

### **13. 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.

### **14. 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.

### **15. Notice Period**

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCSL as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCSL.

### **16. 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.

### **17. 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.



## 18. 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.

## 19. 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.

## 20. 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

## **21. 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.

## **22. 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.

## **23. 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.



## 24. 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.

## 25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms



**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Guthurthi Raja Sekhar</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	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>

# 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	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>



## 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**

### **1. Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.





## **2. Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## **3. Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

## **8. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

## **9. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



## 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay 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.

Fwd: Job Offer Letter - Nirvaan Techspo [\[Unblock\]](#)

bheemanadham neeharika

to me \*

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

From: tamarana sainthoshkumar <[tamaranasanthoshkumar@gmail.com](mailto:tamaranasanthoshkumar@gmail.com)>

Date: Wed, Jul 27, 2022, 9:48 AM

Subject: Fwd: Job Offer Letter - Nirvaan Techspo

To: [bheeharika@pjet.edu.in](mailto:bheeharika@pjet.edu.in) <[bheeharika@pjet.edu.in](mailto:bheeharika@pjet.edu.in)>

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

From: Nirvaan Tech Support <[hring@nirvaantechspo.com](mailto:hring@nirvaantechspo.com)>

Date: Thu, 21 Jul 2022, 12:39 am

Subject: Job Offer Letter - Nirvaan Techspo

To: <[hring@nirvaantechspo.com](mailto:hring@nirvaantechspo.com)>

Dear Candidate

Congratulations! We are pleased to confirm you have been selected to work for "Nirvaan Tech Support". We are delighted to make you the following job offer. The position we are offering is that of "Customer Care Executive" (Email's Process) at a salary of **INR 18,000** per month. In addition to that you will be entitled to other benefits applicable to your Grade, from time to time.

There will be training period for one week.

You are requested to submit the following documents, at the time of your joining:

- Copies of Educational Certificates
- Aadhaar, PAN Card
- One passport size photograph (i.e: ID Card)

You are requested to join us from **22-07-2022**

Looking forward for a mutually beneficial association with you.

Best Regards

**Nirvaan Tech Support**

SMART YOJANA WELFARE SOCIETY (SYWS)

Proceedings of the Honourable Chairman

Present, sri I. Sudhakar, M-Tech

RC.NO. 28/2015


Sub:-Establishment- Yojana Assistant –Smart Yojana Ngo –Under Smart Village- Visakhapatnam Dist-Certain Appointment –Order Issued.

Order:

In terms of the appointment under is hereby appointed as out sourcing basis smart yojana Assistant MULAKALAPALLI NOOKESWARA RAO S/O MULAKALAPALLI ESWAR RAO from this is the time of pay scale of Rs 19200-200-19400-310-19710 and posted as smart village Assistant At KASIMKOTA mandal at Visakhapatnam district Andhra Pradesh.

2. The individual informed that his/her appointed by Assistant is purely temporary and Subjected to the following conditional.
  - a. Subject to out came of court cases pending if any cancelation of this order.
  - b. Subject to qualification of certificate enquiry in case of duplicate certificate immediately cancellation of this order.
  - c. Individual enquiry of ansidency verification from 4 sets submit concerned officer.
3. The individual is here by informed that he should join within 15 Days from the date of receipt of this order in that post.
4. This post is temporary regarding to assistant post benefits and schemes only no more promotions regarding this category.

Indipudi Sudhakar  
Regional Manager  
Visakhapatnam Dist

  
Honourable Chairman  
Narsipatnam  
Visakhapatnam Dist

To

- 1) Sri Mulakalapalli Nookeswara Rao S/o Mulakalapalli Eswara Rao Kasimkota Mandal-531025
- 2) Copy to Regional Manager of respective district
- 3) Copy to District Incharge

Digitally Verified

Date:24-02-2022





ACC Limited  
Sy. No. 334, IDA Bachupally,  
Bachupally Mandal,  
Medchal Dist - 500 090

Ph : 08458 - 279902  
www.acclimited.com

Ref. South Offer/2022/035

23rd February, 2022

Mr. M Bala Krishna  
D.No.4-51, Thadi (Village)  
Parawada Mandal  
Visakhapatnam District  
Andhra Pradesh – 531019

Mobile No. +91 9704774927

Dear Bala Krishna

With reference to our discussion, we are pleased to offer you the position of “**Senior Executive – Quality**” in Grade **FML-2** with our organization.

Enclosed please find compensation details of your offer. Your total compensation package will be **Rs4,00,000/-** per annum and future increments will be based on performance.

The above offer is subject to verification of your certificates and testimonials ( i.e. certificates in proof of educational qualification, proof of past employment, reference checks and date of birth). As mutually agreed, you would be based at the **Visakhapatnam** and join duties on or before 22.03.2022.

Please acknowledge the duplicate copy of this letter as a token of acceptance of our offer.

Thanking you,

Yours faithfully,  
For **ACC Limited**

**ANDE ANAND**  
**REGIONAL H R MANAGER (SOUTH)**

**ANNEXURE "A"**

Name	Mr. M Bala Krishna	Salary Details	
		Monthly Earnings	Annual Earnings
Location	Visakhapatnam		
1	Basic	15,000	1,80,000
2	HRA		
3	Conveyance		
4	Special Allowance	13,631	1,63,574
5	Medical Allowance		
6	Leave Travel Assistance		
[A]	<b>Monthly Gross Salary</b>	<b>28,631</b>	<b>3,43,574</b>
7	PF (@ 12% of Basic)	1,800	21,600
8	Gratuity (@ 4.81% of Basic)	722	8,658
[B]	<b>Total Retiral Benefits</b>	<b>2,522</b>	<b>30,258</b>
[C]	<b>Based Salary CTC [A]+[B]</b>	<b>31,153</b>	<b>3,73,832</b>
[E]	<b>Target Bonus 7% of Based Salary</b>	<b>2,181</b>	<b>26,168</b>
(D)	<b>Compensation cost to Company(CTC)</b>	<b>33,333</b>	<b>4,00,000</b>

\* Target Bonus will be calculated & paid as per Company Policy

**Benefits:**

Mediclaime Insurance as per Company Policy

Personnel Accident Insurance as per Company Policy

తేదీ :- 09/11/2020  
వరరాజుపేట పట్టణం (P.S)  
అరికల రెవెన్యూ సబ్ డివిజన్  
P.P. కుతాపేట రెవెన్యూ సబ్ డివిజన్  
రెవెన్యూ డివిజన్

దాఖలు :- రెవెన్యూ డివిజన్

నేను M. నారాయణం కి/కి శ్రీనివాసరావు, చుక్కపాటి, అనురాధ, అంబికాంత్, నేను చుక్కపాటి నర్సిరాజు DSE సబ్ డివిజన్ వద్దనుండి సేకరించిన కుతాపేట గ్రామీణుల నుండి సేకరించిన పేద వారలకు P.P. కుతాపేట రెవెన్యూ సబ్ డివిజన్ కి సేకరించిన పేద వారలకు పంపిణీ చేయబడుతుంది.

కొత్త చట్టం ప్రకారం నాకు కూడా నా వద్దకు రెవెన్యూ డివిజన్ వద్దకు అందజేయబడుతుంది నా వద్దకు వినయ ప్రార్థనగా కృతజ్ఞులనుండి.

తేదీ :- 09/11/2020

శ్రీనివాసరావు

సీల్

చుక్కపాటి  
M. Srinivas

శ్రీనివాసరావు  
Secretary  
P. AGRAHARAM  
Butchayyapeta Mandal

GOVERNMENT OF ANDHRA PRADESH  
SURVEY AND LAND RECORDS DEPARTMENT

PROCEEDINGS OF THE ASSISTANT DIRECTOR, SURVEY & LAND  
RECORDS, VISAKHAPATNAM DISTRICT

Present: Sri R. Vijay Kumar, M. Tech

Rc.No.A9/750/2019/DSC-2019-1

Dated: 05.10.2019  
21.10.2020

Sub:- Recruitment of posts to **Village Secretariats-DSC-2019** - Provisional offer of Appointment in the A.P.SURVEY & LAND RECORDS SUBORDINATE SERVICES-Selection to the post of **Village Surveyor (Grade-III)** by DSC - Appointment and Posting orders Issued - Reg.

- Ref:-1. G.O. Ms. No.110, PR & RD Dept (MDL-1), Dated: 19.7.2019.  
2. Recruitment Notification No.01/2019, Dt: 26.07.2019 for the Post of **Village Surveyors (Grade-III)**.  
3. The Hon'ble High Court Orders in WP Nos. 12977/2019, 13885/2019, 13898/2019, 14015/2019, 13900/2019 and 14000/2019.  
4. Hon'ble High Court's Order in Writ Appal No.282/2019 and Writ Appeal 310/2019.  
5. Member Convener DSC-2019, Letter No: A2/1377/2019, Dt: 30.09.2019.  
6. G.O.Ms.No.418 REVENUE (SERVICES-III) DEPARTMENT, Dated:27-09-2019.  
7. G.O.Ms.No.419 REVENUE (SERVICES-III) DEPARTMENT, Dated:27-09-2019.

\*\*\*\*\*

**ORDER:**

Consequent upon your selection by the District Selection Committee(DSC) and approval of the Chairman of the DSC & the District Collector, Visakhapatnam vide ref.5th cited,

Sri/Smt/Kum **MATHURTHI SAIKUMAR**  
S/O,D/O,W/O **MATHURTHI SRINIVASARAO**  
Is Hereby Provisionally appointed as Village Surveyor (Grade-III) in  
**Butchayyapeta-Pedapudi Agraharam**

Encl: Conditions

To

Sri/Smt/Kum **MATHURTHI SAIKUMAR**

For  
Chairman DSC District Collector  
Visakhapatnam District

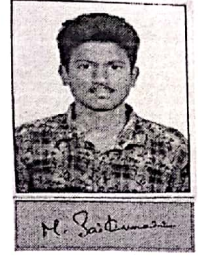
28/10/2020

**GOVERNMENT OF ANDHRA PRADESH**  
**OFFICE OF THE DISTRICT COLLECTOR & MAGISTRATE, VISAKHAPATNAM DISTRICT**  
**PROCEEDINGS OF THE CHAIRMAN, DISTRICT SELECTION COMMITTEE & DISTRICT COLLECTOR**

**DSC - 2019**

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

**Rc.No.750/2019/A9/Dt.28.09.2019/DSC-2019/** *8.1.2019*  
**Dated: /2019**



-:0:-

**ORDERS :**

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

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


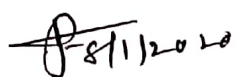
-:0:-

Consequent upon your selection by the District Selection Committee and approval of the Competent Authority viz., Collector and Chairman, District Selection Committee in the reference 5th cited Sri/Smt/Kumari **MATHURTHI SAIKUMAR S/o,D/O,W/o MATHURTHI SRINIVASARAO** (HT No:**190305002445**) is hereby provisionally appointed as **Village Surveyer (Grade-III)** and directed to report at **Assistant Director, Survey and Land Records, Collectorate Compound, Maharanipeta, Visakhapatnam 0891-2560233 on /2019 at 10.00 A.M** upon accepting the following Terms and Conditions:-

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

- 190305002445\_vimsg
2. You will be on probation for a period of two years from the date of joining the post and during the period of probation you will be paid consolidated pay of Rs. 15,000 per month. Further, after successful completion of probation you will be placed in the pay scale of **Rs.14,600-Rs.44,870 in RPS 2015** . The period of probation may, however, be extended at the discretion of the component authority. You will be required to discharge your duties while under probation to the satisfaction of superior officer. As regards other matters relating to probation, shall be governed by the conditions laid under A.P State and Subordinate Service Rules, and/Special Rules and instructions issued by the Government of Andhra Pradesh from time to time.
  3. During the period of Probation, you will be required to undergo Induction Training and also to undertake such other training courses and pass departmental tests as the Government may prescribe from time to time. Successful completion of Probation and subsequent confirmation is mandatory. Failure to complete the period of probation to the satisfaction of the Government or failure to pass the prescribed test(s), if any, will render you liable for discharge from service.
    - a) During the period of Probation, you will be liable to be discharged from service at any time without any notice, if-
    - b) On the basis of your performance or conduct, you are considered unsuitable for further retention in service, or
    - c) You are otherwise found ineligible or unsuitable to be retained in the service.
  4. Your appointment to the Post of **Village Surveyor (Grade-III)** in **DEPARTMENT OF REVENUE (SURVEY & LAND RECORDS)** is provisional and subject to the verification of character, antecedents and Social category/Community/Tribe against which your selection has been made. If, at any stage, information provided by you is false or certificates furnished by you in respect of qualifications viz., local area, caste, PHC/Ex-Servicemen /Sports etc., are found to be non-genuine, bogus or if any false information is given by you in' the Antecedents Verification Form, your provisional appointment will be cancelled forthwith and criminal/legal action will be taken.
  5. If you are already in service in Central Government/State Government/PSU/ Autonomous Body/Bank/ Corporation or in any other employment, you are required to submit formal Relieving Order by the respective Organization certifying that your conduct during the said employment does not render you unsuitable for the present offer of employment;

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

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


To,  
**MATHURTHI SAIKUMAR,**  
**7-138,GAVARAPETA STREET,**  
**THUMMAPALA VILLAGE,RURAL ANAKAPALLI,**  
**VISAKHAPATNAM,531032**  
**Mobile No : 7036785801**

Copy To,  
**Assistant Director, SURVEY AND LAND RECORDS,VISAKHAPATNAM District,**  
**The Director, Survey, Settlement, Land Records ,**  
**The Commissioner, PR & RD for Information.**

**ACCEPTANCE FORM**

Date:

Place:

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

Sir,

I hereby submit my acceptance for the post of **Village Surveyer (Grade-III)** Which I have been offered vide Rc.No.**750/2019/A9/Dt.28.09.2019/DSC-2019/** ,Dated: **/2019** issued by the District Selection Committee/District Collector District.

I hereby accept unconditionally, all the terms and conditions stated in the Appointment Letter issued vide Rc.No.**750/2019/A9/Dt.28.09.2019/DSC-2019/** ,Dated: **/2019** issued by the District Selection Committee /District Collector District.

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

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

SIGNATURE

**(MATHURTHI SAIKUMAR)****Address :**

**Name :MATHURTHI SAIKUMAR ,**  
**S/o / W/O / D/o :MATHURTHI SRINIVASARAO ,**  
**7-138,GAVARAPETA STREET,**  
**THUMMAPALA VILLAGE,RURAL ANAKAPALLI,**  
**VISAKHAPATNAM,531032**  
**Mobile No : 7036785801**  
**Hall Ticket No:190305002445**



# FORM OF MEDICAL PHYSICAL FITNESS CERTIFICATE

I ..... Dr. S. Kiran Kumar ..... do hereby certify that I have examined Mr/Mrs MATHURTHI SALKUMAR ..... resident of Thummalala, Anakolau ..... Visakhapatnam District in Andhra Pradesh and cannot discover that he/she has any physical deformity, blindness of one or both the eyes or deafness or stammering or stuttering or other defect of speech. I further certify that I cannot discover that he/she has any diseases, constitutional affliction or bodily infirmity.

His/Her age is ..... 21 yrs - 4 months - 14 days ..... years only

according to his/her appearance ..... 21 yrs ..... years

I Certify that he/she has marks of small pox/vaccination.

And the following measurements are :-

1. Weight: 56 Kg

2. Height: 164 cm

## CHEST MEASUREMENTS

a) On full expiration: 80 cm

b) On full inspiration: 83 cm

c) Difference: 3 cm

3. Activeness of Vision: (N)

4. Fitness for out-door work: Fit

Personal marks of identification: A mole on the right side of the Palm

1) A mole on the left side of the chest

2)

Signature: [Signature]

Designation: 17/01/2020

Station: BWC Nizam palem

Date: 17-01-2020

Seal:

**CIVIL ASST SURGEON  
PRIMARY HEALTH CENTER  
BUCCHIYAPETA**



Offer: Computer Consultancy  
Ref: TCSL/DT2022/39007/Pune  
Date: 14/02/2022

Mr. Ramesh Gorle  
65-3-613/31/A/1Ex Serviceman Colony,  
Sriharipuram,  
Visakhapatnam-530011,  
Andhra Pradesh.  
Tel# -

Dear Ramesh Gorle,

**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 **₹3,53,578/-** 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/DT2022/39007

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Niyati Tower, Ground Floor, S.No. 10 MK/1/129, CTS 1595, Nagar Road, Yerwada, Pune-411 006, India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

Registered Office: Nirmal Building, 9th Floor, Hazratnagar, Mumbai 400 021

TCS Careers Service Line: 1800 209 3111 Email: careers@tcs.com

1

**SGS**



**N. GANESH PRASAD**

**Employee ID. No : 10012914**

**Blood Group : O +ve**

A handwritten signature in black ink, appearing to be 'N. Ganesh Prasad'.

**Issuing Authority**

Candidate ID: 2755846 /375498,

Date of Joining: 12/19/2019,

Joining Location: Bangalore,

Designation: Analyst,

**Dear Sriramya Galla ,**

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

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

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

Address

164-165, EPIP Phase II,  
Whitefield,Bengaluru 560066

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

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

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

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

Kindly note:

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

Best Regards,  
Team HR

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

## EMPLOYMENT OFFER LETTER

Capgemini Ref: 2755846 /375498,

11/28/2019,

Sriramya Galla  
P. NO. 111 GEETHANIJILI ELITE, PUDIMADAKA ROAD, ANAKAPALLI,  
ANDHRA PRADESH,  
India

Confidential

Dear Sriramya Galla ,

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 **12/19/2019** (or such other date as may be communicated to you by the Company), as per details given below.

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

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

C) Your all-inclusive annual target compensation (on a cost to company basis) will be INR 300,003.00 ( Rupees Three Lakh and Three only) which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

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

Sriramya Galla ,

Analyst

Total Cost to Company (CTC).

Rs.300,003.00

Monthly Components	Per Month	Annualized
Basic	Rs 10,000.00	Rs 120,000.00
House Rent Allowance	Rs. 4,138.00	Rs 49,656.00
Other Reimbursements & Allowances#	Rs. 0.00	Rs.0.00
Personal Allowance	Rs. 5,000.00	Rs. 60,000.00
Advance Statutory Bonus	Rs. 2,980.00	Rs. 35,760.00
<b>Gross monthly salary</b>	<b>Rs.22,118.00</b>	<b>Rs. 265,416.00</b>
<b>Statutory payments ++</b>		
Capgemini's contribution to PF ++	Rs.1,800.00	Rs.21,600.00
Gratuity (accrual only)		Rs.5,772.00
<b>Total Fixed Compensation</b>		<b>Rs.292,788.00</b>
<b>Total Cash Compensation</b>		<b>Rs.292,788.00</b>
<b>Benefits</b>		
Medical, Accident & Life Insurance Premium		<b>Rs. 7,215.00</b>
Capgemini contribution to ESI		Rs.0.00
<b>Total Cost to Company</b>		<b>Rs. 300,003.00</b>



# You may choose any of the following optional instruments that are a part of the Other Allowance & Reimbursements. Balance amount that is not claimed will be paid as Taxable on monthly basis after withholding taxes. For details on claiming these instruments please check the Other Allowance and Reimbursements FAQ and Claim Forms.

Other Allowance & Reimbursements	Annualized
Telephone	19,800.00
LTA	60,000.00
Meal Coupons	24,000.00
Vehicle Reimbursement	21,600.00

**Notes:**

1. The payroll processing will be as per Company policy notified from time to time.
  2. Employees should decide on the Other Allowances and Reimbursements (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 (eg. LTA, telephone etc), you will have to submit supporting (bills) to the Company's satisfaction along with the reimbursement claim form in the prescribed format and within the timeline stipulated by the Company. The reimbursements will be processed as per the applicable Company's policies, which are subject to change without notice. The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the applicable law. In case of any under-withholding, you shall be responsible to pay the necessary tax and any interest/penalty thereon.
  4. In cases where Permanent Account Number (PAN) is not produced, highest tax rates will apply to all amounts on which tax is deductible at source under the applicable tax law.
  5. The Company reserves the right to change the compensation structure and/or the compensation components from time to time.
- ++ These statutory payments are included based on current applicable practice and law and are subject to changes based on changes in law from time to time. Also, please further note, that any changes / modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate email communication, about any changes/ modification to statutory payment.
- ++ Employee's contribution towards PF will be made from the monthly salary.
- # This is the maximum limit you are eligible for. You may choose any of the following optional components under 'Other Allowance & Reimbursements' Non taxable components (except Meal Coupons) would be paid based on a claim by employee through payroll. Taxable component would be paid on a monthly basis. All payments will be based on Company's policies.

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

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

NOTE:

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

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

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

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

F.) Probationary Period:

1. You will be on probation for period of six months from your date of joining the Company and continuity of your employment with the Company is dependent on confirmation of your employment. The Company reserves the right to revise the probation period depending on your performance and/or other consideration.

2. At any time during your probation period the Company may confirm your employment by way of a written communication, if your performance is found to be satisfactory. Your probation shall be deemed extended, for a period not exceeding 30 days, in a situation where you do not receive the aforesaid written communication from the Company.

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

H.) Conditions of hire:

1. Your employment with the Company will be subject to the following pre-conditions:
  - a. You will submit relevant documents as mandated by the Company.
  - b. You obtain requisite certification or complete mandated assessments which are basis for offering you employment opportunity with the Company;
  - c. You obtain a clear discharge and/or relieving letter from your most recent employer (prior to joining the Company). Nevertheless you must submit a clear discharge and/or relieving letter within fifteen (15) days of joining the Company;
  - d. You represent that acceptance of employment with the Company does not breach any terms/provisions of your previous employment agreement or any other agreement to which you are bound.
  - e. You acknowledge that the Company has offered you employment based on the fact that there are no pending claims, actions, suits or proceedings against you which might reasonably be expected to have an adverse effect on your ability to perform your duties hereunder and/or upon the Company.
  - f. You provide two satisfactory references, one being from your most recent employer (prior to joining Capgemini);
  - g. Your background verification check (including address, academics, employment, criminal etc as applicable) conducted by the Company is cleared; and
  - h. You represent that you have not been involved in any fraud, unethical and/or immoral acts, departmental inquiry in your previous employment(s) and/or been part of any pending investigation (whether judicial, quasi-judicial or otherwise) which you have not disclosed from the Company prior to your joining.
  - i. Your employment shall be subjected to the below-mentioned additional terms and conditions.
    - a. You should clear the final degree examination and submit your degree marks sheet and/or certificate, as a proof of passing. In the event you fail to clear the final examination in the first attempt or fail to submit the proof of the same by 19-December-2019, our Offer shall stand automatically revoked or otherwise your employment with the Company shall cease immediately without any further obligation or liability upon the Company.
    - b. You will be required to clear the mandatory Entry Level Certification Training Test of the Company in the first attempt. The details of the mandatory certification and the test will be communicated to you upon your joining the Company. If you do not successfully clear such test, your employment with the Company shall cease immediately without any further obligation or liability upon the Company.
    - c. As a condition of your employment with the Company, you will be required to undergo certain specialized training, certification and/or skill up gradation, at the cost, resource and expense of the Company. In consideration thereof, you shall be required to sign a training agreement or service agreement with the Company, and inter alia provide a commitment to work for the Company for 24 months, failing which there would be certain monetary liabilities that you would need to bear. Prior to acceptance of our Offer, you may request HR Department for more details in this respect including draft of such an agreement, for your review.

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

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

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

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

Kind Attn: Head - Human Resources

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

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

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

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

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

**For Capgemini Technology Services India Limited**



Jaideep Chavan  
Head - Talent Acquisition & Resourcing

**Acceptance**

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

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

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**Name: Sriramya Galla**

**Date: 11/28/2019**

## EXHIBIT 1

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

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

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

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

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

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

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

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

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

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

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

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

#### **5. COVENANTS AND REPRESENTATIONS:**

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

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

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

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

5.4 Capgemini prides itself as a company with the highest order of ethical conduct in its dealings with employees, customers, service provider, agents, governments or any other third party. It is important that you fully understand this philosophy and the relevant policies. If at anytime during your employment with the Company, you are found to be in violation of such policy and/or generally accepted ethical/moral standards, the Company reserves the right to take disciplinary action against you, including right to terminate your

employment without notice.

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

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

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

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

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

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

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

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

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



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

5.15 You hereby represent to the Company that:

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

## 6. CONFIDENTIALITY:

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

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

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

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

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

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

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

- a) was in your possession before receiving the same from the Company pursuant to this Letter;
- b) is or becomes a matter of public knowledge through no fault of yours; or

- c) is rightfully received by you from a third party without a duty of confidentiality.

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

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

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

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

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

## **7. INTELLECTUAL PROPERTY:**

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

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

7.3 If at any time during your employment with the Company, you (either alone or with others) whether or not during normal business hours or arising in the scope of your duties of employment make, conceive, create, discover, invent or reduce to practice any invention,

modification, discovery, design, development, improvement, process, software program, work of authorship, documentation, formula, data, technique, know-how, trade secret or any Intellectual Property Right whatsoever (including all work in progress) or any interest therein (whether or not patentable or registrable under copyright, trademark or similar statutes or subject to analogous protection) (collectively '**Developments**') that:

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

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

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

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

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

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

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

and delivered by you.

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

## **8. CONFLICT OF INTEREST:**

8.1 During your employment, you will not, directly or indirectly, whether alone or as a partner joint venture, officer, director, employee, consultant, agent, independent contractor or stockholder of any company, business or other commercial enterprise: (i) engage in any business activity similar in nature to any business conducted or planned by the Company, or (ii) compete in any way with products or services being developed, marketed, distributed or otherwise provided by the Company

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

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

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

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

## **9. RETIREMENT/TERMINATION:**

### **a.) Retirement**

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

### **b.) Notice Period/Termination**

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

Upon confirmation, your employment with the Company may be terminated (i) by you, upon giving the Company three

months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you three months' written notice or payment of gross salary in lieu thereof.

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

c.) Effects of Cessation of Employment

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

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

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

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

10.3 Notwithstanding anything to the contrary contained herein, you shall indemnify and keep indemnified the Company, its directors,

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

## 11. MISCELLANEOUS:

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

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

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

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

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

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

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

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

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

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



## CONSENT LETTER

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

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

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

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

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

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

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

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

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

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

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

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

Name:

Signature  
Date: